Post-Secondary Policy

"As long as the sun shines, water flows and the grass grows"

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OCHAPOWACE FIRST NATION
Post-Secondary Policy

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OCHAPOWACE POST-SECONDARY STUDENT POLICY

Mission Statement

Ochapowace Education endeavours to fulfil the Spirit and Intent of our Treaty Right to Post-Secondary Education in a way that is fair and equal for all citizens of the Ochapowace Nation.

Mandate

Ochapowace Education has been entrusted by the Ochapowace Government to continuously strengthen the Post-Secondary Policy for the administration to implement.

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1 DEFINITION OF TERMS

1.1 Deferral/deferred – postponement of course work which must be applied for and granted within your institution.

1.2 University academic year – is 8 (eight) months or longer in duration. The university academic year usually consists of two semesters: Fall (Sept – Dec), Winter (Jan – April).

1.3 University full-time/part time students –program as designated by the institute.

1.4 University Spring and Summer Semesters – May, June, July, August (available for continuing 3rd and 4th year students when it is required for your program)

1.5 Continuing Student – continuing students who are currently receiving funding from the Ochapowace Nation Post-Secondary program with "satisfactory academic standing" as defined by the faculty each post-secondary student is enrolled in.

1.6 Field of studies – Includes all Post-Secondary programs and other skill training programs that lead to a Certificate, Diploma or Degree.

1.7 Mature Student –Students who are at least 21 years of age who have not completed grade 12 requirements.

1.8 Post-Secondary Education (PSE) – An education program, offered by a post-secondary institution, for which the completion of secondary school studies (grade 12) or equivalent is a prerequisite.

1.9 Post-Secondary Coordinator – Administers the Post-secondary Policy and program on behalf of Ochapowace Nation.

1.10 Technical/vocational school – focus on trades, e.g., Saskatchewan Indian Institute of Technologies (SIIT) or Saskatchewan Polytechnic.

1.11 Waitlist Student – is defined as students who have met eligibility requirements, however, due to funding limitations, are put on a waitlist.

1.12 Academic Contract – Students who fall below faculty average after a semester, will need to sign an academic contract. The contract will be lifted pending student attaining satisfactory GPA. If the contracted student does not comply with the probation contract, the student will be disqualified from funding immediately.

1.13 Trades – manual skills and labour training. Reference to SIIT, SIAST – Polytechnical vocational areas of training.

1.14 Returning Student – a student who has returned to learning after an absence in their learning from Post-Secondary Studies.

1.15 Post-Secondary Student – students who have successfully completed grade 12, GED or Adult 12 and have been accepted at a College, Polytech or University. The course or area of study must be longer than 8 mos. to qualify for Post-Secondary funding.

1.16 Act of God – describes an event outside of human control or activity, natural disaster, medical pandemic (Covid 19) flood, fire, etc.

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2 CRITERIA FOR EDUCATIONAL ASSISTANCE – New Applicants

2.1 Applicants must be a registered Ochapowace Nation citizen

2.2 Post-Secondary Education Application must be submitted by the deadline date. (Appendix A).

2.3 All documents listed below must be submitted prior to funding allocation meeting. Fall allocation meeting – first week of July; Winter allocation meeting – second week of November.

2.3.1 Post-Secondary Education Application must include:

- Treaty right to education letter on file
- Provide a 3rd party authorization form from the institution you are attending, which includes financial and academics.
- Signed Nation student contract.
- Student must write a detailed education plan.
- Program/Course Information:
  - Entrance requirement
  - List of classes required to complete your program (with the assistance of an Academic Advisor)
  - Tuition fee
- Letter of acceptance from the education institute
- Most recent transcripts from any/all institutions attended – for Priority list purposes
- Status verification (photocopy of status card on both sides)
- Provide Direct Deposit form to the Post-Secondary Coordinator
- The Ochapowace Authorization form is required.

2.4 Applications will be given priority according to Section 6 – Prioritization of Approval.

2.5 The application fee will be reimbursed to the funded students with submission of original receipt.

3 CRITERIA FOR EDUCATIONAL ASSISTANCE – Continuing Students

3.1 All continuing students must complete the Continuing Student Form (see Appendix B) by the deadline dates (May 31st & Oct. 31st) to remain on the active funding pay list.

3.2 Official marks confirming faculty requirements from previous semester. Winter semester (January – April) Exception can be made by January 10th for transcripts.

3.3 Class schedule for upcoming semester.

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3.4 Provide a 3rd party authorization form from the institution you are attending, which includes financial and academics. If your institution does not have a 3rd party form, then the Ochapowace Authorization form is required.

3.5 For continuing students to remain on the active funding list, all four (4) documents must be submitted to the PSC for funding to be released.

4 PART-TIME STUDENTS

4.1 Post-secondary students who are taking less than full time as designated by the institute shall receive tuition, books, and a pro-rated living allowance according to the number of classes. All deadlines apply.

4.2 Part time students are entitled to incentives.

4.3 Part time students are not entitled to travel allowance.

5 APPLICATION DEADLINE DATES – New Applicants and Continuing Students

5.1

Semester	Deadline
University Academic year (September – April)	May 31
College -Polytechnic (September-Duration of Program)	May 31
Winter Semester (January – April)	Oct 31
Spring and Summer* (May-August)	March 31
(*Only 3rd & 4th year students when it is required from your program)	

5.2 If the demand from eligible students exceeds the funding available, priority selection criteria will apply.

5.3 Post-Secondary Coordinator will notify students by:
- Fall semester – July 31
- Winter semester – November 30
- Spring semester – April 15

6 PRIORITIZATION OF APPROVAL

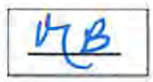
6.1 Priorities for approval of applications will be based on the following categories:

6.1.1 Priority 1 – Continuing active students who are currently receiving funding from the Ochapowace Nation Post-Secondary program with an institute satisfactory standing this will include students who are returning from a compassionate/medical leave.

6.1.2 Priority 2 – Graduates from Grade 12, ABE 12, Adult 12, GED, and mature students must comply with entrance requirements to be a priority #2.

6.1.3 Priority 3 – Self-funded students who have funded themselves for one academic term with satisfactory academic standing.

6.1.4 Priority 4 – Students applying for their professional Degrees, Master's, or Doctorate.



6.1.5 Priority 5 – Students who are returning to complete the same program, after a required leave of absence by the institution.

6.1.6 Priority 6 – Students who are returning to a different program, after a required leave of absence by the institution.

6.1.7 Priority 7 – Students who have completed a program and want to start another area of study.

6.2 If you are wait listed due to lack of funding, you will be prioritized in the top of your category when you apply the following semester.

6.3 If the demand from eligible students exceeds the funding available, the Prioritization of Approval list will apply.

6.4 Assistance may be provided to students to complete more than one program at each level according to prioritization list.

7 LIVING ALLOWANCE

7.1 Students are required to submit their official transcripts (with the exception of winter semester submit by January 10th) to PSC after each new semester start in order to continue to receive a living allowance.

7.2 Students will be paid three business banking days before the first of the month.

7.3 There will be no advances on living allowances.

7.4 Monthly living allowance will receive a flat rate of $1,500/student.

7.5 The living allowance will be paid in Canadian dollars regardless of the location of the institute.

7.6 When a student is abusing post-secondary funds, the student will be notified in writing of the total amount owed back to the program and a repayment plan will be determined. All amounts owing will be submitted to the Director of Education and finance office for collection.

8 BOOK ALLOWANCE

8.1 For full-time post-secondary students, book allowances will be set at $500/semester (this includes materials and supplies). If requirements exceed this amount, then original receipts must be submitted to the PSC for reimbursement.

8.2 For part-time post-secondary students, book allowances will be pro-rated at $125/class (this includes materials and supplies). If requirements exceed this amount, then original receipts must be submitted to the PSC for reimbursement.

8.3 Laptops are provided on a one time only basis to each student throughout their funding with a maximum amount of reimbursement of $750. Original receipts must be provided for reimbursement.

8.4 The book allowance will be paid in Canadian dollars regardless of the location of the institute.

8.5 When a student is abusing post-secondary funds, the student will be notified in writing of the total amount owed back to the program and a repayment plan will be determined. All amounts owing will be submitted to the Director of Education and finance office for collection.

9 TUITION

9.1 Tuition support may be provided under the following conditions:

9.1.1 Students attending Canadian public institutions at the actual tuition rate, including compulsory student fees charged by the institution.

9.1.2 Students attending private institutions will be eligible for support at the same rate charged by the Canadian public institution, nearest the student's place of residence, which offers comparable programs at the time of application. If the private institution is being attended to is a specialized program, such as sports, music then the comparable rates will still apply.

9.1.3 Students attending foreign post-secondary institutions will be eligible for support at the same rate charged by the Canadian public institution, nearest the student's place of residence, which offers comparable programs at the time of application. If the foreign post-secondary institution is being attended to is a specialized program, such as sports, music then the comparable rates will still apply.

9.1.4 International students will be encouraged to apply for permanent residency status, utilizing the "Jay Treaty" which will assist with lowering tuition costs from international to local residency costs for the student.

9.1.5 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 there is no comparable program available at an institution in Canada. (Housing, food, parking & dining are not eligible fees).

9.2 The tuition will be paid in Canadian dollars regardless of the location of the institute.

9.3 When a student is abusing post-secondary funds, the student will be notified in writing of the total amount owed back to the program and a repayment plan will be determined. All amounts owing will be submitted to the Director of Education and finance office for collection.

10 TRAVEL SUPPORT

10.1 Students may select any recognized post-secondary institution for their studies. Once per year travel support to their permanent address per academic year with a flat rate of $150 per student.

10.2 Travel requests must be in writing or (emailed).

11 PRACTICUM

11.1 A student is eligible for a grant of $300 per practicum to assist with the costs of required practicum(s) upon receipt of practicum documentation.

11.2 If student practicum requires daily travel, it will be provided to a maximum of $100 per week.

12 ACCOUNTABILITY

All students must be accountable for the funding they are provided. Misuse of post-secondary funding is an abuse of your Treaty Right. Also, misused funding is preventing other citizens from attaining funding and accessing their Treaty Right to Education.

12.1 Any missing documentation must be submitted to Post Secondary Coordinator prior to allocated funding being released (any documentation that was unable to be submitted at time of funding prioritization e.g.: Grade 12 students who have not received their formal Ministry Transcripts).

12.2 The following changes must be promptly reported to the Post-Secondary Coordinator:

12.2.1 Contact information including – email, phone, address

12.2.2 Academic changes
- RTD (required to discontinue)
- Withdrawal from class
- Faculty change
- Alternate academic programming

12.2.3 Failure to report changes that affects your eligibility level will be considered a misuse of post-secondary funds.

12.3 Students are required to discuss any program/faculty changes with the Post-Secondary Coordinator prior to changing programs/faculty.

12.4 Funded student(s) who fall below the satisfactory academic requirements of the institution will be required to sign an academic probation contract with the Post-Secondary Coordinator. (Refer to Probation Contract – Appendix C).

12.5 Students who withdraw from their academic studies during the year or are Required to Discontinue (RTD) by institute, are not eligible to apply for student funding from Ochapowace for one (1) year.

12.6 Students must be aware that the required attendance and grade point averages must be maintained, as per institution standard, in order to continue with their studies and to avoid being discontinued.

12.6.1 Students who fall below the institutes GPA will be put on an Ochapowace Academic contract for the following semester/term.

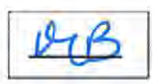
12.6.2 Students who are not successful in the following semester/term with Ochapowace will no longer receive funding.

12.6.3 Students who are Required to Discontinue will have to reapply and the Prioritization of Approval list will apply.

12.7 If a student is granted a "leave of absence" from the institution, the student must provide documentation from the institution to the Post-Secondary Coordinator. The student must sign a new continuing application in order to receive continued funding upon return (See definition – Leave of Absence). A leave of absence would mean your tuition would not have to be repaid for this semester; however, your living allowance would continue for one month. You will remain active on the continuing student list for up to one year.

12.8 Once a student "drops out "of any level and program, the student must reapply for funding and is no longer considered a continuing student.

12.9 Post-Secondary program will not reimburse for "out of pocket" course costs.



12.10 When a student is not entitled to receive post-secondary funding but continues to collect, the student must repay the ineligible amount. The student will be notified in writing of the total amount owed to the program and a repayment plan will be determined by the PSC.

12.10.1 Ineligible costs include:

- Not attending classes and collecting a living allowance whereby tuition, books and living allowance are repayable.
- Dropping classes which moves you from full time status to part time status and failed to advise the PSC.

12.11 10% of the total amount owed will be deducted off each payment issued from Ochapowace Nation. For example: 10% of $1500 = $150/payment

12.12 When a student becomes ineligible the Post-secondary Coordinator will suspend funding immediately. Student will be notified by email and mail.

12.13 Students who do not make payment arrangements will be ineligible for funding

13 STUDENT SUCCESS

13.1 Students are encouraged to utilize the services provided by the institution. (Tutoring, career planning, mapping, counselling etc.).

13.2 Scholarships

13.2.1 We encourage students to apply for scholarships at their respective institutions.

13.2.2 Students will be informed of available scholarships through the Nation.

13.3 Orientation

13.3.1 All first-year students are strongly encouraged to attend orientation at their institution.

13.3.2 All students will be offered to participate in a support meeting with the Post-Secondary Coordinator. Areas such as post-secondary policy, computer use, printing, library and book policy/ borrowing, campus housing and/or affordable housing options, can and will be discussed at the meeting.

13.4 Post-Secondary Coordinator Support Services

13.4.1 Inform the student of the Nation's administration procedures in applying for funding.

13.4.2 Student meetings will take place at the beginning of each academic year in the centre where most of the students are attending. The purpose of the meeting is to review any policy changes and to discuss any concerns students may have. (Zoom meeting or an online platform meeting may occur as an alternative when face to face meetings are not an option).

13.4.3 Create a communication system that will assist students in PSE matters.

13.4.4 Provide post-secondary policy when requested.

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13.4.5 Post-secondary Coordinator will attend graduations upon notification or invite.

13.4.6 Non funded students are eligible to participate upon notification in PS mtgs.

13.5 Post-Secondary Coordinator and another representative from the Nation will be utilized when contacting students to discuss concerns or support that may be needed.

13.6 The Post-Secondary Coordinator shall communicate with Academic Advisors of the University /College to monitor the students' progress.

14 MEDICAL AND/OR COMPASSIONATE WITHDRAWALS

14.1 Any leave of absence that is required due to medical or compassionate withdrawal MUST be communicated in writing to the Post-Secondary Coordinators' office via email (i.e., University documents confirming withdrawn classes and/or medical documents). This leave of absence must be communicated within one week after the day of withdrawal. Failure to do so will discontinue funding. If you return to your studies, you will be considered a new student. You will be required to fill out a new application.

14.2 Students with medical or compassionate withdrawals will remain on the continuing student list for one (1) year.

14.3 Students are encouraged to apply for 'Deferral of course work' through their institution for medical and/or compassionate needs. (See the University Registrar's office for this form).

14.4 Students allowed only one medical/compassionate withdrawal per academic career.

15 INCENTIVE

15.1 Academic performance incentive will be provided to students who achieve 80% for each 3-credit hour class in the amount of $50/class. Request must be submitted in writing with official transcripts.

15.1.1 Non-funded students are eligible for this incentive.

15.1.2 Non-funded students must provide personal information, in order to be eligible for this incentive to our Post-secondary Coordinator

15.2 A graduation incentive will be available to students completing their academic programs. This will be a one-time only grant per level for the student's chosen program of study.

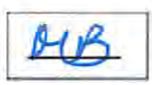
15.2.1 Incentive grants must be applied for within the same year of graduation.

15.2.2 Proof of successful program completion must accompany all applications.

15.3 Students not funded by the PSE program are eligible for incentives and must provide the same information.

15.4 The graduation incentive includes:

Certificate	$ 500.00
Diploma	$ 700.00
Degree	$1,200.00
Masters/Professional Studies	$1,500.00



PhD	$1,500.00

15.5 A customary/traditional gift will be provided to each graduate.

16 APPEALS PROCESS

16.1 Any student for whom funding has been denied may request a review of the decision. The student has 14 days to send in their appeal upon receiving the decision from the Post-Secondary Coordinator.

16.1.1 The request must be sent through email to the Director of Education and copied to Executive Director of Operations.
- Director will notify the post-secondary office that an appeal has been launched.
- The Director of Education and Executive Director of Operations will review and advise the student of their decision.

16.2 If the student is not satisfied with the decision of the directors, they may further appeal to the Nation's Dispute Resolution Office.

16.3 No appeal shall lie where such application has been refused on the basis of unavailability of funds.

17 POLICY REVIEW

17.1 The Ochapowace Post-Secondary Policy shall be reviewed by PSE and Director of Education on an annual basis and any recommended changes be submitted for approval to the Ochapowace Nation's government.

18 CONFIDENTIALITY

18.1 No confidential information regarding a student shall be released unless it is needed for an appeal process. The student will be given copies of all released information.

18.2 Ochapowace Post-Secondary Coordinator will have complete access to the student's records to make proper funding decisions.

18.3 Students' names are not considered confidential as they will be used in general reports but not in selection decisions.

18.4 Breach of confidentiality will result in disciplinary action according to the Ochapowace Employee Personnel Manual.

19 LATERAL VIOLENCE / HARRASSMENT / BULLYING

19.1 There will be no VERBAL ABUSE/CYBER BULLYING towards the Ochapowace Post-Secondary Staff. Any abuse will be reported to the Director of Education with a written incident report. The incident report will be reviewed and investigated depending on the severity of the abuse. Threats will be reported to the police. Funding will be suspended until the investigation is completed.

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20 SOCIAL MEDIA

20.1 Students who post negative social media in regard to the Ochapowace Nation Education Department or the Ochapowace Administration will be reported to the Director of Education and Senior Officials for review (i.e., Facebook, Instragram, Snapchat, Twitter and all other social media platforms).

- Upon review a warning will be issued to the student.
- If negative social media is not corrected, the student(s) funding will be suspended or terminated.
- Ochapowace Nation appeal policy procedures must be followed by all parties

21 AUTHORIZATION

This policy has been ratified by Ochapowace Nation Council this 21 day of July 2022.

Okimaw Iskwew Margaret Bear

Headman Luke George

Headwoman Lynn Bear

Headwoman Audrey Isaac

Headwoman Shelley A. Bear

Headwoman Petra Belanger

Headman Albert George

VWB

22 APPENDIX A – Education Application

OCHAPOWACE NATION
POST-SECONDARY EDUCATION
APPLICATION
NEW APPLICANTS

All information gathered is kept confidential. No access to gathered information will be shared without the consent of the student. Privacy is very important and highly regarded. All information will be kept under lock and key.

You must provide all the following:

- Page 1 – Post-Secondary Education Application
- Page 2 – Post-Secondary Education Plan
- Page 3 - Achieving Your Goals
- Page 4 – Institutes Authorization Form – 3rd party form
- Page 5 – Authorization Release Form
- Page 6 and 7 – Ochapowace and Student Agreement

A. PERSONAL INFORMATION:

LAST NAME: _____ FIRST NAME: _____

◯ MALE ◯ FEMALE DATE OF BIRTH (MM/DD/YYYY): _____

STATUS #. _____

EMAIL ADDRESS: _____

PHONE#: _____ CELL #: _____

STUDY ADDRESS: _____

PERMANENT ADDRESS: _____

CITY: _____PROV: _____ POSTAL CODE: _____

B. ALTERNATE CONTACT INFORMATION (REQUIRED)

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

PHONE #: _____ CELL #: _____

EMAIL ADDRESS: _____

POST-SECONDARY EDUCATION PLAN

Wanting to further your education? There are many post-secondary institutions that offer a number of programs for you to consider in your educational pursuit. There are some things you will need to reflect on when making your decision; things like '**What is important to you?', 'What are your goals?'**, and '**What are your interests?'**, just to name a few. Once you have made a decision of what program and school you would like to attend, the first thing you need to do is obtain all the information regarding both.

I have met with a career counsellor regarding my education and career goal.

CAREER COUNSELLOR: _____

INSTITUTE/EMPLOYMENT CENTRE: _____

PHONE #: _____

C. EDUCATION AND TRAINING

	SCHOOL NAME	YEAR COMPLETED	CERTIFICATE/DIPLOMA
SECONDARY (High School)			
ADULT BASIC EDUCATION			
G.E.D.			
TECHINICAL INSTITUTE			
COLLEGE/UNIVERSITY			

D. NEW INSTITUTION INFORMATION

INSTITUTE NAME: _____

PROGRAM NAME: _____

START DATE: _____ EXPECTED DATE OF GRADUATION: _____

ACHIEVING YOUR GOALS

EXPLAIN HOW THE PROGRAM OF STUDY THAT YOU HAVE CHOSEN WILL HELP YOU ACHIEVE YOUR CAREER GOALS. (If needed, please attach additional paper)

REQUIRED INSTITUTES AUTHORIZATION FORM – 3rd party form

This is a requirement for all Ochapowace Post-Secondary Students. This form allows our Post-Secondary Coordinator to access your marks and tuition amount. This is a requirement of all students to access this from the registar's office. Once done, send this form to the Post-Secondary office as well institute's registrars office.

Each university will have their own 3rd party release of information form.

Once this is filled out, send this to the Post-Secondary Education Co-ordinator. Your funding can be held up, if this is not submitted to the office.

Confidentiality as per policy will apply.

Joy's email: joy.starr@ochapowace.ca

OCHAPOWACE NATION
POST-SECONDARY EDUCATION

PO Box 550, Whitewood, Saskatchewan, S0G 5C0
Phone: 306.696.3173, Fax: 306.696.2617, Email: postsecondary@ochapowace.ca

AUTHORIZATION RELEASE FORM

TO THE OFFICE OF THE REGISTRAR:

NAME OF INSTITUTION: _____

ADDRESS: _____

CITY & PROVINCE: _____

POSTAL CODE: _____

My signature below authorizes you to release my academic and financial records to the Ochapowace Nation Post-Secondary Coordinator. This authorization shall be valid for the duration of my program. Confidentiality as per policy will apply.

PROGRAM NAME: _____

_____	_____
STUDENT NAME (Print)	**STUDENT SIGNATURE**
_____	_____
STUDENT NUMBER	**DATE**

"Education is the new buffalo. Today for survival, education is the new provider."

OCHAPOWACE AND STUDENT AGREEMENT
OCHAPOWACE NATION POST-SECONDARY EDUCATION
&
POST-SECONDARY STUDENT

1. I authorize Ochapowace Nation Post-Secondary Coordinator access to obtain information from persons, agencies, or organizations, to determine and/or verify my eligibility for sponsorship by Ochapowace Education.

2. I agree to consult with the Ochapowace Post-Secondary Education Coordinator regarding the following:

    - Report any changes regarding my application, e.g. address, email, phone number etc;
    - Any circumstances that my affect my studies;
    - Upon completion of each term/semester, submit my marks in order to continue my sponsorship;
    - Any changes to my current academic course load

    I understand it is a serious matter to provide false information and that failure to report any of these changes will have an impact on my sponsorship.

3. I accept the responsibility to adhere to the institutes regulations and will meet the standards required by the institute for the continuation of my studies.

4. I understand that I have the right to appeal process regarding decisions made with respect to my application for sponsorship.

5. I understand that verbal abuse and cyber-bulling will not be tolerated, and Section 19.1 will be applied.

    "Section 19.1 - There will be no VERBAL ABUSE/CYBER BULLYING towards the Ochapowace Post-Secondary Staff. Any abuse will be reported to the Director of Education with a written incident report. The incident report will be reviewed and investigated depending on the severity of the abuse. Threats will be reported to the police. Funding will be suspended until the investigation is completed.

    "Students who post negative social media in regard to the Ochapowace Nation Education Department or the Ochapowace Administration will be reported to the Director of Education and Senior Officials for review (i.e., Facebook, Instragram, Snapchat, Twitter and all other social media platforms.)

    - Upon review a warning will be issued to the student.
    - If negative social media is not corrected, the student(s) funding will be suspended or terminated.

- Ochapowace Nation appeal policy procedures must be followed by all parties"

6. Ochapowace Education agrees to provide student support as laid out in Ochapowace Education policy under Section 14.4 Post-Secondary Coordinator Support Services.

I do hereby agree that this will be enforced throughout the duration of your program.

_____ _____

STUDENT NAME STUDENT SIGNATURE

_____

DATE

22. APPENDIX B – Continuing Student Application

OCHAPOWACE NATION

Ochapowace Post-Secondary - Continuing Students Application

BASIC INFORMATION

STUDENT FULL NAME: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

STUDY ADDRESS	PERMANENT ADDRESS
_____	_____
CITY: _____	CITY: _____
PROVINCE: _____	PROVINCE: _____
POSTAL CODE: _____	POSTAL CODE: _____

MARITAL

MARITAL STATUS*: SINGLE ◯ SINGLE PARENT ◯ MARRIED ◯ COMMON LAW ◯

INSTITUTE OF LEARNING INFORMATION

SEMESTER: SPRING/SUMMER ◯ FALL ◯ WINTER ◯ YEAR _____

INSTITUTE OF LEARNING: _____

PROGRAM: _____

UPCOMING YEAR: 1ST YEAR ◯ 2ND YEAR ◯ 3RD YEAR ◯ 4TH YEAR ◯

GRADUATION DATE: _____

In order to continue to be on the paylist, you must also submit the institutes form, class schedule, and official marks.

_____ _____

SIGNATURE DATE

*Required for reporting

23 APPENDIX C – Probation Contract

OCHAPOWACE POST SECONDARY

STUDENT ACADEMIC PROBATION CONTRACT

I _____ have been informed at the beginning of the school year that my GPA (Grade Point Average) has to be 65 % or better.

I _____agree to improve my grades for (Term) _____ by utilizing a tutor, improving my study habits, class attendance, math, computer and writing skills by working with Student Support Services.

I_____will submit documentation to confirm that I have attended classes to improve my grades.

I _____ acknowledge that I have been placed on Student Academic Probation by Ochapowace Education.

Students Name: _____

Institute: _____

Program: _____

Date: _____

Notes:

_____

_____

_____

_____ _____

Student's Signature Post-Secondary Coordinator