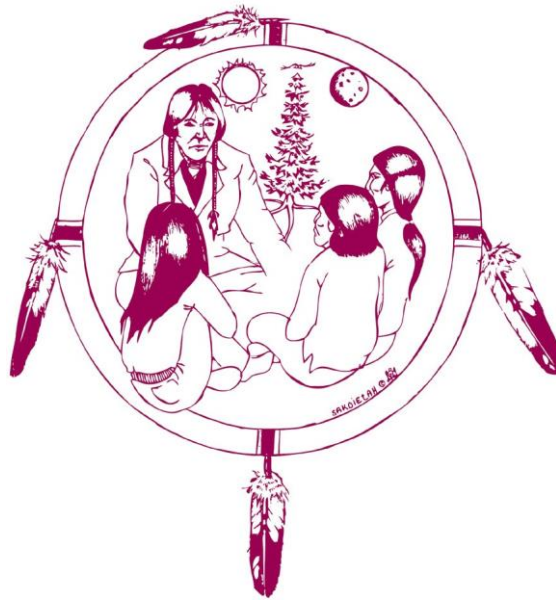


Ahkwesāhsne Mohawk Board of Education



Post-Secondary Assistance Program Administrative Guidelines

Effective Date: 2022-2023
Amended as of April 12, 2022

Fall Application Deadline for Returning/Continuing Students: June 3, 2022
Fall Application Deadline for New Students: July 8, 2022
Fall Application Deadline for Re-Enrolled Students: July 8, 2022
Winter/Spring Deadline for New Students and Re-Enrolled Students: November 4, 2022
(If funds are available)

TABLE OF CONTENTS

| | Page |
|--|------|
| Important Dates & Reminders..... | 2 |
| Vision/Mission/Admin. Procedures/Student Eligibility for Assistance | 3 |
| Residency Requirements/Limits of Funding/Maximum Funding Levels..... | 4 |
| Types of Assistance: Full-Time Student | 5 |
| Full Time Student cont./ Monthly living Allowance Chart..... | 6 |
| Types of Assistance: FT Online/PT Student/ Summer School/Residency II Funding..... | 7 |
| Grade Requirements/Application Process Flowchart..... | 8 |
| Application Procedures for Canadian Institutes | 9 |
| Application Procedures for American Institutes | 10 |
| American Institutes Cont'd/Levels and Limits of Assistance/Awards..... | 11 |
| Academic Probation/Denial of Assistance..... | 12 |
| Request for Appeal Hearing/Appeal Process/Deferment Rules..... | 13 |
| Student Responsibility and Accountability..... | 14 |
| PSAP Contact Information..... | 15 |

Ahkwesahsne Mohawk Board of Education Post-Secondary Assistance Program funding comes from Indigenous Services Canada Post-Secondary Student Support Program.

***POST-SECONDARY POLICY MAY BE AMENDED AS REQUIRED
IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE THEY ARE AWARE OF ALL CHANGES***

Important Dates and Reminders

| FINANCIAL AID APPLICATION DEADLINES FOR CANADIAN INSTITUTES | | FALL | WINTER | SPRING |
|--|--|---|---------------|------------|
| AMBE Post-Secondary Assistance Program | | June 3/July 8 | November 4 | November 4 |
| Bursaries/Scholarships | | Apply before deadline dates as required | | |
| FINANCIAL AID APPLICATION DEADLINES FOR AMERICAN INSTITUTES | | FALL | WINTER | SPRING |
| AMBE Post-Secondary Assistance Program | | June 3/July 8 | November 4 | November 4 |
| SRMT Higher Education Program | | TBA | | TBA |
| SRMT Educational Trust | | TBA | | TBA |
| New York State Native Aid | | TBA | | TBA |
| BOOK RECEIPTS DUE | | FALL | WINTER/SPRING | |
| | | October 28 | February 24 | |
| IMPORTANT REMINDERS | | | | |
| ✓ All grades must be submitted at the end of each semester. | | | | |
| ✓ Schedules/timetables must be submitted each semester. | | | | |
| ✓ The AMBE PSAP application is due each year (annually) by the established deadline. | | | | |
| DEFINITIONS | | | | |
| New Student: | A new student is a student who has never received funding from the AMBE Post-Secondary Assistance Program. | | | |
| Returning/Continuing Student: | A returning/continuing student is a student who has received funding from the AMBE Post-Secondary Assistance Program the previous semester/year. | | | |
| Re-enrolled Student: | A re-enrolled student is a student who has received funding from the AMBE Post-Secondary Assistance Program in the past. | | | |

Our Vision

To empower Akwesasro:non to take leading roles in the community by pursuing a post-secondary education. Higher education will help our people become qualified to fill the vital roles within our community.

Our Mission

To provide information and financial assistance to community members who wish to attain a postsecondary education and/or skills development.

Administrative Procedures

The Post-Secondary Manager is hereby authorized to establish and implement administrative procedures on behalf of the Board. These procedures are necessary to the performance and achievement of the goals and objectives of the Post-Secondary Assistance Program.

Student Eligibility for Assistance

1. The student must be Onkwehonwe
2. The student must hold membership with the Mohawks of Akwesasne, or show proof of probationary membership status, possess a 159 band #, and Certificate of Residency (Residency I only) (MCR # 2005/2006 - #270)
3. Students who have successfully completed secondary school and have been accepted by an accredited educational institution
4. Students 19 years or older who have been out of high school for at least one year and have not completed secondary school but have been accepted as mature matriculates by an educational institution
5. If the student owes money to the AMBE PSAP, the student is ineligible for assistance until it is repaid

THE AMBE PSAP IS NOT A FULL FUNDING PROGRAM.

Students who have educational costs higher than the maximum allowances under the AMBE PSAP are encouraged to seek and secure supplemental financial assistance.

| RESIDENCY REQUIREMENTS | |
|---|--|
| Residency I | A student residing within the jurisdiction of the Akwesasne Mohawk Territory for at least one year and attended an Akwesasne School for at least 3 years. <i>*NOTE: A student who is Onkwehonwe and attended the AMBE elementary school system, but resides outside the jurisdiction of MCA (due to housing and land shortage), will be considered Residency I</i> |
| Residency II | A student residing 20 miles and farther, outside the jurisdiction of the Akwesasne Mohawk Territory. |
| LIMITS OF FUNDING | |
| Residency I | Please refer to “Types of Assistance: Full-time Student” . |
| Residency II | May be eligible for financial assistance up to a maximum of \$1,000.00 per semester (tuition only), plus \$300/semester maximum for books. |
| MAXIMUM FUNDING LEVELS BASED ON NEED AFTER OTHER FUNDING SOURCES ARE APPLIED | |
| Tuition | Up to \$4,000/semester, up to \$2,666/trimester Up to \$8,000/year (1 year= 2 semesters or 3 trimesters) |
| Required Books | Up to \$1000/semester (maximum, with receipts) |
| Supplies | \$25/semester |
| Required Uniforms | Up to \$200/semester (maximum, with receipts) |
| Special Equipment | Up to \$300/semester (maximum, with receipts) |
| Required Art/ Photography Supplies | Up to \$200/course (maximum, with receipts) |
| Room and Board | Up to \$5,000/semester, up to \$10,000/year <i>If the student chooses to live in-residence on campus (dormitory), the student is responsible for the residence deposit fee. The student must budget their meal plan so as not to exhaust it. The student will not receive a monthly living allowance. If the student chooses to live at an off-campus apartment or commutes from home, the student will receive a monthly living allowance. Please refer to “Monthly Living Allowance Chart”.</i> |
| Travel Assistance | \$300/semester |
| Tutorial Assistance | \$15/hour |

Types of Assistance: Residency I Full-Time Student (Undergraduate and Graduate)

The student must have been accepted as a full-time student by an accredited post-secondary institution. Schedule should reflect full-time status.

A student who is enrolled full-time and is considered **Residency I** is eligible for:

- A) Tuition Assistance**
- B) Room and Board or Monthly Living Allowance**
- C) Travel Assistance**
- D) Tutorial Assistance**

A) Tuition (Full-Time)

- **Undergraduate tuition assistance is available up to a maximum of \$4,000.00** per semester
- **Graduate tuition assistance is available up to a maximum of \$6,000.00** per semester along with living allowance, travel, supplies and books as long as the student qualifies and meets all guidelines specified to be approved for funding
- Tuition Assistance includes the student's fees for registration, tuition, books, and supplies which are required by the educational institution. Fees not covered include travel fees, student insurance, e-book/e-text charges, and fines or penalties
- **The AMBE PSAP does not pay tuition deposits** and it is the student's responsibility to opt out of any optional student fees if they are not willing to pay for the said fees, that are above the maximum allowable tuition allocation (**e.g., eye, accident, dental or health insurance**)
- **Tuition for a course can only be provided once**; if the course has to be repeated the student must find alternate assistance
- If a student receives an invoice it is their responsibility to forward a copy of the invoice to the AMBE PSAP immediately for payment before the due date. Any late fees incurred will be the students' responsibility

Books/ E-Texts/ E-Books/ Rentals

- Students will be issued an advance of \$300.00 for books per semester. Any expenditure exceeding this amount must be justified with receipts and will be reimbursed by the AMBE PSAP. All receipts must be submitted to the AMBE PSAP within two (2) months of the beginning of the semester. Maximum for books is \$1000.00 per semester (exception – year long courses)

Supplies

- The AMBE PSAP will provide \$25 per semester for academic supplies per semester (pens, pencils, note pads, filler paper, highlighters, printer ink, USB, etc.)

Required Uniforms

- The AMBE PSAP will reimburse up to a maximum of \$200.00 for uniforms per semester. Special uniforms may be provided if specified by the educational institution, or identified by the instructor, for the students' program of study

Special Equipment

- **The AMBE PSAP will reimburse up to a maximum of \$300.00 for special equipment per semester.** It must be noted as a requirement in the course outline or stated in the educational catalogue. Any cost exceeding this amount will be the responsibility of the student. It must be absolutely required in order for the student to take either the course or program of study

Required Art/Photography Supplies

- The AMBE PSAP will reimburse up to a maximum of \$200.00 for supplies in a required art or photography course

B) Room and Board or Monthly Living Allowance

- Awarded based on whether the student lives in-residence, on campus (dormitory), at an off-campus apartment, or commutes from home

In-residence on Campus (Dormitory)

- **If the student chooses to live in-residence on campus (dormitory) the student is responsible for the residence deposit fee.** The AMBE PSAP will supplement the room and board charges up to a maximum of \$5,000.00 per semester. The student must budget their meal plan so they do not exhaust it. The student will not receive a monthly living allowance

Off-campus Apartment or Commutes from Home

- If the student chooses to live at an off-campus apartment or commutes from home, the student will receive a monthly living allowance based on the chart below:

| MONTHLY LIVING ALLOWANCE CHART | | |
|--------------------------------|---|-----------------|
| ALLOWANCE CATEGORIES | | MONTHLY AMOUNTS |
| S1 | Single Student | \$1,250 |
| S2 | Single Parent with 1 dependent | \$1,350 |
| | With 2 or more dependents | \$1,350 |
| M1 | Married student with employed spouse | \$1,250 |
| | With 1 dependent | \$1,350 |
| | With 2 or more dependents | \$1,350 |
| M2 | Married student with dependent spouse | \$1,350 |
| | With 1 dependent | \$1,350 |
| | With 2 or more dependents | \$1,300 |
| M3 | When both student and spouse are full-time students, one student will receive the married student rate and the other student will receive | \$1,250 |

**NOTE Dependents must be living with the student*

C) Travel Assistance

- **Provide students with \$300 per semester** for travel to be used towards travel fees such as parking registration, parking passes, gas, commuting expenses, city bus passes (U-PASS, OC TRANSP0, EZ Pass, ETR), etc.

D) Tutorial Assistance

- **Available for students experiencing academic difficulty. The AMBE PSAP is able to cover tutor fees at \$15.00/hour.** The student and/or tutor are required to submit the Tutor Payment Voucher to the AMBE PSAP for payment. Vouchers are available at the AMBE PSAP office or on the AMBE website

Types of Assistance: Residency I Full-time Online Students (Undergraduate and Graduate)

A student attending an institution as a full-time online student is eligible for the same assistance as a full-time student who attends class in person with the exception of Travel assistance. Full-time online students will not be eligible for travel assistance.

Full-time Status and Employment

Students who are enrolled in full-time course studies and are employed are eligible for monthly living allowance under the following criteria:

- Student has income less than \$500 per week- Student will receive full monthly living allowance
- Student has income over \$500 per week- Student will receive \$400 per month
- Student has income over \$800 per week- Student will not be eligible to receive living allowance

All employed students will be required to submit verification of income. A declaration form will have to be signed. No funding will be provided without the proper verification. If a student does not declare their employment and PSAP is made aware, funding will be stopped and will not continue until the necessary steps have been taken.

****NOTE Full-time students who miss the required deadline may be funded for tuition and books, based on available funding.***

Types of Assistance: Residency I Part-time Student

Financial assistance will be approved for courses that are offered by an accredited college or university. Students must provide the Institution's acceptance letter, schedule of courses to be taken, and potential completion date.

General interest courses such as stained glass, woodcarving, etc., will not be funded.

The criteria for a part-time student are listed below:

1. The student is considered part-time as defined by the institution being attended, and provides a schedule that reflects part-time status
2. The student is eligible to receive up to \$1000 for Undergraduate tuition and \$1250 for Graduate tuition per class. Tuition awards are not to exceed the maximum amounts listed. The student will also receive the cost of required books only. Part-time students are ineligible for living allowance and travel assistance
3. A student may take part-time courses in any level toward the completion of a degree
4. The student must apply to AMBE PSAP by the established deadline and submit all required documentation

Funding for Summer School

Students will be assisted based on full-time or part-time status if funding is available. If you intend to apply for summer school, you must notify the AMBE PSAP.

Residency II Funding

A student who is considered Residency II is eligible for a maximum of \$1,000.00/ semester for tuition plus a maximum of \$300.00/semester for books.

Grade Requirements

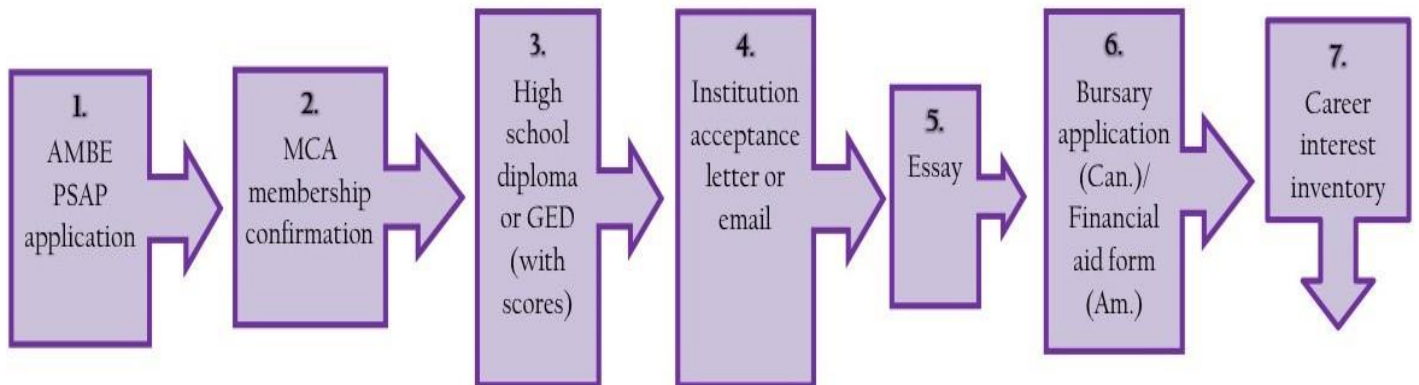
Every student must attain a minimum grade point average (GPA) of a 2.0 or “C” each semester to continue to receive financial assistance. This will be determined by each institutions grade scale. Or the chart below will be followed.

| LETTER GRADE | NUMERICAL EQUIVALENT |
|--------------|----------------------|
| A | 4.0 |
| B+ | 3.5 |
| B | 3.0 |
| C+ | 2.5 |
| C | 2.0 |
| D+ | 1.5 |
| D | 1.0 |

- ⇒ GPA < 2.0 = Probationary Status/ Potential Loss of Funding
- ⇒ GPA < 1.5 = Loss of Funding

APPLICATION PROCESS

Seven necessary documents needed to apply to AMBE's Post-Secondary Assistance Program (PSAP) as a NEW student



Lastly, hand in completed application package. Wait for sponsorship acceptance letter from AMBE!

For further information and/or questions contact the AMBE Office at 613-933-0409

Application Procedures for **CANADIAN** Institutes

****All required documents as listed must be submitted by the established deadline in order for the student to be eligible for funding. Otherwise the application is deemed incomplete and the student will be ineligible for financial assistance.***

1. Students must complete, sign and date the AMBE Post-Secondary Assistance Program Application each year that assistance is needed, and before the established deadline
2. Students applying for a Canadian college or university must apply for a bursary and submit a copy of the application, or a confirmation of receipt
3. Students must supply a copy of their course list /schedule each semester
4. New students must have the MCA Office of Vital Statistics (OVS) complete a Membership Confirmation Form, **OR** show proof of probationary membership status with a certified copy from the OVS (Residency I only) with a 159 band # and Certificate of Residency
5. New students must supply a copy of their letter of acceptance from the institution
6. New students must supply a copy of their HS Diploma or General Equivalency Diploma (GED)
7. New students must write an essay at least two paragraphs in length explaining why they want to gain a postsecondary education and their career aspirations
8. New students must complete a Career Interest Inventory
9. Continuing students must submit a copy of their grades from the previous semester/year by the application deadline, new semester schedule, post-secondary application, and bursary (if applicable)

Fall Application Deadline for Returning/Continuing Students: June 3, 2022

Fall Application Deadline for New Students: July 8, 2022

Fall Application Deadline for Re-Enrolled Students: July 8, 2022

Winter/Spring Deadline for New Students and Re-Enrolled Students: November 4, 2022

NEW STUDENT CHECKLIST

- Complete the OCAS application at www.ontariocolleges.ca or OUAC application at www.ouac.on.ca.
- Respond to OCAS or OUAC on-line when necessary.
- Give the AMBE PSAP my acceptance letter and tuition bill with the application packet.
- If I decide to live on campus, I will pay the deposit, then complete the application forms for the residence and meal plan and mail back to campus (or submit on-line), and be sure to give the AMBE PSAP copies of those bills.
- Notify the AMBE PSAP about my residence (on campus, apartment in college town, or commuting from Akwesasne).
- Inform the AMBE PSAP when I will be leaving for school, and any other extra funds I may need for equipment, uniforms, etc.
- Complete everything else required for AMBE Post-Secondary Assistance Program Application.

CONTINUING STUDENT CHECKLIST

- Four Necessary Documents:**
- AMBE Post-Secondary Application
 - Current Semester Grades
 - New Semester Schedule
 - Bursary Application Copy
- Financial Information:**
- Tuition Bill
- Living Arrangements (only check one):**
- In-Residence on Campus (dormitory)
 - Off-campus Apartment
 - Commuting from Akwesasne

RE-ADMITTED/ RE-ENROLLED STUDENT CHECKLIST

- Five Necessary Documents:**
- AMBE Post-Secondary Application
 - Acceptance Letter
 - Essay explaining your career goals, next steps, and if necessary, explain why you left the previous school or previous program
 - Copy of Career Interest Inventory
 - Copy of other bursary application
- Financial Information:**
- Tuition Bill
- Living Arrangements: (only check one)**
- In Residence on campus (dormitory)
 - Off-campus Apartment
 - Commuting from Akwesasne

Application Procedures for AMERICAN Institutes

****All required documents as listed must be submitted by the established deadline in order for the student to be eligible for funding. Otherwise the application is deemed incomplete and the student will be ineligible for financial assistance.***

1. Students must complete, sign and date the AMBE Post-Secondary Assistance Program Application each year that assistance is needed, and before the established deadline
2. Students applying to an American college or university must apply to FAFSA & the SRMT Higher Education Grants and if attending institutions in NY- TAP and New York State Native Aid
3. Students must supply a copy of their course list/schedule each semester
4. New students must have the MCA Office of Vital Statistics (OVS) complete a Membership Confirmation Form, or show proof of probationary membership status with a certified copy from the OVS (Residency I only), and possess a 159 band # and Certificate of Residency
5. New students must supply a copy of their letter of acceptance from the institution
6. New students must supply a copy of their HS Diploma or General Equivalency Diploma (GED)
7. New students must write an essay at least two paragraphs in length explaining why they want to gain a postsecondary education and their career aspirations
8. New students must complete a Career Interest Inventory
9. Continuing students must submit a copy of their grades from the previous semester/year by the application deadline, new semester schedule, post-secondary application, and financial aid information

Fall Application Deadline for Returning/Continuing Students: June 3, 2022

Fall Application Deadline for New Students: July 8, 2022

Fall Application Deadline for Re-Enrolled Students: July 8, 2022

Winter/Spring Deadline for New Students and Re-Enrolled Students: November 4, 2022

NEW STUDENT CHECKLIST

- Complete the FAFSA application at www.fafsa.ed.gov.
- Complete the BIA Application and return to the Higher Education Program, SRMT
- Complete the Tribal Trust Application and return to the Higher Education Program, SRMT
- Complete the New York State Native Aid Application, a copy can be obtained from the Higher Education Program, SRMT. Make sure you mail to Albany before the application deadline. Only students attending institutions in NY State are eligible
- Complete the Express TAP Application (ETA) – check all the answers to make sure they are accurate; if so, sign, date and mail to Albany. Only students attending institutions in NY State are eligible
- Complete all the forms required by the institution you hope to attend (Verification, Housing, ID, etc.).
- Complete everything required for AMBE Post-Secondary Assistance Program Application

CONTINUING STUDENT CHECKLIST

Four Necessary Documents:

- AMBE Post-Secondary Application
- Current Semester Grades
- New Semester Schedule
- Financial Aid Form to your FAO and returned to the PSAP

Financial Information:

- Completed Financial Aid form

Living Arrangements (only check one):

- In-Residence on Campus (dormitory)
- Off-campus Apartment
- Commuting from Akwesasne

RE-ADMITTED/ RE-ENROLLED STUDENT CHECKLIST

Five Necessary Documents:

- AMBE Post-Secondary Application
- Acceptance Letter
- Essay explaining your career goals, next steps, and if necessary, explain why you left the previous school or previous program
- Copy of Career Interest Inventory
- Financial Aid Form sent to FAO and returned to the PSAP

Financial Information:

- Tuition Bill

Living Arrangements: (only check one)

- In Residence on campus (dormitory)
- Off-campus Apartment
- Commuting from Akwesasne

Students Attending American Institutes

Students must apply to the five sources listed below unless ineligible. The AMBE PSAP will supplement funding only after all the other grants have been awarded to meet tuition and room and board /monthly living allowance.

1. FAFSA (Pell Grant)
2. TLAP Application (SRMT)
3. Tribal Trust Application (SRMT)
4. New York State Native Aid (SRMT) *New York State Institutes only
5. TAP Grant *New York State Institutes only

The Financial Aid Form will need to be sent to the school's Financial Aid Office to be completed and returned to the PSAP office. The AMBE PSAP will fund students based on need calculated from PELL, TAP, and other grants awarded from the Financial Aid Office. AMBE PSAP funding will be in Canadian money. The Canadian exchange to American funds will be the student's responsibility.

In cases where the financial aid received is more than the cost of attendance, the student will receive a refund from the school. This is a form of living allowance. This total will be deducted from the living allowance the student will receive from the AMBE PSAP.

Levels and Limits of Assistance for all Post-Secondary Students

Assistance can be provided at 5 levels of Post-Secondary Education. Assistance may be provided to students to complete only one program at each level. Students who completed a level 2, 3, 4, or 5 programs with or without AMBE PSAP assistance are ineligible for program assistance for lower levels.

| | |
|------------|--|
| Level I: | Certificate |
| Level II: | 2-Diploma/Associate's Degree |
| Level III: | Undergraduate Degree |
| Level IV: | Graduate Degree/ Advanced or Professional Degree |
| Level V: | Doctoral Degree |

**NOTE: The duration of assistance may exceed the official length of the program as long as the student is in satisfactory academic standing at the institution as per the institution's definition of "satisfactory academic standing".*

Academic Awards for all Post-Secondary Students

Based on availability of funding, the AMBE PSAP will grant Academic Awards to Full-time students in the range of \$100-\$500. Students must maintain a minimum of 3.5 GPA or higher in the school year.

Graduation Recognition Awards for all Post-Secondary Students

Based on the availability of funding, the AMBE PSAP will grant Graduation Recognition Awards to students in the range of \$100-\$500. Students must complete a certificate, diploma or degree and provide a copy to the AMBE PSAP.

Academic Probation and Support

Academic Probation is a warning for students to perform better. A student is placed on Academic Probation with the AMBE PSAP if they fail to meet the 2.0 guideline and fall within a range of 1.5 – 1.99 for the semester.

The following conditions apply:

1. The student must achieve a 2.0 or “C” average, the following semester after they are placed on probation. If a student fails to meet the grade requirement they are ineligible for assistance for one semester
2. The student must write an essay explaining the reason for the poor grades, and identify their plans to achieve a 2.0 or “C” average the following semester
3. The student will also have to meet with the Student Support Liaison to create a GPA improvement plan
4. Financial sponsorship remains in place during the probationary semester

Denial of Assistance

When a student fails to comply with the AMBE PSAP guidelines, the Post-Secondary Manager will deny the student’s funding. The student will be emailed a letter within 10 business days stating the reason(s). Some reasons for denial of funding are listed below:

1. The student failed to submit one or more required pieces of the AMBE PSAP application
2. The student did not meet the grade requirements of the 1.5 minimum GPA; the student must comply with the other requirements stated in the denial letter before being funded again
3. If the student received all failing grades in two fall semesters, s/he is ineligible for assistance for two semesters, and must comply with the other requirements in the denial letter before being funded again
4. The student did not submit their semester grades by the deadline
5. The student was fraudulently obtaining student funding
6. Failure to notify the AMBE PSAP of a change in status (ex. full-time to part-time)
7. If a student withdraws from all their classes they will not be eligible for financial assistance the following semester
8. If a student withdraws from all classes for medical reasons and does not produce a doctor’s clearance stating that they are fit to return

Request for an Appeal Hearing

If the student does not agree with the decision of the Post-Secondary Manager, the student has a right to appeal. A student may appeal the decision on the following grounds:

1. If the student was deemed ineligible to receive or denied continued funding under the guidelines and the student believes the decision was made in error
2. If the student believes that the guidelines and procedures of the program were not followed or applied objectively
3. If the student believes the level and/or amount of funding that was awarded was not made in accordance with the program guidelines

****NOTE: A student may not appeal the administrative decisions to ISC and appeal rulings made by the local appeal process.***

Appeals Process

Within five (5) business days of receipt of a denial letter, the student must forward a letter of appeal to the attention of the Director of Education. The Appeal Committee will meet within ten (10) business days after receiving the letter of appeal.

Appeal Committee

The Appeal Committee is a three (3) member committee of the AMBE. The purpose of the Committee is to hear appeals from students regarding the administration and implementation of the PSAP. The Committee shall be comprised of one (1) member from each district: Kawehno:ke, Kana:takon and Tsi Snaihne. The Appeal Board's decision is final.

Deferment Rules

When there are more eligible students than funds available students' sponsorship will be deferred, meaning that they will be funded as soon as funds are made available. The following deferment rules will apply:

1. The student is in good academic standing
2. A student was denied funding the previous semester
3. The student took extra steps to strengthen themselves academically

THE AMBE PSAP IS NOT A FULL FUNDING PROGRAM

Students who have educational costs that are higher than the maximum allowances under the AMBE PSAP are encouraged to seek and secure supplementary financial assistance

Student Responsibility and Accountability

The Board States that:

1. It is the responsibility of each student to read the AMBE PSAP guidelines thoroughly and to fully understand how sponsorship works.
2. It is the responsibility of each student to know the specific requirements for their certificate, diploma or degree program. The ultimate responsibility for meeting all sponsorship and graduation requirements rests with the student.
3. All students (both full-time and part-time) must maintain a minimum of a 2.0 Term GPA or “C” average per semester, based on their institute’s policy (see “Grade Requirements”).
4. The student must immediately notify the AMBE PSAP of any change in their program or schedule.
5. Should any academic difficulties occur, the student must consult with the AMBE PSAP to develop a plan of action in order to remain successful.
6. The student must immediately notify the AMBE PSAP of any probationary measures taken against them by the educational institution.
7. The student must immediately notify the AMBE PSAP of any withdrawal from the education institution and provide an official withdrawal form. Students will be required to reimburse the AMBE PSAP for the living allowance if they withdraw or dropout, the only exception is a documented medical leave. Should the student be authorized to take an Emergency Medical Withdrawal from the institute, they must immediately notify the AMBE PSAP. The Director of Education will make final approval.
8. In cases where a course is yearlong (September – April), the student will be required to submit letters of Academic Standing from each course instructor. Students attending year-long courses and not passing at mid-year with the minimum passing grade of 1.5 must sign a contract with the AMBE PSAP to improve their performance. If a student is failing, sponsorship will cease for the second semester.
9. The student must submit grades as soon as possible and no later than 15 business days from the completion of each semester, including the final semester at the completion of the degree.
10. If a student fails to submit grades and/or new schedule in between fall and winter semesters, and a sponsor letter is not sent to the institute, the student is responsible for the bills.
11. It is the student’s responsibility to ensure that all deadlines for tuition and financial aid are met by the college and funding agencies, other than AMBE PSAP funding.
12. Where fraudulent action is proven, the student will be notified of suspension of funding and all funds paid out must be repaid in full prior to continuing in their academic program. In addition, where the Post-Secondary Manager feels that a crime has been committed the proper authorities will be notified.

****NOTE: MCA Good Standing Policy is applicable***

Failure to comply with or meet the above requirements will result in immediate cancellation of funding and will affect future requests for funding. All funds received in error must be repaid before funding can be accessed.

Post-Secondary Assistance Program Administrative Guidelines

Ahkwesahsne Mohawk Board of Education

“Ie thi ha hon:nien – We make the road for them.”

Our motto encompasses our vision and mandate of providing our children with the highest quality education possible and “building a road for them” that will lead to success.

Contacts:

Director of Education

Donna Lahache, donna.lahache@ambe.ca

Associate Director or Post-Secondary & Continuing Education

Norma Sunday, norma.Sunday@ambe.ca

Post-Secondary Manager

Veronica Jacobs, veronica.jacobs@ambe.ca

Student Success Officer

Erin Jacobs, erin.jacobs@ambe.ca

Mailing address

16 Iohahi:io Road

Akwesasne, Quebec H0M 1A1

Or

PO Box 819

Cornwall, Ontario K6H 5T7

Tel: 613-575-2754

Fax: 613-575-1478

Web: www.ambe.ca

Email: postsecondary@ambe.ca

Facebook: www.facebook.com/AMBEPostSecondary

