

**APPLICATION DEADLINE
APRIL 30TH**



Post-secondary

Sponsorship Program

Guidebook



*Nelson House
Education Authority*
NISICHAWAYASIIHK CREE NATION

Post-secondary Education Program

A Message from Chief and Council

EDUCATION IS THE GREAT EQUALIZER

One of the dreams of any Chief and Council is to provide more than just the basic needs of our Members, but also to help them realize satisfying and fulfilling lives.

Developing our Members' potential and the collective brainpower of our people, is one of the greatest untapped resources we have to work with to build a brighter and more prosperous future. Higher education is the key to unlocking that potential, but education can do much more for individuals who take part. Education is a great equalizer that can allow our Members to compete and contribute to society on the same basis as other Canadians. It can also be a great liberator in providing Members with greater opportunities and choices in their lives.

Higher education can lead to satisfying, good-paying jobs and the ability for our Members to make direct contributions to our First Nation, something Chief and Council strongly support. The Nelson House Educational Authority (NHEA) Post-secondary Education Program provides the opportunity and financial support for our Members to pursue their educational dreams. We encourage our Members to use the program to make that possible.

A Message from Nelson House Educational Authority

Congratulations on your interest in pursuing a higher education.

The goal of the Nelson House Educational Authority Sponsorship Funding Program is to provide higher education financial assistance to as many NCN members as possible within the financial limits of our sponsorship budget.

Unless you are pursuing programs at the new Atoskiwin Training and Employment Centre (ATEC), a higher education inevitably means leaving the community to go to school. This is very costly, not just for tuition and books, but for the additional expenses of living away from home – accommodation, food, and transportation. These expenses are difficult for most families to afford.

That's where the sponsorship program comes in. It is designed to provide eligible members with financial support to cover tuition, books and living expenses to make higher education more accessible.

Some people believe that all First Nations people are entitled to a higher education at government expense as part of our treaty rights. This is not the case. While the federal government provides our First Nation with funding to support the sponsorship program, the annual budget is fixed. Once funding is allocated to the most eligible applicants, there is no more available until the following year.

The Board encourages you to apply for sponsorship, and wishes you good luck with your application and educational pursuits.

A Message from the Director of Education

NHEA's primary objectives is to deliver a fair, thorough and unbiased application and evaluation process to ensure the most qualified NCN applicants receive financial assistance.

We must be satisfied to the greatest extent possible that the candidates selected have the greatest potential for success. A candidate who is unsuccessful in passing their academic program, or who drops a program before completion, means another candidate who may have been more successful might have been passed over due to lack of available funding.

This guidebook is designed to provide you with all the information you need to apply. The requirements are strict and precise, to ensure the evaluation committee has the same information about every candidate for fair and balanced assessments and selection.

The application deadline for sponsorship is April 30 each year, so please make sure you submit all required documents to NHEA in time. If you are unclear about some of the requirements, please contact the NHEA Sponsorship Post-secondary Councillor Program to answer your questions.

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How the Post-secondary Education Program Benefits Students

WHAT SERVICES DOES NHEA'S POST-SECONDARY EDUCATION PROGRAM PROVIDE YOU?

NHEA's Post-secondary Program strives to ensure NCN students pursuing a post-secondary education succeed in their education.

The Nelson House Education Authority prides itself in providing support resources and staff to assist all current and prospective post-secondary students with any inquiries, problems, directions, counselling, or other needs including difficulties with course work, scheduling, etc. NHEA administers the following services to assist them.

- A comprehensive Post-secondary Sponsorship Program that provides:

- A fair, unbiased selection process to ensure all students applying for post-secondary funding begin on a level playing field and are treated equally. To do that, all students are asked to provide the same information and

comply with the same guidelines for funding

- *Financial subsidies towards student's basic living expenses during the academic year when living away from home*
- *A one-time moving subsidy to assist students required to relocate to attend a post-secondary program in a different community*
- *Seasonal travel allowances for travel back to home communities for students required to relocate for their program*
- *Arranging and providing student counselling services for academics, personal issues, finances, and other issues affecting performance*
- *Moral support and encouragement for NCN students to help them achieve success.*



How the Sponsorship Program Works

WHAT IS THE POST-SECONDARY PROGRAM'S MANDATE?

The mandate of the Post-secondary Education Program is to provide financial assistance, in Canadian funds and within the limits of the program's available budget each year, to eligible Nisichawayasihk Cree Nation members to help them pay the costs of obtaining a post-secondary education.

WHAT QUALIFICATIONS ARE NECESSARY FOR SPONSORSHIP?

Qualifying for sponsorship requires meeting academic-program and personal requirements:

For your chosen academic program to qualify, it must:

- *Require a high school diploma (or equivalent) for entry*
- *Be offered by a public, accredited Canadian post-secondary institution*
- *Be eight months or longer in length*
- *Issue certificates, diplomas or degrees upon graduation*

To personally qualify for sponsorship as a first-time applicant, you must:

- *Be a registered Nisichawayasihk Cree Nation member*
- *Have a high-school diploma or equivalent along with a current or most recent "Official" transcript from your high school or post-secondary institution*
- *Meet the minimum academic requirements for acceptance in your chosen program and have received a letter of acceptance from the institution*
- *Submit a fully completed sponsorship application package (see below) by the April 30 submission deadline*

For continuing support during your post-secondary academic studies, you must:

- *Apply each year by the April 30 application deadline for programs extending longer than one academic year*

- Obtain a current or most recent “official” transcript from your post-secondary institution
- Complete the academic program within the time frame designated by the institution
- Obtain a certificate, diploma or degree on completion of your chosen program.

WHAT TYPES OF SPONSORSHIP FUNDING IS AWARDED?

NHEA awards two levels of support:

- Full and partial sponsorship funding
- Depending on each applicant’s specific circumstances.

Full sponsorships cover your academic and living costs

For students who must relocate to attend a post-secondary institution, full sponsorships cover tuition fees, student fees and books for approved applicants registered in a full-course-load program as determined by their

program of studies (usually five courses per term).

In addition, full sponsorship subsidies are provided to pay basic living expenses, to cover housing, food and daily transportation to and from school.

The subsidy also includes one-time, one-way, moving expenses and travel expenses to the community where the academic institution is located.

Partial sponsorships cover only tuition and books

Partial sponsorships usually cover only the costs of compulsory tuition fees and mandatory text books.

Support for dependents is provided

Students can claim and receive allowances for legal dependants under the age of 18 as per the definition of legal dependents. (See Glossary)

HOW MUCH WILL SPONSORSHIPS PAY?

Amounts for tuition, student fees and books vary depending on the academic program selected and the educational institution you will be attending, so the sponsorship will cover those costs.

For full sponsorships, fixed biweekly amounts are assigned to all students for basic living expenses and for each dependent the sponsored student may be responsible for. These amounts can change every year due to increased cost-of-living expenses and current living expense allowance rates are available from NHEA.

HOW IS SPONSORSHIP FUNDING ISSUED?

NHEA pays tuition and student fees directly to the educational institutions. Depending on the financial arrangement with the institution, textbooks and supply expenses can be billed directly to NHEA or cheques will be issued to students.

For full sponsorships, NHEA direct deposits living-expense subsidies into your bank account every two weeks. You will be responsible for finding your own accommodations and for managing your sponsorship funding allocations to ensure they cover all your living expenses.

IS THERE A LIMIT ON THE NUMBER OF YEARS YOU CAN BE SPONSORED?

Since the overall goal is to sponsor students in educational programs that will lead to immediate employment after graduation, you are expected to find employment once you graduate, regardless of whether your academic studies program required one year, two years, three years or more. Recognizing that some combined undergraduate/post-graduate programs can take six years to complete, the committee generally views six years as the maximum limit for support, although exceptions will be considered.

Because the sponsorship program is intended to provide funding support to as many NCN members as possible, the committee discourages “professional students” who may apply for support for a new unrelated program once they graduate from an earlier academic program. These students may limit opportunities for other students.

DOES THE SPONSORSHIP PROGRAM REQUIRE YOU TO RETURN SERVICE AS A CONDITION FOR FUNDING?

Students who obtain their education through the sponsorship program may want to use their professional skills to benefit Nisichawayasihk Cree Nation members and the Nelson House community once they graduate, but there is no formal requirement for you to return service as a condition for sponsorship. This recognizes that not all career paths provide skills the community can easily use and skills in certain areas may be limited.

However, if you would like to work in the community after graduation, you should make your interest known. Current professional needs are available in accounting, nursing/health care and business/program management and administration. Job opportunities in teaching and social work are currently limited.



How to Apply for Sponsorship

WHAT ARE THE REQUIREMENTS FOR SUBMITTING YOUR SPONSORSHIP APPLICATION?

For your sponsorship application package to be considered, it must include:

- A completed sponsorship application cover sheet (Form 1*)
- A dated and signed application-for-sponsorship form (Form 2*) fully completed with all blanks filled in and all information clearly printed
- A completed and signed Sponsorship Performance Agreement (Form 3*)
- A completed career goals and objectives from (Form 4*) prepared by you
- A current letter of acceptance from the institution
- Current or most recent “official” transcript from a secondary and/or post-secondary institution
- A program outline from the educational institution including a full list of courses to be taken each year
- A photocopy of your Status Card with the expiry date**
- A photocopy of your Manitoba Health Card**
- A brief family history (immediate family as far as you know: name grandparents, parents, siblings, where you were born, etc. Note if you are a Bill C-31 candidate?）**
- A brief résumé showing your education and work history. (Education history should list educational institutions, programs and key dates, degrees/diplomas with years obtained, etc. e.g. *2004 – Graduated Grade 12, Vincent Massey Collegiate, Winnipeg, MB.; 2005 – Entered 3-year Social Work diploma program, Brandon University, Sponsored by NCN; 2008 – Graduated Social Work diploma.*)**

[*See sample forms at back of this guidebook. You can obtain forms from the NHEA office in Nelson House or download copies from the www.nhea.info website.

**Additional application submission requirements as of early 2009]



The Nelson House Education Authority office in Nelson House must receive your application package for post-secondary sponsorship no later than:

12:00 Noon, April 30

The deadline applies each year you require funding for your post-secondary education.

Applications received after the deadline cannot be considered for that fiscal year.

You have three options for submitting your application package

1. By mail, addressed to:

*Post-secondary Counsellor
Nelson House Education Authority
Alice Moore Education Centre
8 Otetiskiwin Drive
Nelson House, MB ROB 1A0*

2. In person to:

*Post-secondary Counsellor
Nelson House Education Authority
Alice Moore Education Centre
8 Otetiskiwin Drive
Nelson House, MB ROB 1A0*

3. By fax, to:

*Attention: Post-secondary Counsellor
1-204-484-2257*

Your fax should have the Form 1 Cover Sheet on top indicating your name, phone number where you're faxing from, and the total number of pages being sent (so we'll know that all pages have been received and can immediately contact you if all are not received). Before faxing, you must call toll free to 1-866-233-6432 to confirm someone is available to receive the fax and ensure confidentiality of the application.



How Applications are Evaluated and Approved

WHAT SHOULD YOU EXPECT FOLLOWING SUBMISSION OF YOUR APPLICATION PACKAGE?

Expect a confirmation-of-receipt letter within two weeks

The NHEA will mail you a confirmation-of-receipt letter within two weeks of submitting your application package. If you do not receive the letter within that time, you must contact the Post-secondary Counsellor to ensure the NHEA has received your documents for consideration.

Expect a decision on your sponsorship by June 15

The Post-secondary Committee completes screening of all applications received on time no later than later than May 31 each year. The committee will mail its decision to you before June 15 each year. If you do not receive the decision letter by June 30, please contact the Post-secondary Counsellor for the Committee's decision.

Applications for funding, or other types of requests for funding, received after the April 30 deadline cannot be considered in the current fiscal year's budget.

WHO SITS ON THE POST-SECONDARY COMMITTEE AND HOW ARE DECISIONS MADE?

The NHEA's Post-secondary Committee is responsible for the application evaluation process, and meets for several days in May each year to assess and approve applications. Approval votes can only occur when a majority of committee members (a quorum) are present. The committee includes:

- Education Portfolio Holder on NCN Council
- Member of the NHEA School Board
- Director of Education
- Executive Director of Human Resources Development Authority (HRDA)
- Executive Director of ATEC

- Principal of Nisichawayasihk Neyo Ohtinwak Collegiate (N.N.O.C.)
- NHEA Finance Comptroller
- NHEA Assistant Finance Comptroller
- Post-secondary Counsellor

HOW DOES THE COMMITTEE ASSESS, CLASSIFY AND APPROVE APPLICATIONS?

Since the number of applications usually exceeds the available sponsorship budget we have every year, the Post-secondary Committee must classify and rank all applications to establish a priority for funding. This ensures that funds go to the candidates with the greatest potential for success.

The Committee uses prior academic and/or funding history to assess and classify all applications, which are assigned to one of the following seven categories:

1. Current students in good standing continuing in the same program of study

2. Applicants graduating from Grade 12
3. Applicants accepted into a masters or doctorate program
4. New applicants classified as “mature students”
5. New applicants classified as University and College Entrance Preparation (UCEP) students
6. Students who have been previously funded for a program and who wish to return after graduating
7. Students who failed to complete a funded program of study (i.e. dropped out of school, withdrew from school or were sponsor terminated).

Applications are then ranked within each category based on factors such as grades.

To assure objectivity, the Committee uses the categories and application rankings within each to determine approvals for sponsorship. For example, all qualifying category-one applicants are approved before category-two applicants are considered

and so on. Approvals are given until all available funding is allocated, which may result in funding not being available for lower-ranked categories.

HOW DOES THE COMMITTEE ENSURE DECISIONS REFLECT DIFFERENT CIRCUMSTANCES?

Applicants' circumstances differ and rather than impose a strict yes-no decision, a four-tier decision ladder provides the Committee with greater flexibility after a full and thorough evaluation of the application.

The Committee's decision will be either:

- An unconditional approval
- A conditional approval
- An approval of partial sponsorship
- A denial of sponsorship.

Realistically, sponsorships are always provided on a conditional basis, subject to meeting the NHEA guidelines established for each funding period. For example, at the time of application in April, current Grade 12 students do not have their final grades, which will be a condition for approval.



How the Appeal Process Works

WHAT OPTIONS FOR APPEAL ARE AVAILABLE IF YOU'RE NOT AWARDED A SPONSORSHIP?

If you are unsuccessful in obtaining a sponsorship, NHEA operates a two-level appeal process for decisions made by the Post-secondary Committee.

The Director of Education alone adjudicates level-one appeals and the NHEA Board of Trustees adjudicates level-two appeals.

Appeals will only be considered if you were incorrectly ranked from the application information

Applicants are eligible to appeal if the Committee's initial ranking of your application resulted from receipt of insufficient information or pertinent facts, or was based on an erroneous categorization of the applicant. If corrected information improves your ranking so that it now falls within the ranks of approved applications, an appeal will be considered if funding is still available.

Applications in categories where sponsorship funding is not available cannot be appealed

In the application-approval process, applicants in lower-priority categories often cannot be sponsored because limited available funding resources have already been assigned to higher-ranked applicants. If your basis for appeal does not change the category you've been assigned to, and your category was not supported for sponsorship due to lack of available funding, the option of appeal is not available since no other candidates in your category were approved for sponsorship.

NHEA does not recognize appeals to other NCN agencies

NHEA is entirely responsible for its own appeals process and is unable to recognize sponsorship appeals made to other NCN jurisdictions.

HOW DO YOU APPEAL?

Start with the first level of appeal

When the appeal process is available, a written letter of appeal that clearly outlines the specific reason for the appeal must be submitted before the July 31 annual appeals deadline and addressed to:

*Director of Education
Chair, of the Post-secondary Committee
Alice Moore Education Authority
8 Otetiskiwini Drive
Nelson House, MB ROB 1A0*

The level-one appeal letter may be mailed, delivered in person, or faxed to the Director of Education at 1-204-484-2257. To maintain confidentiality, before sending the fax, call toll free to 1-866-233-6432 to ensure someone is available to receive the fax. Be sure to include a fax cover sheet with the number of pages indicated and the phone number where you are faxing from in case all pages are not received.

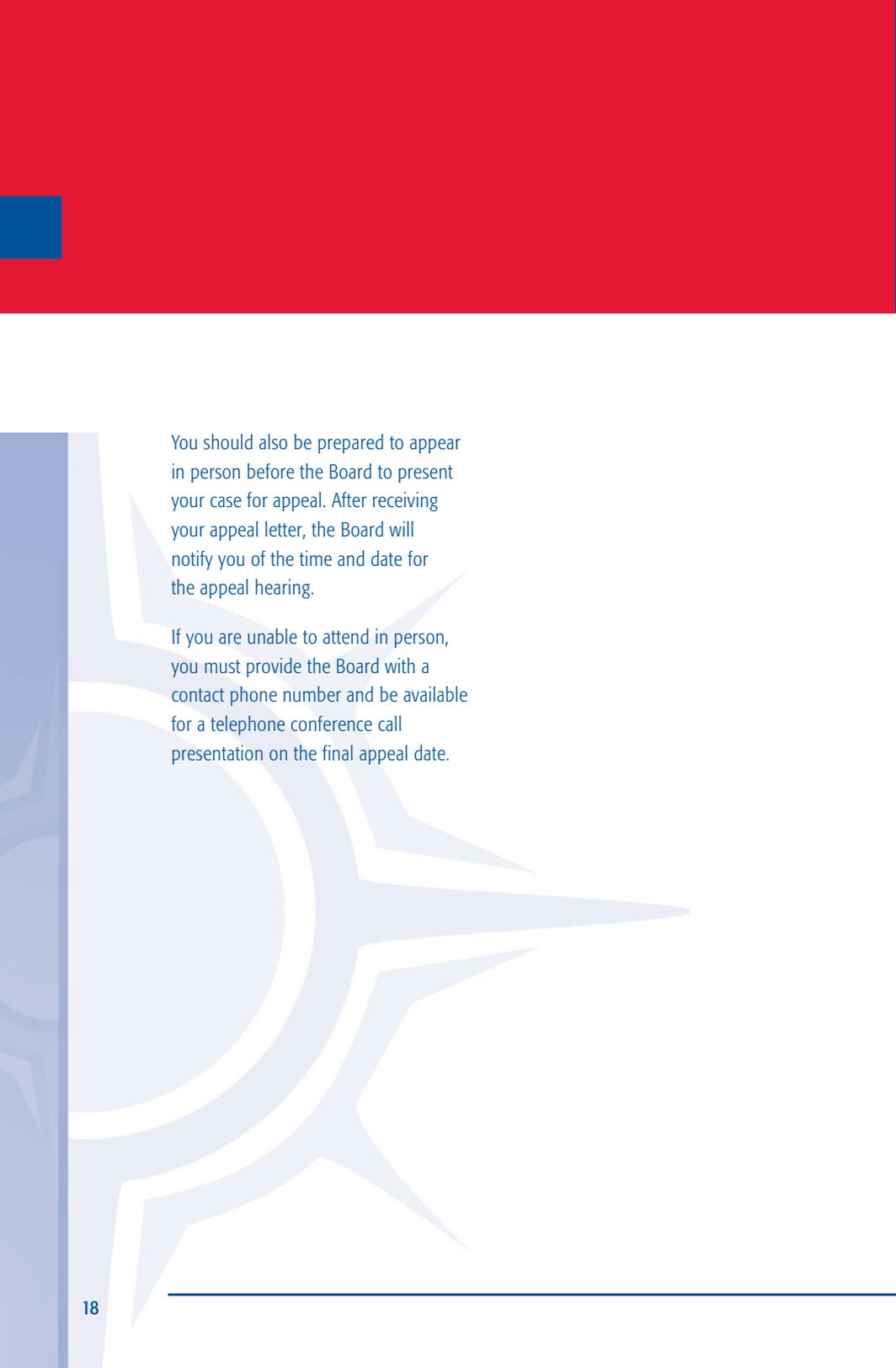
A second and final level of appeal is also available

If your level-one appeal is not successful, you may submit a second and final written appeal to the NHEA's Board of Trustees. Again your appeal letter must clearly outline specific reasons for the appeal.

Your level-two letter should be addressed to:

*NHEA Board of Trustees
Attention: Board Chair
Nelson House Education Authority
8 Otetiskiwini Drive
Nelson House, MB ROB 1A0*

Again, the level-two appeal letter may be mailed, delivered in person, or faxed to the Director of Education at 1-204-484-2257. To maintain confidentiality, before sending the fax, call toll free to 1-866-233-6432 to ensure someone is available to receive the fax. Be sure to include a fax cover sheet with the number of pages indicated and the phone number where you are faxing from in case all pages are not received.



You should also be prepared to appear in person before the Board to present your case for appeal. After receiving your appeal letter, the Board will notify you of the time and date for the appeal hearing.

If you are unable to attend in person, you must provide the Board with a contact phone number and be available for a telephone conference call presentation on the final appeal date.



What Performance Requirements are Expected of You

WHAT PERFORMANCE REQUIREMENTS ARE EXPECTED OF YOU TO MAINTAIN FUNDING?

Following approval for sponsorship funding, to maintain support, you must comply with all terms and conditions of the Sponsorship Performance Agreement (Form 3) you signed as part of your application package and any additional expectations the committee may establish. NHEA's minimum performance expectations for sponsored students require you to:

- Carry a full course load as determined by the institution
- Attend all classes on time every day
- Complete and submit required course work on time
- Perform to the best of your ability, meet the academic standards of the institution and maintain marks above or equivalent to a 2.0 grade point average
- Complete your program of studies in the time period specified by your educational institution (NHEA is not responsible for funding an extension of a student's program of studies)

- Consult with and obtain approvals from the instructor/advisor and the NHEA Post-secondary Counsellor BEFORE withdrawing from courses or changing courses and programs (failure to consult and obtain these approvals may jeopardize your future sponsorship funding and could make you liable for any costs associated with unauthorized changes to courses and/or programs)
- It is your responsibility to ensure course/program changes take place before deadlines set by the institution
- Report absences that exceed two days to the NHEA Post-secondary Counsellor and be prepared to submit medical certificates upon request
- Provide an "unofficial" transcript no later than December 20 of each year and an "official" transcript no later than May 30 of each year.

ARE THERE ANY ADDITIONAL REQUIREMENTS YOU MAY NEED TO MEET?

Besides NHEA performance requirements, you may also be asked to meet additional standards that other jurisdictions may need related to the type of career your academic program will lead to.

Federal/provincial regulations require persons working in occupations having trust or custodial relationships with other people to pass a criminal records check and/or a child abuse registry check. Students in teacher education, nursing, social work, law enforcement, child care, dentistry, counselling, etc. are required to pass these checks before any practicum placements and prior to employment in their chosen field.

If you are uncertain if you would meet the requirements of a criminal records check or a child abuse registry check, you should determine your status prior to enrolling in a program leading to careers with those requirements.

WHAT CONDITIONS WOULD RESULT IN TERMINATION OF YOUR SPONSORSHIP?

The Post-secondary Education Program ensures NHEA's limited financial resources are used as efficiently and effectively as possible to provide maximum benefits to as many eligible NCN members as possible.

As a sponsored student, you will be responsible to comply with the student performance requirements you agreed to as outlined in this guidebook to avoid termination of any or all NHEA Post-secondary Sponsorship funding you receive. You also risk jeopardizing your eligibility for future NHEA funding. NHEA has endeavoured to establish minimal guidelines that are reasonable and fair, while at the same time protecting our investment in your education to ensure you emerge with skills and a solid career path.

It all depends on your choices

Both you and the Education Authority clearly understand that sponsorship

decisions and commitments are based on personal choices you make as a student. Sponsorship will continue as long as you choose to fulfill the funding requirements and follow all the funding guidelines.

If you choose not to comply, sponsorship funding can be terminated immediately and specifically if:

- You receive an “academic suspension” or withdraw from the educational institution you are attending. You are obligated to advise NHEA’s Post-secondary Counsellor immediately of any academic suspension or withdrawal
- You fail to meet all of the requirements in the Form 3 Student Sponsorship Performance Agreement you signed
- You mislead NHEA, or provide false information, or fail to provide information the Committee requests.

NHEA has arrangements with some post-secondary institutions to advise if sponsored students are not complying with the performance agreement requirements.

Depending on the circumstances for termination, NHEA reserves the right to recover expenditures directly connected to your sponsorship.

CAN STUDENTS CONTINUE WITH THEIR EDUCATION IF THEY LOSE THEIR SPONSORSHIP?

The committee’s decision to terminate your sponsorship does not necessarily exclude you from continuing in a post-secondary program. Your other options include:

- Continuing your education on your own by obtaining financial support from other sources such as student loans, private sources of funding, a part-time job, etc.
- Filing an appeal with the Director of Education/Board of Trustees under the appeal process outlined earlier in this document
- Applying for sponsorship funding again in the future, although you will be immediately placed into the lowest-priority classification at the next annual review of sponsorship applications.

WHO DO YOU CONTACT WITH QUESTIONS OR TO ACCESS SUPPORT SERVICES?

Students encountering challenges that directly affect their ability to meet any of the guidelines for funding, are strongly encouraged to contact the NHEA Post-secondary Counsellor immediately so decisions or interventions can be made to address and resolve the issues.

Post-secondary Counsellor

Toll Free No. 1-866-233-6432

Fax No. 1-204-484-2257

(Call before faxing any information)

The Nelson House Education Authority

Alice Moore Education Centre Building

8 Otetiskiwin Drive

Nelson House, Manitoba R0B 1A0



Glossary of Terms

Post-secondary Education:

A program of studies offered at an accredited post-secondary institution that normally requires Grade 12 or its equivalent as a prerequisite for admission to its programs.

Program of Studies: A program including all post-secondary courses that is at least eight months in duration and leads to a certificate, diploma, or degree.

Post-secondary Institutions:

Educational institutions accredited by provincial authorities and authorized by legislation to grant certificates, diplomas, or degrees to students who have completed and passed a program of studies – including educational institutions that are either affiliated with or licensed to deliver accredited programs under agreements or arrangements with designated post-secondary institutions.

Public Institution: A licensed or authorized post-secondary institution that receives the majority of its

funding from the provincial and/or federal governments.

Academic Year: A year of study as defined by the post-secondary institution and one that is not less than eight months in duration.

Semester: Part of the academic year as defined by the post-secondary institution. Semesters usually refer to the periods September to December, January to April, and May to August in a calendar year.

Dependent Spouse: An adult person who is legally married to the applicant or who has lived with the applicant as the common-law partner for a period of not less than six consecutive months before the application for post-secondary sponsorship. A dependent spouse must be financially dependent on the student and not receive or earn an income greater than the income allowed under the definition of Canada Revenue guidelines in place at the time the application for student sponsorship is submitted.

Legal Dependent: A person under 18 years of age, other than the spouse, who is completely financially dependent upon the applicant and who does not receive or earn an income greater than the income allowed for dependents under Canada Revenue guidelines in place at the time the application for sponsorship is submitted. The dependent must have resided with the applicant and must have been financially dependent upon the applicant for a period of not less than six consecutive months prior to the submission of the application for sponsorship.

Immediate Family: A legal spouse, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, step-mother, step-father, parent surrogate, and who has permanently resided in the home of the applicant or with whom the student has resided for a period of not less than six months prior to the submission of the application for sponsorship.

Official Transcript: The original authorized document of marks/grades signed by the authorized person at the accredited institution.

Unofficial Transcript: A copy of the marks/grades issued and authorized by an accredited institution

Following are sample images of the four forms you will be required to complete and submit as part of your application package. Actual forms in 8 1/2" x 11" format are available from the NHEA office in Nelson House or can be downloaded for printing from the NHEA website at www.nhea.info.



Sample Application Forms

Form 1 Cover Page



Post-secondary Sponsorship Application Package

(PLEASE PRINT CLEARLY)

Last Name _____ First name: _____

(PLEASE INDICATE HOW YOUR APPLICATION IS SUBMITTED):

Fax

Check if faxing your sponsorship application package:
Number of pages (including cover) _____

Attention: Post-secondary Counsellor

NHEA Fax: 1-204-484-2257

Phone number where faxing from (_____) _____

In-person or Mail

Check if mailing your sponsorship application package:

Attention: Post-secondary Counsellor

Nelson House Education Authority

8 Oteiskwin Drive

Nelson House, MB R0B 1A0

Before faxing, call toll free 1-866-233-6432 to confirm someone is available to receive the fax and ensure confidentiality of the application. For mailing or in-person delivery requirements, please refer to the Sponsorship Funding Guidebook for Post-secondary

Ensure all application forms are COMPLETED and included.



This post-secondary sponsorship application package contains SEVEN (7) DOCUMENTS, WHICH MUST ALL BE FULLY COMPLETED AND SUBMITTED ALONG WITH SEVEN (7) OTHER DOCUMENTS LISTED BELOW to the Post-secondary Counsellor NO LATER THAN MONDAY APRIL 30 each year before the Committee will consider your application for APPROVAL.

PLEASE CHECK (✓) THE APPROPRIATE BOXES below to indicate which information is included in the package being submitted.

Attach this completed form to the top of your application package, retain a copy of this page for your records, and submit all fully completed forms and requested documents.

- Form 1: Application Package Cover (this page) (one page)
- Form 2: Post-secondary Student Acceptance/Incoming Scholarship (two pages)
- Form 3: Post-secondary Student Sponsorship Acceptance Agreement (one page)
- Form 4: Post-secondary Student Caregiver/Parental Consent Submission (one or more pages)

OTHER REQUIRED DOCUMENTS INCLUDE:

- Acceptance Letter from a public post-secondary institution I wish to attend
- Official Transcript of most recent studies either from Grade 12, a university, college or other accredited institution
- Program outline, including course work taken in each year of study from the university, college or other institution I'll attend
- A photocopy of your Status Certificate and the expiry date
- A photocopy of your Manitoba Health Card
- A brief family history (See more detail on P. 11 of Sponsorship Program Guidebook)
- A brief resumé showing your education and work history. (See more detail on P. 11 of Sponsorship Program Guidebook)

YOU ARE REQUIRED TO CALL MATILDA LINKLATER AT 1-866-233-6432 BEFORE APRIL 30TH TO CONFIRM YOUR APPLICATION HAS BEEN RECEIVED AND IS FULLY COMPLETE.

For questions or more information please contact:

Nelson House Education Authority
8 Oteiskwin Drive
Nelson House, MB R0B 1A0

Tel 1-866-233-6432 (Toll Free)
Tel: 1-204-484-2095
Fax: 1-204-484-2257
Website: www.nhea.info

Download forms at www.nhea.info

Form 2

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Post-secondary Education Program

Post-secondary Sponsorship Application

- **MUST BE FULLY COMPLETED BY ALL APPLICANTS REQUESTING SPONSORSHIP**
- **MUST BE RECEIVED BY THE EDUCATION AUTHORITY NO LATER THAN APRIL 30 EACH YEAR**
- **YOUR SPONSORSHIP APPLICATION WILL ONLY BE CONSIDERED FOR APPROVAL IF YOU PROVIDE ALL INFORMATION REQUESTED IN THIS APPLICATION FORM.**

(PLEASE PRINT CLEARLY AND CHECK (✓) THE APPROPRIATE BOXES BELOW)

Status No. (10 digits) _____ I live: On Reserve Off Reserve
BAND NO. FAMILY NO. POSITION NO.

Name Shown on Status Card:

Last Name _____ Given Name _____

Social Insurance No. _____ Date _____ (Year/Month/Day)

Current Mailing Address: _____
APT. NO. HOUSE NO. STREET/AVENUE

CITY/TOWN POSTAL CODE

Phone: () _____ Cell: () _____ E-mail: _____

Next of Kin/Emergency Contact: _____
NAME RELATIONSHIP TO APPLICANT

Address: _____
APT. NO. STREET/AVENUE

CITY/TOWN POSTAL CODE

Phone: () _____ E-Mail: _____

Marital Status: Single Married Separated Divorced Common Law

If Married/Common Law, is your spouse a citizen? Yes No

Living with you for at least 6 months? Yes No Employed? Yes No In school full time? Yes No

FULL NAME OF SPOUSE (If Married or Common Law)

Last Name _____ Given Name _____ Date of Birth: _____ (Year/Month/Day)

LEGAL DEPENDENT(S): Person(s) under 18 living with and completely financially dependant on applicant.

This information must be provided if you are a "first time" applicant or if you have had changes to any dependent information you provided earlier. Do not complete this portion if you have had no changes in information provided by you earlier.

Last Name _____ Given Name _____ Date of Birth: _____ (Year/Month/Day)

Has been living with you for at least 6 months Yes No

Last Name _____ Given Name _____ Date of Birth: _____ (Year/Month/Day)

Has been living with you for at least 6 months Yes No

Last Name _____ Given Name _____ Date of Birth: _____ (Year/Month/Day)

Has been living with you for at least 6 months Yes No

(PLEASE COMPLETE PAGE 2)

Download forms at www.nhea.info

Form 2

PAGE 2 OF 2



Post-secondary Sponsorship Application

LEGAL DEPENDENT(S) Continued from page 1

Last Name _____	Given Name _____	Date of Birth: _____ (Year/Month/Day)
Has been living with you for at least 6 months		<input type="checkbox"/> Yes <input type="checkbox"/> No
Last Name _____	Given Name _____	Date of Birth: _____ (Year/Month/Day)
Has been living with you for at least 6 months		<input type="checkbox"/> Yes <input type="checkbox"/> No
Last Name _____	Given Name _____	Date of Birth: _____ (Year/Month/Day)
Has been living with you for at least 6 months		<input type="checkbox"/> Yes <input type="checkbox"/> No

ACADEMIC PROGRAM INFORMATION

University/College/Institution: _____

Degree/Certificate/Diploma Sought: _____ Expected Year of Graduation: _____

Session Applied For: _____ Session Start Date: _____ Session End Date: _____

EG. FALL & WINTER YEAR/MONTH/DAY YEAR/MONTH/DAY

PLEASE CHECK (✓) ONLY ONE (1) APPLICABLE BOX BELOW:

- I will be graduating from Grade 12 this June, am a new sponsorship applicant and will be entering Year 1 of my program
- I graduated high school earlier, am a new applicant entering Year 1 of my program
- I have completed all program requirements in my (circle correct year) _____ (let _____ and _____ 5th _____ of post-secondary study
- I have NOT completed my previous program, but INSTEAD, I am applying for Year 1 of a new program of studies
- I have completed my program and am now applying for Year 1 of a new program of studies

I have been previously funded for _____ years. Those years were _____

Are you receiving funding from any other source(s)? Yes No

Funding amount: _____ (\$): _____

Before signing and submitting this document, you must have included and checked off all the required documents and information set out in Form 1 of this application package.

I, CERTIFY THE INFORMATION ON THIS FORM IS TRUE AND CORRECT.

Applicant's Signature: _____ Date: _____

NOTE: Banking information will be required AFTER formal approval is granted. Your cheques will be electronically deposited into your account, bi-weekly, after the information is received.

For questions or more information please contact:

The Nelson House Education Authority
8 Otetiskiwinn Drive
Nelson House, MB R0B 1A0

Tel 1-866-233-6432 (Toll Free)
Tel: 1-204-484-2095
Fax: 1-204-484-2257
Website: www.nhea.info

Form 3



Post-secondary Sponsorship Performance Agreement

Post-secondary Education Program

- **MUST BE FULLY COMPLETED BY ALL APPLICANTS REQUESTING SPONSORSHIP**
- **MUST BE RECEIVED BY THE EDUCATION AUTHORITY NO LATER THAN NOON, APRIL 30 EACH YEAR**
- **YOUR SPONSORSHIP APPLICATION WILL ONLY BE CONSIDERED FOR APPROVAL IF YOU PROVIDE ALL INFORMATION REQUESTED IN THIS APPLICATION FORM**
- **TO BE SUBMITTED EACH YEAR WITH THE STUDENT'S APPLICATION FOR FUNDING.**

The Nelson House Education Authority's Board Policy 609 requires all students who receive final approval for post-secondary funding to enter into a Performance Sponsorship Agreement with the Education Authority. The Agreement below sets out the terms and conditions required of all sponsored students who receive funding.

I, _____ AGREE THAT, while I am receiving financial sponsorship from the Nelson House Education Authority, I will:

1. Carry a full course load as determined by the institution.
2. Attend all classes on time every day
3. Complete and submit required course work on time
4. Perform to the best of my ability, meet the academic standards of the institution and maintain marks above or equivalent to a 2.0 grade point average
5. Complete my program of studies in the time period specified by my educational institution. (I will not be responsible for funding an extension of a student's program of studies.)
6. Consult with and obtain approvals from the instructor/advisor and the NHEA for post-secondary courses BEFORE withdrawing from courses or changing courses and programs. (I understand that failure to consult approval of these changes may jeopardize my future sponsorship funding and could make me liable for any costs associated with unauthorized changes to courses or programs. It is also my responsibility to ensure course/program changes take place before deadlines set by the institution.)
7. Report absences that exceed two days to the NHEA for post-secondary funding and be prepared to submit medical certificates upon request
8. Provide an "Unofficial" transcript BEFORE December 31st of each year and an "Official" transcript BEFORE May 30th of each year.

I also understand and agree that:

- All information provided by me is correct
- The Education Authority has the right to withdraw sponsorship funding and may legally recover any portion of or all funds advanced, should it be determined that I have misused or misapplied any sponsorship funding
- I have not claimed for dependents who are not my legal dependents or who may not be living with me during the period I am to receive funding
- The Education Authority will not assume any of my self-arranged education debt
- I have read and understand my Post-secondary Sponsorship Funding Guidebook and will adhere to the guidelines set out in it.

WITNESS

SIGNATURE OF STUDENT

Dated: _____

For questions or more information please contact:

The Nelson House Education Authority
8 Otetiskiwini Drive
Nelson House, MB R0B 1A0

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Notes

Notes



Website: www.nhea.info



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8 Otetiskiwin Drive
Nelson House, MB R0B 1A0*

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