

Willow Lake Metis Nation

Scholarship Policy & Application

Responsible Person

The Willow Lake Metis Nation Board of Directors are responsible for maintenance of this policy, and for responding to questions posed regarding this policy.

Purpose / Rational

The objective of the Post-Secondary Student Support Program is to provide financial support to Metis students to gain access to post-secondary education and to graduate with the skills and competencies needed to pursue individual careers and to contribute to the advancement of Metis self-governance and economic self-reliance.

Definition (for purposes of this Policy)

Members – Metis who have signed the Statutory Declaration and Authorization form and their children registered on this form. Children's membership is authorized by their parent until the age of 18.

Award – Financial amount paid through the Scholarship fund

Policy

The Willow Lake Metis Association Board of Directors has adopted this policy to follow the guidelines and procedures as written to ensure fair and objective decisions for all students.

This policy is effective April 1, 2019 and is subject to amendment from time to time based on changes to the post-secondary system and the needs of students

GENERAL PROVISIONS

Members Eligibility for Financial Assistance

To be eligible to receive an award from the Fund, a member must be pre-registered on the Willow Lake Metis membership list. Persons who are not eligible to participate are non-Metis and Metis not registered in the Willow Lake Metis membership list.

Qualifying Event

The Fund is intended to assist members who have met university or college entrance requirements and have been enrolled or accepted for enrollment in an approved post-secondary institution for a specific program of studies.

The program of studies must be eight (8) months in length and must lead to a certificate, diploma or degree

Application of New Student

New student must submit:

- 1) A complete application form,
- 2) All necessary supporting document:
 - a. Statement of intent
 - b. Letter of acceptance from an approved post-secondary institution
 - c. Tuition fee assessment
 - d. Monthly budget

Application of Continuing Student

To retain eligibility status, continuing student must **reapply** each semester by providing the following documents:

- 1) Completed application form
- 2) Official transcripts
- 3) Registration/timetable
- 4) Tuition fee assessment

Annual Application Deadline:

<u>Semester start date:</u>	<u>Application deadline:</u>
September	August 15
January	November 15
May/August	April 15

All students must reapply each semester prior to the application deadline date.

Recipient Regulations

- All awards are subject to the availability of funds and extent of need. Because the Fund is supported by donations, there is no guarantee that there will be available funds at a given time.
- Financial assistance is limited and will be reviewed a semester at a time.
- The onus will be on the student to notify Willow Lake Metis Board of Directors in writing upon any disruptions in his/her studies.
- Funds will only pay once for courses. If course is not successfully completed funds will not be granted to pay for any unfinished or failed courses.
- For recipients requesting future funding, the recipients are required to:
 - a) Attend the Annual General Meeting and vote at these meetings when necessary.
 - b) Volunteer at a minimum of one event per calendar year.
 - c) Stay within good standing with the Willow Lake Metis.

Fund Review Committee

The Willow Lake Metis Board of Directors will be responsible for the management of this fund. The Committee shall meet 3 times a year. Awards will be approved by a majority vote of the committee.

At the discretion of the Committee they can determine if a request is deemed an emergency and review the request immediately. Any member of the Committee who has a conflict of interest due to immediate family, personal or business associations shall refrain from discussing or voting on such matters.

Funding Priorities

Priorities for approval of application are based on the following categories:

1st Priority: Continuing Students

Students who have attended school on a full-time basis and have successfully completed all courses or students who have completed at least one year of studies and have continued to take course (s) towards their diploma or degree on a part-time basis

2nd Priority: New Post-Secondary Students

Students who have met college or university academic requirements and are accepted into a program of studies by an approved post-secondary institution.

3rd Priority: New Upgrading Students

Upgrading students who are able to complete their diploma or acquire the necessary prerequisites to enter an approved post-secondary program within two semesters of study.

4th Priority: Previously Withdrawn Students

Previously funded students who were either withdrawn by the educational institution or who voluntarily withdrew mid-year.

Waiting List In cases where the demand for funding by students exceed the amount of funds available, a waiting list will be established. Students whose names are on the waiting list will be notified of their position. This waiting list will be affected by varying factors such as the number of returning students, number of graduating students, student success rate, and the amount of funds available to the Willow Lake Metis.

Levels & Limits of Support

Funding will be determined on the level of education they are currently enrolled in. There are five levels of studies in which support may be provided for:

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| Level 1 | College Preparation Program, University Entrance Program
(maximum 8 funding months or 1 academic year) |
| Level 2 | Community College/Technical Programs
(Certificate Program: maximum 1 academic year or 8 funding months)
(Diploma Program: maximum 2 academic years or 16 funding months) |
| Level 3 | Undergraduate Programs
(maximum 4 academic years or 32 funding months) |
| Level 4 | Graduate University Degree (e.g. Master's)
(maximum 2 academic year or 16 funding months) |
| Level 5 | Post Graduate Degree (e.g. Doctoral)
(maximum 2 academic year or 16 funding months) |

- a) A Student may be supported for completing **one** certificate, diploma, or degree at each level of post-secondary study.
- b) Students proceeding from Level 1 to Level 2 are considered continuing students if the level 2 program is directly related to the Level 1 program.
- c) Students who have completed Level 2 will not be funded for Level 1.
- d) Students who have completed Level 3 or level 4 will not be eligible for Level 1 or Level 2 funding.

Consequences of Withdrawal

It is the students' responsibility to give notice to the post-secondary institution and the Willow Lake Metis of their withdrawal from school. If the withdrawal is deemed to be for medical or compassionate reasons, the Board of Directors will allow the student to reapply the following semester.

If the student withdraws from a program and there is no medical or compassionate reason, the student is required to reimburse the Willow Lake Metis for the cost of the courses from which he/she withdrew. In addition, the student must wait until the following academic year to re-apply for education support.

If the student withdraws for a second time and there is no medical or compassionate reason, he/she may be suspended indefinitely from future educational support.

Administration

The Committee must maintain adequate records to show that payments further the Fund's charitable purpose. The Committee's records will be retained in the Willow Lake Metis office. Generally, documentation will include:

- A complete record for the assistance provided;
- Costs associated with providing the assistance, if any;
- The name, address, and amount distributed to each recipient; and
- Any conflict of interest between a recipient and Committee members.

Related Procedures

DONATING TO THE FUND

- Any person or entity is eligible to donate to the Fund.
- The fund will be administered by the Willow Lake Metis Association.
- Donations cannot be earmarked for specific individuals.

APPLYING TO THE FUND

- Applications and Letters of request must be completed and submitted to the Willow Lake Metis Office. An immediate family member of an eligible member may apply on the Member's behalf if the member is unable to submit an application. All decisions made by the Committee will be based solely on the information submitted with the application.
- Approval of applications is subject to availability of funds and satisfactory completion of the application.

- Information provided by applicants will be treated as confidential,
- Success applicant's names will be included in Willow Lake Metis' Annual Review.
- The Committee may request additional information or documentation from an applicant before making a decision. Such requests will be communicated by the Willow Lake Metis Board of Directors. The applicant will be given two weeks to provide the requested information or to explain why it cannot be provided. If the applicant does not respond to the request, the application will be deemed withdrawn.
- Because the Fund is limited, applicants should seek assistance from other sources before applying for Fund assistance. The Committee may recommend that the applicant seek assistance from other sources in lieu of assistance from the Fund, or in addition to it.
- An appointed Executive Director will communicate the Committee's decision to the applicant.
- Payments will be made directly to the applicant; or to the vendor(s) from which the applicant has acquired, or needs to acquire, goods or services.
- All decisions by the Fund Review Committee are final. No appeals process is available.

Willow Lake Metis Scholarship Program Application Form

Student identifier: _____ Date of Application: ____/____/____

Continuing Student: _____ New Post-Secondary Student: _____

New Upgrading Student: _____ Previously Withdrawn Student: _____

Deferred Student: _____

Student Information:

Surname: _____ Given name: _____

Birth Date: ____/____/____ Mailing Address: _____

City/Town: _____ Province: _____

Telephone: _____ Email: _____

Program Information:

Name of school you'll be attending: _____

Name of program of study: _____

Length of Program: (1) (2) (3) (4) Year in Attendance: (1) (2) (3) (4) (5)

Type of Program: Upgrading _____ College _____ University _____ Graduate _____

- ☐ Certificate ☐ Diploma ☐ Degree ☐ Other (please specify)

Have you previously received educational assistance from the Willow Lake Metis: YES ____ NO ____

If yes, please completed chart below:

Year	Program	Intuition	Completed Yes/No

Total amount requested: _____

I certify that the above information is correct. I understand that it is my responsibility to inform the Willow Lake Metis Board of Directors of any changes regarding the above information. Failure to do so may result in termination of my sponsorship.

Signature

WLMN Citizenship number

Date

NOTE: submit completed application to Stella Lavallee E:mail: s.lavallee@wlmn.ca or call (780) 334.0008 for further inquiries.