DESHKAN ZIIBIING CHIPPEWAS OF THE THAMES FIRST NATION GAGIGE GIKINOMAAGOZIWIN BOARD OF EDUCATION

Post-Secondary Policy

April 2024

Post-Secondary Education Personnel:

The Education Post-Secondary Counselor can be reached at:

324 Chippewa Rd Muncey, ON NOL 1Y0 T: 519-289-0621

F: 519-289-0633

Email: postsecondary@chippewa-ed.on.ca

Website: www.cottfn.com

HOURS OF OPERATION:

The Post-Secondary Education Department is located at the rear of Antler River Elementary School, and the hours of operation are Monday to Friday, 8:30 a.m. to 4:30 p.m., except on Statutory or designated holidays.

Students should contact the Chippewa Education administration to ensure the availability of the Post-secondary Counselor.

PREAMBLE

This document outlines the Chippewa of the Thames First Nations Post-Secondary Education program and its funding policy for students of the Chippewa of the Thames who are pursuing post-secondary education. All students must be aware that the overall factor for acceptance to receive funding is subject to the availability of funding.

1.0 BACKGROUND

This policy is governed by the elected body of the Chippewas of the Thames First Nation Board of Education and operates under the broader umbrella of the Southern First Nations Secretariat. The Secretariat represents the following member First Nations: Caldwell First Nation, Chippewas of Kettle and Stony Point, Chippewas of the Thames First Nation, and Oneida Nation of the Thames.

The Board of Education Trustees are elected members of the Chippewas of the Thames First Nation. They are authorized by the elected Council to oversee and manage the Post-Secondary Program.

The duties and responsibilities of the Board of Education Trustees include:

• Providing direction to the Post-Secondary Counsellor in the overall management of the Post-Secondary Program.

- Conducting an annual review of the Student Assistance Policy.
- Reviewing, evaluating, and recommending revisions to First Nation-specific programs offered by local colleges and universities.
- Reviewing monthly and guarterly reports submitted by the Post-Secondary Counsellor.
- Reviewing and approving the three annual intake submissions (May 1st, October 1st, and March 1st) presented by the Post-Secondary Counsellor.
- Establishing an appeal committee to review and decide on student appeals.

2.0 INTRODUCTION TO THE POST-SECONDARY PROGRAM

The goal of the Chippewa Post-Secondary program is to assist registered member students to access post-secondary education in order to graduate with the qualifications and skills needed to pursue individual careers.

The Chippewa Post-secondary program objectives are:

- To provide financial assistance to eligible students in pursuit of their post-secondary education based on the availability of funding in the budget.
- To provide for student counseling as an important part of the Chippewa Post-Secondary program.

3.0 INTRODUCTION TO STUDENT ASSISTANCE POLICY

This document outlines the Chippewa Post-Secondary Student Assistance program policy. The objective of this policy is to:

- Establish the criteria to be met by students to qualify for financial assistance.
- Outline the types and maximum levels of allowance and incentives that may be available.
- Provide for the maximum duration of assistance that may be provided concerning various levels of post-secondary education through the post-secondary program.

This policy is effective August 2016 and will apply in whole, to all first-time student applications for the fall intake, September 2016/2017 academic year, and forward.

4.0 **DEFINITIONS**

In this document,

A. Chippewas of the Thames First Nation Board of Education Trustees and "the Board", for this Post-Secondary Program Student Assistance Policy, have the same meaning, and it includes only those members identified specifically as registered Chippewas of the Thames members.

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- B. The **"Education Board"** and the **"Board"** have the same meaning in this policy, that being the collective of individuals duly elected by Chippewas of the Thames membership to represent their interests as it relates to post-secondary education.
- C. "Registered member" means a person whose name has been entered on the Chippewas of the Thames Membership roll and in the Indian Register maintained by the Department as defined by the *Indian Act*.
- D. **"Post-secondary Education"** means a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or equivalent is a prerequisite.
- E. "Ticket" is defined as the number of times a student is eligible for sponsorship by the Post-secondary Program, in a certificate, diploma, or degree in a post-secondary program.
- F. **"First Ticket"** is defined as the successful completion of a program of studies and the receipt of a certificate, diploma, or degree
- G. **"Second Ticket"** is defined as studies in another program field, pursuing graduate studies, or a change in career focus that can be unrelated to the first ticket program of studies.
- H. "Program of Studies" includes all post-secondary programs leading to a certificate, diploma, or degree. For this policy, the program of study is divided into the following categories:
 - I) UCEP: Community College Certificate programs
 - II) Level I: Community College Diplomas and CEGEP diploma or Certificate.
 - III) **Level II:** Undergraduate Programs (3- or 4-year BA)
 - IV) Level III: Advanced or professional degree programs, e.g. MD, Masters
 - V) Level 1V: Doctoral programs.
- I. "Post-secondary Institutions" are degree, diploma, and certificate-granting institutions that are recognized by the province of Ontario and include education institutions affiliated with or delivering accredited post-secondary programs by arrangement with a post-secondary institution.

"Canadian Public Institution" is a post-secondary institution that receives the majority of its funding from federal and provincial governments.

- J. "Private post-secondary institution" is a post-secondary institution that receives the majority of its funding from the student fees, and from sources other than governments.
- K. "Student" is defined as a full-time or part-time post-secondary student sponsored by the Board.
- L. "Full-time students" and "Part-time students" are defined by the post-secondary institution.
- M. "Academic Year" is as defined by the post-secondary institution but will not be less than eight months in duration.
- N. "Course Months" are defined as the number of months required to complete a program or course of studies.

- O. **"Semester"** refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually cover the periods from September to December, January to April, and May to August.
- P. **"Single Student"** refers to a student who neither seeks nor receives supplementary funding support under this policy, to the single rate of training allowance, travel grant, or relocation grant.
- Q. **"Extenuating Circumstances"** are unplanned events of a significant nature and may include medically diagnosed conditions or illness, death in the family, or accidental injury. Extenuating circumstances do not include ceremonies or religious practice.
- R. "CEGEP" is an abbreviation of college d'enseignement general et professionnel. CEGEPs operate in Quebec.
- S. "**Grade average**" is the grade assigned to the student by the post-secondary institution of registry for the average graded achievement of all courses undertaken in an academic year. Where a grade point average is assigned by the institution, they will do the equivalency conversion to A, B, etc.

| A+ | 90-100% | Grade A | Grade Point 4 - Excellent |
|----|---------------|---------|--------------------------------|
| Α | 80-89% | Grade A | Grade Point 4 - Excellent |
| В | 70-79% | Grade B | Grade Point 3 – Above Average |
| С | 60-69% | Grade C | Grade Point 2 -Satisfactory |
| D | 50-59% | Grade D | Grade Point 1 - Below Average |
| F | Less than 50% | Grade F | Grade Point 0 - Unsatisfactory |

- T. "Mature Student" is defined as a person over the age of 21 who has been out of school for at least two years and meets all eligibility criteria in this policy.
- U. "Post Secondary Institutions" are degree, diploma, and certificate granting institutions that are recognized by the province of Ontario, and include education institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution.
- V. "Intensive Mode Programs" are defined as programs that are delivered continuously over a short period.
- W. "Prorated" is defined as the division of monthly living allowance into weekly amounts.

5.0 STUDENT ELIGIBILITY

- 5.1 To be eligible for assistance under the Chippewa Post-Secondary Student Assistance Policy, applicants must:
 - 1. Provide proof of being a registered member of Chippewa of the Thames First Nation and residing in Canada.
 - 2. If a student submits a "Temporary Confirmation of Registration Document" the student must also provide photo identification and a letter from the Chippewas of the Thames Indian Registry Administrator stating that they are members of Chippewa of the Thames First Nation.

- 3. Have met university or college entrance requirements and verify acceptance to a program of study at a post-secondary institution.
- 4. Students must apply to an eligible program of studies in which the completion of secondary school studies or the equivalent is recognized by the post-secondary institution or the Ministry of Education and delivered at an eligible institution.
- 5. Students must apply to an eligible Institution that is a degree, diploma, or certificategranting institution that is;
 - a. Recognized by province or territory (Canada/Abroad)
 - b. Educational institution recognized to deliver post-secondary programs by agreement with an eligible post-secondary institution. Link to list of eligible institutions www.aadnc-aandc.gc.ca/eng/1429541743524/1429541857774
- 6. Student must provide the following documentation: secondary school diploma, secondary school transcript, prior post-secondary education transcript, and prior post-secondary education certificate, diploma, and degree.
- 5.2 Within the limits of funding received by *Chippewas of the Thames First Nation,* through contribution from the Southern First Nations Secretariat, the Post-secondary Program will provide financial assistance through the following priority allocation system:
 - **Priority 1:** Students continuing post-secondary studies, in good standing within this policy, and funded by COTTFN the previous semester.

Applicants enrolling in Aboriginal teacher language programs.

Students who have ceased to attend school due to extenuating circumstances that can be documented.

Priority 2: Students from the previous year who were denied access due to a lack of funding. Students who have self-funded for a term and completed the year.

Priority 3: Students newly graduated or are within 24 months of secondary school and moving into post-secondary studies within this policy.

Priority 4: Students who are first-time applicants. Age 21 and over, GED, ACE graduates.

Priority 5: Students returning after a break (for 2 or more consecutive semesters) in post-secondary studies, and in good standing with this policy, and meeting all other eligibility criteria. (E.g., SSW to BSW to MSW).

Priority 6: Students who have previously dropped out or discontinued their program and are out of school for two or more consecutive academic semesters.

Priority 7: Students not in good standing from the previous semester. May be eligible for the costs of tuition and books only as per available funds.

Priority 8: Students who have graduated from three or more levels of funding and are in good standing.

5.3 If assistance requirements for the number of students exceed the budget, applications may be referred to the Board of Education Trustees for review, in line with our First Nation priority allocation system for decision, and/or deferred for review by the Board at the next post-secondary program student intake.

- 5.4 The Post-Secondary program does not apply restrictions for eligibility based on age, terminal illness, or learning disabilities.
- 5.5 Funding is limited, and not all students who apply may receive assistance.

6.0 TYPES OF ASSISTANCE: FULL-TIME

Tuition Assistance includes student fees for registration. The tuition cost of books, and supplies which are listed as required by the program of study in the postsecondary program.

- 6.1 Tuition assistance may be provided:
 - 1. For students attending Canadian public institutions, at the normal rate in Canadian dollars charged by the institution for a Canadian student.
 - For students attending Canadian private post-secondary institutions where a
 comparable program is offered by a Canadian public post-secondary institution, at
 the normal rate in Canadian dollars as charged a Canadian student by the
 Canadian public institution nearest to the student's place of residence at the time
 of application.
 - 3. For students attending Canadian private post-secondary institutions, where no comparable program is offered by a Canadian public post-secondary institution, at actual rates in the appropriate currency.
 - 4. For students attending a foreign public post-secondary institution, where no comparable program is available in a Canadian public post-secondary institution, at actual rates in the appropriate currency.
 - 5. For students attending a foreign, private institution, where no comparable program is available in a Canadian public/private post-secondary institution, at actual rates in the appropriate currency.
 - 6. For students attending foreign public and/or private post-secondary institutions where a comparable program is offered by a Canadian public post-secondary institution, at the normal rate in Canadian dollars as charged to a Canadian student by the Canadian public institution nearest to the student's place of residence at the time of application.
 - 7. High-Cost Tuition Fees: students are encouraged to seek out less costly but similar programs, all tuition fees exceeding \$25,000 Canadian funds per annum will be subject to Board approval.
 - 8. PhD student funding will be based on financial need. Doctorate students must provide financial and/or grant information to the post-secondary counselor.
 - 9. For Students who qualify and are in receipt of OSAP, the grant portion will take precedence over the COTTFN tuition sponsorship.

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6.2 Assistance for Living Expenses:

Assistance for living expenses: Living allowances to help cover students' living expenses may be provided at a rate not to exceed that established by the Chippewas of the Thames First Nation. Residence fees will be paid directly to the institution, at a rate not exceeding the full-time student living allowance budget. The monthly allowance for full-time students enrolled in 75% of the program's course load is \$1500.00 Canadian. Part months will be prorated for the first two weeks, and full month assistance for three weeks or greater. Example: One week of allowances would be prorated at \$375, two weeks at \$750. The daily rate would be \$75/day. To receive a living allowance, students must have a Canadian bank account.

- 6.5 Exceptional Assistance: Exceptional assistance for legally or institutionally required activities for final professional certification or licensing may be provided as well as special needs as determined by each student's circumstances.
- 6.6 Other Fees: Postsecondary institution application fees, official transcript fees, and examination fees may be provided.
- 6.7 University and College Entrance Preparation Programs: Student applications for accredited post-secondary entrance preparation programs may be supported from within the post-secondary student assistance policy.
- 6.8 Distance Education Programs: Specialized delivery and distance education programs offered by Aboriginal Post-Secondary Institutes, which do not follow the traditional "academic year" or semester system as outlined in the INAC guidelines, may be eligible for funding assistance. To qualify, students must submit an official acceptance letter that includes program details, duration, session schedule, and identifies the accredited college or university partner. Upon verification, the student may be eligible for assistance as described below.
- 6.9 All online studies are eligible for tuition fees and books. Full-time online studies are eligible for living allowances at the discretion of the Board. Extension fees for online coursework will not be covered.
- 6.10 Support for books and supplies will normally cover textbooks and supplies including special equipment which is officially listed as required by the university or college for the student's program. An amount more than \$400 in the term may be approved if a student

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demonstrates the need by submitting copies of the course outlines and prices charged by the institution's bookstore or suppliers. Book allowances will not be paid to students who are retaking a course for which they previously received funding.

- 6.11 Co-op, Internship, and Field Placements: Students who are on co-op semesters and are being paid by the employer will not be eligible for a living allowance unless the monthly wage is less than that offered monthly by the COTTFN BOE post-secondary program. If the amount is less than \$1500.00 per month, COTTFN BOE will supplement the difference. Students who are on unpaid internships and field placements may be eligible to receive assistance for a living allowance.
- 6.12 All travel costs are at the expense of the student, including relocation expenses, parking, and mileage.
- 6.13 Students may work part-time employment less than 30 hours per week and receive a living allowance. Students are not allowed to work full-time hours and receive a living allowance.
- 6.14 Teacher Additional Qualifications Assistance may be provided for a maximum of six AQs, up to and including two specialist qualifications.
- 6.15 Intersession will be funded only when it is a regularly scheduled semester for continuing students in addition to Native teacher-specific programs, which are offered only in summer, i.e....Native Teacher, Native Language, accelerated programs, and Native Classroom Assistant.
- 6.16 All financial assistance is based on the availability of funds.

7.0 TYPES OF ASSISTANCE: PART-TIME STUDENTS

Part-time students may receive assistance for tuition and the cost of books and supplies as detailed in 6(1), which are listed as required by the post-secondary institution.

Intensive mode programs: Students will be eligible to receive financial assistance with the payment of tuition fees, textbooks, and supplies.

8.0 Students with Disabilities and Special Needs

Requests for the purchase of specialized equipment (e.g., computers, readers, scanners) to support students with disabilities must be accompanied by documentation from the Accessibility Services office at the student's institution, along with a copy of the student's Individualized Education Plan (IEP).

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If the student does not complete their program of study, all specialized equipment purchased through the Post-secondary Program will remain the property of the Chippewas of the Thames First Nation (COTTFN) Post-secondary Program.

9.0 LIMITS OF ASSISTANCE

9.1 Assistance may be provided for one-time sponsorship (called tickets) in each level, at the UCEP and three levels of post-secondary education:

UCEP: College Certificate Programs: Pre-Health, Pre-Technology or foundational programs (one year or 8 to 16 months).

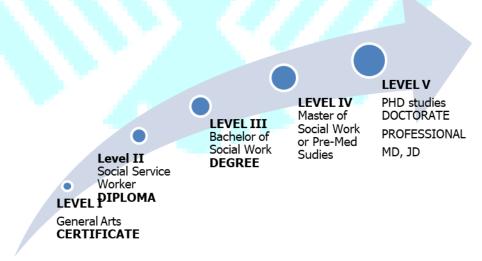
Level I: Community College Diploma and CEGEP Diploma or Certificate Programs (1 – 3 years or 8 – 24 course months).

Level II: Undergraduate programs (3-4 years or 24 – 32 course months.)

Level III: Advanced or Professional Degree Programs or Masters Programs (1-3 years or 12 to 36 course months.)

Level IV: Doctoral (Program 4 to 48 months.)

TICKET EXAMPLE: Following the Education Path of Social Work. A 2nd Ticket is changing Education paths, from Social Work to an Accounting pathway.



- 9.2 Assistance for living expenses as outlined in 6(1) and 6(2) may be provided to students to complete one program at each level.
- 9.4 Level III will include assistance for an additional student year at the bachelor level to acquire an honors undergraduate degree
- 9.5 The duration of assistance will be by the official length of the program as defined by the post-secondary institution in which the student has enrolled.

- 9.6 Students enrolled in Level II and Level III 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 head of the department.
- 9.7 Students enrolled in Level IV may be assisted for up to one additional academic year for medical or personal reasons.
- 9.8 Students may be assisted in Level I Studies after dropping out of Level II studies. If a student resumes Level II studies, the previous time spent at Level II will be counted for assistance purposes.
- 9.9 Students who have completed a Level III program, with or without assistance from this program, are ineligible for Level I program assistance.
- 9.10 Students who have completed a Level IV program, with or without assistance from this program, are ineligible for Level II or Level III program assistance.
- 9.11 Where students change programs within one of the levels, the academic years used for each program within this level will be counted for assistance programs.
- 9.12 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 in accordance with 6(1), 6(2), and 6(5).
- 9.13 When a student attends a foreign or international post-secondary institution and qualifies for federal or state financial aid—such as Pell Grants, FAFSA, bursaries, or sports scholarships—this aid will take precedence over the COTTFN BOE tuition sponsorship. This policy excludes work-study programs and loans.
- 9.14 Student loans will not be repaid by the COTTFN BOE post-secondary program.
- 9.15 Second Ticket students will only be eligible for books and tuition, subject to the availability of funds.
- 9.16 Health and Dental fees and prescription drug coverage will not be paid or reimbursed by the COTTFN Post-Secondary Program. First Nations citizens have health, dental, and prescription drug coverage through the First Nations and Inuit Health. (Health Canada). The student is required to opt out of health, dental, and prescription drug plans offered by the institution.

- 9.17 Any academic or athletic scholastic awards from outside sources for recognized, accredited programs will not have an impact on sponsorship.
 - a. Savings realized through academic scholarship will be reimbursed to the student in Canadian funds.
 - b. Savings realized through athletic scholarships will be reimbursed to the student in the amount of tuition fees for a similar program of study at a Canadian institution. Reimbursement will be in Canadian funds issued after each term
- 9.18 If assistance requirements for the number of students exceed the budget, applications may be referred to the Board of Education Trustees for review, in line with our First Nation priority allocation system for decision, and/or deferred for review by the Board at the next post-secondary program student intake.

9.19

Repeating courses

Generally, if you're progressing through your program. In some circumstances, you may be considered for funding to repeat one or more courses provided that you're making overall satisfactory academic progress.

For example, if you:

- failed a course and want to repeat it to try for a passing mark
- did not achieve the minimum grade required to advance in your program
- took an extended break in your studies and now you need to repeat one or more course(s) because the program content has changed significantly.

Reviews for personal circumstances

If you're unable to meet academic progress requirements due to personal circumstances beyond your control (for example, serious injury, or family crisis), you may submit a review to your Post-Secondary office.

This would be for the period in which you experience these circumstances. You must provide documentation to support this review.

10.0 PROCESSING APPLICATION FOR ASSISTANCE:

There will be three intakes for review of student applications:

September enrolment by......May 1st January enrolment by.....October 1st Intersession/Summer school...March 1st

Applications for assistance will be reviewed and decisions communicated via email provided by the student within 30 days of the deadline established for each session.

Applications can be completed and submitted online at https://sfnspse.ca/student/pseapplication.jsp

Applications are approved based on priority level and availability of funds. The postsecondary department may, at times, be unable to fund all eligible expenses under this policy.

11.0 INCENTIVES AND AWARDS

Subject to budget availability, the Board may provide incentives and awards to students.

- Post-Graduate Award: Incentives for Students enrolled in the Level IV program may receive an incentive from the Chippewa Post-Secondary program, subject to a maximum of \$1000.00. This incentive will only be provided once. Students will be eligible for this incentive upon commencement of the second year of the program or successful completion of the program.
- Graduation Award: Students assisted under this program, who graduate from their chosen post-secondary field of studies, may be provided with the following award, based on funding availability:
 - a) A graduation award of \$1000.00 at a minimum, if graduation requires attending full-time studies for longer than one academic year,
 - b) If the student in item 10.2(1) graduates with a "B" grade average, the award may be to a maximum of \$800.00, or, an "A" grade average, the award may be to a maximum of \$900.00.
- **3.** Academic Awards: For levels II, III, or IV, academic achievement awards may be provided to students. Students are only eligible for the awards based on a previous year's achievements, where their chosen program of studies continues into another academic year for which they register and attend. For those students who complete the award year with a:

"B" grade average, the amount may be a maximum of \$800.00 or; "A" grade average, the award may be to a maximum of \$900.00

12.0 CONFLICT OF INTEREST

A Trustee shall declare a conflict of interest in voting on issues relating to an immediate family member. This includes father, mother, sisters, brothers, husband, wife, sons, daughters, grandchildren, nieces, and nephews including common-law spouses. (Amended: June 2010.)

13.0 STUDENT REGISTRY

The Chippewas of the Thames First Nation may maintain a student registry. At a minimum, it would include the student's name, the institution attended, the program of study, the support provided, the results obtained, and any additional information that may be required. This information will be used for statistical purposes only and will remain confidential. This information may be used to report annually to the Department.

14.0 STUDENT NOT IN GOOD STANDING

Any expenditure made to, or on behalf of, a student for which that student is ineligible places that student in a "not in good standing" status within this policy. Examples may be for accepting an award under Section 10(3) and not attending the following year; for accepting living allowances under Section 6(3) while not attending required classes and/or allowing tuition payments under Section 6(1) to be made on one's behalf where a stop-payment opportunity exists and is missed. Other examples are unsatisfactory academic progress, incarceration, giving false/invalid information at the time of application, and the inappropriate use of funds. There may be other reasons published from time to time by the Board. The Board may set terms and conditions to allow the student to regain "in good standing" status. Where possible, the student deemed to be "not in good standing" will be given a written warning before disqualification from financial assistance and will become ineligible for further assistance for 3 years.

15.0 Student Review

Upon completion of each 4-month term or semester, all sponsored students will undergo an academic review to determine continued full-time financial assistance. The post-secondary counselor will determine student success by the student maintaining a minimum GPA of 2.0(60%) or the standard set by the student's program of studies will determine the guideline for a student to be deemed in good standing.

16.0 ANNUAL POLICY REVIEW

The Board of Education Trustees will meet in April of each year with the Postsecondary Committee (if applicable) to conduct a review of this policy. Any changes to the policy resulting from the review will, if at all possible, be made effective for the September intake following the meeting. In a timely fashion, changes will be communicated to students and appropriate post-secondary institution support staff.

17.0 BOARD RIGHT TO REVIEW DECISIONS

The Board of Education Trustees reserves the right to review and rescind any decision made under this policy as may be justified by new and relevant information.

18.0 INFORMATION AND APPLICATIONS

For further general information or Information on the process and deadlines for applications for assistance, incentives, and awards, call 1-519-289-0621. Or write to:

Chippewa Post-Secondary Services 324 Chippewa Road Muncey, ON NOL 1Y0 Or Fax: 1-519-289-0633

Or e-mail:

postsecondary@chippewa-ed.on.ca

19.0 STUDENT RESPONSIBILITIES

- 1. Academic Requirements: Satisfy all academic requirements specified by the institution, including attending all scheduled classes.
- Financial Responsibility: Educational assistance is not intended to cover personal debts.
 Students should budget allowances to last for the entire month; no advances will be given.
- 3. Disclosure of Income: Students must inform the Chippewas of the Thames First Nation Board of Education (COTTFN BOE) of additional income sources, such as E.I., GWA, or OW, when applying for educational assistance. Bursaries, scholarships, or income from part-time work (up to 30 hours per week) will not affect the monthly living allowance. However, full-time employment disgualifies students from receiving the allowance.
- 4. Communication Costs: Collect calls to the Chippewas of the Thames First Nation will not be accepted.
- 5. Program and Course Changes: Any changes in the program, including course withdrawals, must be approved by an Education Counselor from the college or university, with final approval from the COTTFN BOE Post-Secondary Counselor.
- 6. Withdrawal Notification: Students must notify the Post-Secondary Counselor immediately if they withdraw from a course or program, complete the necessary withdrawal forms, and will be responsible for any late fees due to delays in submitting tuition or residence payments.
- 7. Transfers: Students considering transferring to another college or university should begin the process early to avoid delays or enrollment in a secondary-choice program. Students must use the Ontario Transfer & Pathway Guide at www.ontransfer.ca to ensure that credit transfers are officially assessed and applied to their academic records.
- 8. Tuition and Residence Fees: Payment notices for tuition or residence fees should be forwarded to the Post-Secondary Counselor promptly. A delay in submission may result in a loss of placement. The COTTFN BOE does not cover deposits.
- 9. Transcripts and Grades: Submit transcripts for each semester and/or mid-term grades to the COTTFN BOE Post-Secondary Counselor as soon as they are available.

- 10. Academic Performance: Maintain passing grades in at least 60% of a full course load (as defined by your institution) for each academic term or study period.
- 11. Students with Disabilities: Students with verified permanent, persistent, or prolonged disabilities who are taking at least 40% of a full course load may choose to be considered full-time. Self-identification of the disability is required to access this benefit.
- 12. Course Load Changes: Withdrawing from full-time studies or dropping below the required full-time course load may result in academic probation or restriction from further funding.
- 13. Academic Progress: Maintain steady progress in your program while enrolled full-time. Examples of inadequate academic progress include:
 - Repeatedly switching programs
 - Frequently repeating a program
 - Enrolling in multiple programs at the same study level

20.0 ORIENTATION:

An orientation workshop is scheduled each year. Orientation is about information on policy, budgeting, housing, strategies for First Year students' success at the post-secondary level, college and university regulations/procedures, scholarship and bursary information, and health issues.

21.0 Privacy Policy

In compliance with the 2001 Privacy Act (PIPEDA), as per the student's signed consent to disclose and Verify Information form, any personal information collected will only be used for the purposes outlined.

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