

**opâskwêyak kiskinohamâkêwi onascikêwin okiskinohamâkan wîcîtowî
masinahikan**

**Opaskwayak Education Services Inc.
Sponsored Student Handbook**



P. O. Box 10370 Opaskwayak, MB
R0B 2J0

Telephone: 204-627-7480

Website: www.education.opaskwayak.com

Facebook: Opaskwayak Sponsored-Students

Approved by OES Board of Directors – July 2, 2025

TABLE OF CONTENTS	
	Page
Vision/Mission Statement	3
1. Introduction	3
2. Length of Sponsorship	4
3. Additional Sponsorship	4
4. Full-time/Part-time Sponsorship Requirements	4
5. Assistance for Full-time Students	6
6. Assistance for Apprentice Students	9
7. Assistance for Part-time Students	10
8. Assistance for Graduate Students	12
9. Areas That May Affect Sponsorship	12
10. Incentives	16
11. Challenged Progress/Appeal Process	19
12. Revisions to Sponsored Student Handbook	21
Appendixes	21
A. Student Allowances	
B. Declaration by Student	21
C. Definitions	22
D. Grade Comparison Guide	26
E.1 Probation Contract – Full-time Students	27
E.2 Probation Contract – Part-time Students	28
E. Appeal Form	29
F. GOOSE (Grow Our Own Specialists through Education)	31

Vision Statement

wâpahtamowi itwêwin opâskwêyak kiskinohamâkêwi onascikêwin kita tawinamowêw ta otinamâsonit nênohwêwin mîna ancahkopimâtisiwin mîna ininîwipimâtisiwin êkwa ininîwâtisiwina kita sîtoskâkot opimâtisiwi kiskonohamâkêwinihk

Opaskwayak Education Services Inc. will empower individual's lifelong learning by embracing nênohwêwin, spirituality, culture and traditions.

Mission Statement

itênîhcikêwi itwêwin kiskinohtahikêmâkan opâskwêyak otâpwêtamowinihk nîkânôtêwinîk mîna tipênimisowin ni sôhkêpitênân mîna ni sîhkoskênân kîhtwâm kinênohwânaw mîna ininîwipimâtisiwin mîna ahcahkopimâtisiwin êkwa ininîwâtisiwi kiskênihtamowin ta sîhtoskâscik ê isi pâpêyakocik kiskênihtamowin

Guided by Opaskwayak's belief in nîkanôtêwinik mîna tipênimisowin, we promote and encourage the revitalization of our language, culture, spiritual, and traditional knowledge to support each individual's learning experience.

1. Introduction

The objective of the Sponsored Student Handbook is to provide an overview of the guidelines governing the Post-Secondary and Employment & Training Programs within Opaskwayak Education Services Inc. (OES).

- It includes funding resources from post-secondary funding and employment and training funding.

This handbook outlines:

- Maintaining sponsorship
- Support and resources available for sponsored students

For more information, please refer to www.education.opaskwayak.com.

2. Length of Sponsorship

Full-time students are eligible for tuition, required textbooks and a student allowance plus subsidies. Funding will be provided for the duration of their program and based on the maximum amount of sponsorship eligibility.

Part-time students are eligible for tuition and required textbooks and subsidies. Funding will be provided for the duration of their program, and based on the maximum amount of sponsorship eligibility.

- If eligible, part-time students will be allotted additional months to complete their program of study. The maximum amount of student months will be dependent upon the length of their program, e.g. 4 years for a 2-year program or 10 years for a 5-year program.

Students with exceptionalities will be funded according to their programs (full-time or part-time). Accommodations will be based on recommendations from a clinician and/or doctor. Individual plans will determine the maximum amount of sponsorship.

3. Additional Sponsorship After Graduation

Students may re-apply for additional sponsorship two (2) years after graduation.

4. Full-time/Part-time Sponsorship Requirements

Once approved for sponsorship, successful students will meet the following:

Required GPA - Maintain a minimum term GPA for sponsorship continuance including:

- A minimum GPA of 2.0 per term, or a higher GPA as required by the educational institution;
- A low mark for one course may not be considered for re-registration for a higher mark;
- Students with GPA's under 2.0 will be required to meet with their Post-Secondary Counsellor to review options.
- 6 credit course – submit successful mid-term marks and/or assignments for continuance into the Winter term. Continuance into the next term will also be based on monthly updates.

Signed Declaration - Abide by the signed declaration which is part of the sponsorship application form. The declaration includes agreement to regular attendance, consult with counsellor, meet academic requirements, etc.

Orientation – For vital information leading to successful studies, students will attend scheduled orientations, OES and educational institution.

Course Registration - Attend registration sessions with a student advisor within their educational institutions and forward copies of course registrations to OES, i.e. full-time regular students to register for four (4) courses per term.

Mandatory Orientation – sponsored students will attend at least one (1) orientation session to ensure sponsorship will not be rescinded.

Monthly Updates – Provide monthly email updates on academic progress and any personal issues that may affect academic progress.

- Marks from student accounts on a monthly basis for each course.

Mentorship - will be available for students who require assistance.

Required Credits for Full-time - To be considered full-time for a regular university academic year, a student must be registered in a minimum amount of credit hours according to the program;

- Required credits for a university term (September to December or January to April) or registered in a full-time college program;
- Required credits for spring and summer for a university term (May to June or July to August) or registered in a full-time college program;

Category for students	Spring or Summer 6 credit hours or equivalent college program	Spring and Summer 9 to 12 credit hours or equivalent college program	Fall and Winter 24 – 30 credit hours or equivalent college program
Regular	X	X	X
Probation	X	X	X

Category for students	Spring or Summer 3 credit hours or equivalent college program	Spring and Summer 6 to 9 credit hours or equivalent college program	Fall and Winter 18 to 24 credit hours or equivalent college program
Students with exceptionalities	X	X	X
Master/Doctorate	Letter from university confirming full-time status. (Master/Capstone Project included)		

Students enrolled in short course requires a minimum of five (5) weeks for a student allowance.

THE STUDENT WILL BE CONSIDERED PART-TIME (TUITION/BOOKS ONLY) WHEN COURSE REGISTRATIONS FALL BELOW REQUIRED CREDIT HOURS FOR FULL-TIME STATUS.

- Sponsored students may not be able to maintain required amount of credit hours for their final term; therefore, students will be eligible for student allowances if registered for 9 credit hours.

5. Assistance for Full-time Students

Full-time student supports include the following:

Student Allowance	As per current MB minimum wage - biweekly	*OES on education leave with pay are not eligible
-------------------	---	---

• Master thesis students are eligible for student allowances for a maximum of two (2) years. If program extends beyond two (2) years. The student will discuss options for completion with their Post-Secondary Counsellor. • Doctorate students are eligible for student allowances for a maximum of four (4) years. If program extends beyond four (4) years, the student will discuss options for completion with their Post-Secondary Counsellor. • Student allowances are paid every second Thursday. • Apprentice students will receive student allowances for the duration of technical training.		
School Supplies	\$100 per academic year	Beginning of Academic Year (binders, paper, pens, etc.)

Tuition (public and private institutions)	\$4500 per term (maximum)	Upon receipt of tuition invoice
Textbooks	Required textbooks Max \$1000	*provide quote, or *bookstore account, or *purchase for reimbursement
Program Travel required conferences, culture camps,	Flat rate – max \$250 one way	Required as part of program of studies Accommodation receipts are required
Tutoring	As required	Students are encouraged to access tutoring from their educational institution prior to requesting Post-Secondary Counsellor approval for private tutoring
Supplies/Equipment (stethoscope, work boots, tools, etc.)	As required	*quote, or *reimburse receipt *high cost supplies, ie. Tools (will be returned to Post-Secondary Counsellor for documentation and recycling if student did not complete program)

Travel for students who relocate for their program, emergency, holidays	Flat rate max \$250 one way	Beginning and end of Academic Year, Christmas and Thanksgiving <u>or</u> Easter (per household)
Students who maintain their permanent residence and commute for classes will be a student responsibility.		
Moving	\$400	Students who relocate with entire households including furniture, appliances, etc.– Beginning and end of Program (per household)
Clothing	\$200	Work Placements - town/city of student's educational institution
Child Care	\$200/month	Receipt required each month
Bus Pass/Parking for school purposes only	\$120/ month	Receipts required
Licensing Fees after Graduation	Reimbursable – one time only	Licensing fees receipts required
Subsidies (cell, internet, ink, wellness, printer, paper, laptop, paper)	\$150 per month	Automatic – first pay period of each month

6. Assistance for Apprentice Students (Level 1 to Higher)



Apprentices students are required to register and contact OES one month prior to technical training. Apprentice students are encouraged to apply to provincial apprenticeship to receive eligible financial support. If an apprentice applies and receives financial supports, it is highly recommended a portion be returned to OES for future apprenticeship student supports. In the interim, OES supports will include:

<i>Student Allowance</i>	<i>MB Minimum Wage – biweekly</i>	<i>Duration of technical training</i>
<i>Travel</i>	<i>Flat rate max \$250 one way</i>	<i>Students who relocate for technical training</i>
<i>Tuition</i>	<i>As required</i>	<i>Letter/form to educational institution – request for invoice</i>
<i>Textbooks</i>	<i>As required</i>	<i>*quote *reimburse receipt</i>

		<i>*signing at bookstore</i>
<i>Refresher Course Training</i>	<i>If required</i>	<i>Documentation for training required</i>
<i>Tools/equipment</i>	<i>\$1,000 max</i>	<i>Employment confirmation required; <u>discretionary</u></i>
<i>Annual Registration Fees</i>	<i>As required</i>	<i>Documentation required</i>
<i>Accommodation</i>	<i>\$150/night for hotel/students recommended to seek alternate accommodation ie. Personal/Airbnb – maximum of \$3,000, half at beginning and remainder halfway through training</i>	<i>Technical Training for students who relocate and for continued accommodation assistance, student must provide successful progress report for 2nd half of assistance</i>

7. Assistance for Part-time Students

The following assistance is available for sponsored part-time students:

School Supplies	\$50 per academic year	Beginning of Academic Year (binders, paper, pens, etc.)
Tuition	\$2250 term (maximum)	upon receipt of invoice
Textbooks	Required textbooks	*provide quote, or *bookstore account, or *purchase for reimbursement
Program Travel – field trips, conference, culture camps	Flat rate max \$250 one way	Required as part of program of studies Accommodation quote or receipts required
Tutoring	As required	Students are encouraged to access tutoring from their educational institution prior to requesting Post-Secondary Counsellor approval for private tutoring

Supplies/Equipment (stethoscope, work boots, tools, etc.)	As required	*quote, or *reimburse receipt *high cost supplies, ie tools (to be returned to OES if student doesn't complete program)
Travel	Not eligible	Students in part-time studies should enroll in the nearest educational institution or ensure on-line study unless it is a requirement (ie. one (1) class in a different location)
Clothing	\$200	Work Placements – town/city of student's educational institution
Child Care	\$100/month	Receipt required each month
Bus Pass/Parking for school purposes only	\$120/ month	Receipts required
Licensing Fees after Graduation	Reimbursable – one time basis only	Licensing fees for graduates i.e. Nursing
Subsidies (cell, internet, wellness, ink, printer, laptop, paper)	\$150/month	First week of each month

Required Credits - Required credits for spring and summer for a university term (i.e. Spring - May to June or Summer - July to August) or registered in a part-time college program;

Category for students	Spring or Summer 3 credit hours or equivalent college program	Spring and Summer 6 credit hours or equivalent college program	Fall and Winter 12 credit hours or equivalent college program
Regular	X	X	X
Probation	X	X	X

Category for students	Spring or Summer 3 credit hours or equivalent college program	Fall and Winter 18 to 24 credit hours or equivalent college program
Students with exceptionalities	X	X
Master/Doctorate	Letter from university confirming part-time status.	

8. Graduate Students (Master/Doctorate)

Master/Graduate students will be required to meet with their Post-Secondary Counsellor in regards to sponsorship supports.

9. Areas That May Affect Sponsorship

Re-registration for Higher Grade – may be eligible for tuition. Consultation with the Post-Secondary Counsellor is required. (example – from D to higher grade for graduation – one-time basis only)

Audit Course – not eligible for tuition and will not count toward required courses for a student allowance.

Courses Not Required for Graduation – is a student responsibility and not eligible for tuition and will not count toward required courses for a student allowance.

Failure of One Course – Sponsorship will continue when a student fails one course and maintains required minimum GPA for continuance or meets the term GPA as determined by the educational institution. OES will pay the re-registration of the course if it is a requirement for graduation. This will be on a one-time basis only.

Extensions – is a student responsibility. Extension of courses are not considered part of the required course load for each term. In addition, allowances will be withheld until confirmation of the extension of course(s) is successfully completed for continuance.

Voluntary Withdrawal (Dropping Course/s) - require consultation and approval from the Post-Secondary Counsellor. Students will complete the Voluntary withdrawal confirmation (VW form)

Retroactive Withdrawal from Courses– process includes:

- Consultation with the Post-Secondary Counsellor;
- Apply for a retroactive withdrawal with the educational institution;
- Once a decision is made by the educational institution, the student must provide documentation;
- If successful, sponsorship may be continued;
- If unsuccessful, sponsorship may be discontinued dependent on the situation;
 - student will be eligible to apply after a two (2) year waiting period;

Required to Discontinue/Withdraw - sponsorship will be discontinued and the student is eligible to re-apply after a two (2) year waiting period.

Quit – after three attempts to contact student, within two (2) weeks, and no response from a student, the following will apply:

- notice of discontinuance of sponsorship will be in writing and will be forwarded to the student and the educational institution;
- The student will be eligible to re-apply for any OES sponsorship after a two (2) year waiting period;

Students with Exceptionalities – Students with exceptionalities include:

- Physical disabilities
- Mental Health issues;
- Learning disabilities;

OES may provide accommodation for students with exceptionalities. To be eligible, a student with exceptionalities requires supportive diagnosis/assessment from a medical doctor or clinical psychologist and on occasion, may warrant annual assessment. Accommodations will be required dependent upon circumstances i.e. deterioration, changes in medication, increased vulnerability, susceptibility to adverse developments, and sensitivity to negative impacts, etc.

It is required for the student to declare an exceptionality prior to the selection process (ie. Assessment). If a student seeks an assessment after being selected for sponsorship, including mental health issues, the student may be required to defer sponsorship until the assessment is completed.

If the student continues studies without an assessment, all regular guidelines will apply.

Students with exceptionalities will require confirmation from the educational institution on accommodations provided.

Students with exceptionalities will maintain required GPA for continuance into the next term.

Part-time/full-time students will complete their program within ten (10) years.

Change of Program - May be considered **after** sponsorship of one calendar year, part-time or fulltime.

Approval will be considered based on the following:

- good standing;
- request in writing;
- provide an acceptance letter and/or track sheet for the new program;
- Student months used in the previous program will be applied to the new program.
- Student will agree in writing;
- Student may deplete student allowances and agree to seek alternative funding for the completion of their new program of studies according to the student months. □ Approval of change of program will be in writing;

Not Eligible:

- Students in a one (1) year program, who completed 51% or more of the program;
- Students requesting to change their program from a minimum of two (2) years to a one (1) year program, exception – identified as high demand career/profession in Opaskwayak Cree Nation.

Defer Sponsorship – Sponsored students may defer sponsorship for one (1) term or one (1) academic year.

This may include a student in a one (1) year program who has determined unsuitability and withdraw from program within two (2) months of starting.

- Consultation and approved by the Post-Secondary Counsellor;
- This will be on a one-time basis;

Approval for deferred sponsorship will be considered based on the following:

- documentation as to the reason for deferral;
- Approval of deferred sponsorship will be in writing;

- Student will be responsible to re-apply by the deadline date prior to scheduled return, ie. April 1st for Spring/Summer or June 30th for September to April;
- If the student doesn't return within this time period, the student will re-apply as a new student after two (2) years;

Correction for Unacceptable Behaviour

Unacceptable behaviour may include the following, but not limited to:

- Non-compliance of monthly updates;
- Not adhering to sponsorship guidelines and/or declaration signed by student;
- Improper behavior, ie. Verbal or physical abuse toward OES staff;
- Severe or threatening behavior – OES will support the staff member to ensure a safe work environment by any means possible and the individual may be suspended from sponsorship indefinitely.

Consequences may include the following:

- Withholding a student allowance (if full-time) until the disciplinary issue has been resolved;
- Warnings
 - Verbal Warning – a student will be given a verbal warning when a minor negative occurrence is identified. This warning (note to file) will remain in the student's file for one (1) year.
 - Written Warning – a student will be given a written warning for a more significant negative occurrence while the verbal warning is in effect. The warning will remain in the student's file for one (1) year following the date of the letter.
 - Discontinuance of Sponsorship - This can occur during the period of the verbal or written warning or immediately if the student engages in serious unacceptable behaviour or continuous non-compliance of sponsorship guidelines.
 - Will be eligible to re-apply for sponsorship after a two (2) year waiting period and the educational institution will be informed of the discontinuance of sponsorship.

10. Incentives

OES will provide incentives for both full-time and part-time students who achieve a GPA of 2.5 or 3.0.

Students who complete the scholarship application form and to be eligible, will include:

- Marks from previous academic year - Fall term and Winter term only;
 - GPA of 2.5 or higher for the past academic year for a GPA requirement of 2.0
 - GPA of 3.0 or higher for the past academic year for a GPA requirement of 2.5
 - Master/Doctorate programs will require a letter from the university confirming “good standing” as a student

OES encourages students to apply for scholarships offered elsewhere. Receiving scholarships, outside of the Sponsored Student Program, will NOT affect the amount of funding a student receives from OES. If a scholarship is applied to a tuition invoice, the student will contact the educational institution to access the scholarship.

Eligible students will complete required number of credits with a cumulative GPA of 2.5 or higher for the past academic year.

- 24 or more credit hours or full-time college program for full-time scholarship;
- 12 to 21 credit hours or part-time college program for part-time scholarship;

The GPA will be based according to Appendix C “Grade Comparison Guide”.

Annual Incentives

Full-Time

Level 1 – (2 or 3 year program) College Incentive Hilda Young	
maximum to program requirements (ie. 2 year maximum for a 2 year diploma)	\$300.00

Level 2 – (1 to 5 year program) Undergraduate Incentive Ernest Cowley including Professional Programs	
maximum to program requirements (ie. 4 years maximum for a 4-year program)	\$600.00

Level 3 - Graduate Programs	
Master – maximum 2 years	\$1000.00
Doctoral – maximum 4 years	\$1500.00
Professional – maximum 4 to 5 years	\$2000.00

Red Seal	Journey person (non-certified or certified)
\$750	\$500

Part-Time

Level 1 College Incentives Hilda Young	
annually – maximum 10 years	\$200.00

Level 2 Undergraduate Incentive Ernest Cowley	
annually – maximum 10 years	\$300.00
Level 3 Graduate Incentives	
Annually – maximum 10 years	\$400.00

First Year Student Scholarships - Joseph Albert Ross Memorial Scholarship is an incentive scholarship and will be provided to an OES full-time sponsored student who has achieved the highest GPA in their first year of studies, of at least a two (2) year program, without any voluntary withdrawals. Highest GPA for College and highest GPA for Undergraduate will receive \$500 each.

Graduation Bursaries - will be provided to sponsored and non-sponsored students upon completion of their program of studies. A “Graduation Request” form including an unofficial transcript is required to receive a bursary. Only present year graduates are eligible. Bursary levels are as follows:

Program	GPA 2.0 – 2.49	GPA 2.5 to 2.99	GPA 3.0 to 3.99	GPA 4.0 & Higher
---------	-------------------	--------------------	--------------------	---------------------

Transition Year (UCEP)	\$200	\$250	\$300	\$350
Certificate Less than 7 months	\$200	\$250	\$300	\$350
Certificate or Diploma/Pre-Employment 8 months to 1 Year	\$300	\$350	\$400	\$450
Diploma - 2 Year	\$400	\$450	\$500	\$550
Diploma or Degree 3 year	\$500	\$550	\$600	\$650
Degree 4-year degree/Red Seal/Journey person/Certified Journey person	\$600	\$650	\$700	\$750
Degree 5 year degree	\$700	\$750	\$800	\$850
Degree Master	\$1000	\$1500	\$2000	\$2500
Degree Doctoral/Medical Doctor	\$2000	\$2250	\$2500	\$3000

Specialized Programs- Community members who complete a short term or targeted training will be eligible for a bursary.

Certificate - criteria includes:

- Non-Sponsored OES student;
- Certificate will be a minimum six (6) weeks to six (6) months;
- Available once per calendar year;

Short Term or Targeted Training	
Certificate	\$150

Graduating sponsored students are eligible for the following:

- **Convocation Costs** of \$500 to offset costs relating to convocation (grad fees, caps, gowns, pictures, grad supper)
- **Convocation Travel** – will be provided to the student to attend an educational institution pow-wow grad and/or the main convocation. Travel will be \$250 max one way. When attending two (2) celebrations, the student will receive half the travel for each one.

11. Challenged Progress/Appeal

Students challenged in meeting the guidelines of the sponsorship program, including required GPA, monthly reporting, poor attendance, etc, may be discontinued. In an effort to ensure all challenges are articulated, the process for continuance or discontinuance will include:

- * within one (1) week of providing transcript, the Post-Secondary Counsellor will request the student to document all valid causes which led to inadequate progress;
- * The Post-Secondary team, along with administration, will review the reasons;
- * Decision for continuance or discontinuance will be made;

The process is as follows:

- Post-Secondary Counsellor will document the continuance or discontinuance of sponsorship;
- If continuance is granted, it will be counted toward allowable appeals. The student will review conditions of probation and if agreeable, the student will sign the probation contract” – Appendix “E”
- If discontinuance is warranted, the Post-Secondary Counsellor will inform the student of the following:
 - o may withdraw from the program;
 - o may be eligible to re-apply after two (2) years;
 - o will receive an official letter documenting the discontinuance;
 - o the educational institution will be informed;

Appeals

If the student does not agree with the Post-Secondary Team/Administrative decision, the student is entitled to appeal as follows:

- Appeals are to be submitted within two (2) weeks after receiving notification of non-sponsorship or discontinued sponsorship.
- Sponsored students are allowed up to two (2) appeals during their program of study which must be at least 2 years in length. Sponsored students are allowed one appeal in a one-year program.
- There will be no appeals based on budget availability or missed deadlines.

Appeal Process

- Complete "Appeal Form" and attach unofficial transcript; and progress report of current term Appendix "F"
- Form to be forwarded to the Executive Assistant;
- Executive Assistant will confirm, in writing (via email), that the appeal form was received;
- Executive Assistant will arrange the appeal hearing with the Sponsored Student Committee, on-line or in person;
- The appeal hearing will be scheduled and the student will be provided with a zoom link 48 hours prior to the hearing.
- After review with the committee and the sponsored student team, a decision will be made by the committee.

Successful Appeal

Students with a successful appeal will be placed on probation for one (1) term. Probation status will be based on the successful appeal.

- At the end of the probation, the student will provide an official transcript to determine continuance or discontinuance;

Unsuccessful appeal

Unsuccessful appeal, the sponsorship will be discontinued. The student:

- may withdraw from the program;
- may be eligible to re-apply after two (2) years;
- will receive an official letter documenting the discontinuance;
- the educational institution will be informed;

12. Revisions to Sponsored Student Handbook

Revisions to the Sponsored Student Handbook will be completed once per year. The following is the process of approval:

- Sponsored Student Committee and Post-Secondary/Trades team;
- Finance Committee (financial only)
- Board of Directors

Approved revisions will be incorporated into the Sponsored Student Handbook including the OCN website.

APPENDIX "A" Student Allowances

Paid Every Second Thursday	Per Pay Period
Full-time Sponsored Student	Bi-weekly
Based on MB minimum wage	

APPENDIX "B"

Declaration

I hereby agree to the following conditions of sponsorship for the duration of my program of studies:

- To attend classes on a regular basis (in-class or on-line);
- To be punctual for each class (in-class or on-line);
- To consult with my Counsellor on any challenges I may be experiencing (academically, personally, financially, etc.);
- To adhere to educational institution rules and regulations;

- To meet OES/PSP academic requirements for each term for continuation of sponsorship;
- To provide marks or copy of transcripts when requested;
- To provide monthly progress reports to my Counsellor via email;
- To read and become familiar with the Sponsored Student Handbook;
- To forward, in writing, any changes to residence, banking, telephone, etc;
- To conduct myself in a professional manner as a sponsored student of OCN;
- To declare information provided on the application form is accurate and complete;

APPENDIX “C”

Definitions

academic year – refers to a school year within a university or college (usually September to April for university and September to April, May or June for a college program).

Accredited institution – Accreditation can be voluntary or mandated by government. It is a **continuous quality improvement** process to demonstrate that internationally and/or nationally prescribed standards have been met.

Accredited program – an educational institution that is recognized, authorized, registered and/or licensed by the competent authorities in the provinces and territories of Canada. This facilitates the portability and recognition of your studies in or outside Canada.

Apprenticeship – apprenticeship is a post-secondary pathway that leads to certification in a skilled trade. Eighty 80% of an apprentice’s time is spent on-the-job training where aspects of a chosen trade are learned directly from a certified journey person. The remaining 20% is spent in a technical training which is delivered at a college, vocational school, or union training centre.

Audit Courses – Registration of a course for no grade or credit (self-interest and academic exploration).

Baccalaureate – a college Bachelor’s degree.

Board of Directors – are the directors of Opaskwayak Education Services Inc., as appointed every two (2) years by the Chief and Council of the Opaskwayak Cree Nation.

Community based programs – programs required within Opaskwayak Cree Nation.

Continuing students – are students who are already sponsored by OES and are continuing into their next academic year of their program.

convocation – a formal ceremony held at the university/college to acknowledge graduation of student in their respective programs of study.

Counsellor – is an employee of OES who is responsible in assisting OCN band members to gain access to public educational institutions and to support students throughout their studies to obtain their goal to graduate with the qualifications and skills needed to pursue individual careers.

deferred – students who have been approved for sponsorship who must withdraw for extenuating circumstances and will be allowed to continue in the next term or next academic year.

dissertation - a major publication on a particular subject, written as a requirement for the Doctor of Philosophy degree.

E&T – Employment and Training

eligible – qualified or suitable

eligible OCN member – valid OCN treaty card or confirmation letter from Registrar

Ernest Cowley – at the time of his passing, Ernest Robert Cowley was Secretary Treasurer of Opaskwayak Education Services Inc. He was a grade 12 graduate of Frontier Collegiate. Ernest Cowley pursued his interest in the field of accounting by studying at Keewatin Community College (now known as University College of the North), The Pas, Manitoba. Ernest worked in many of the accounting departments within Opaskwayak Cree Nation; however, his aspiration was to ensure youth knew the importance of staying in school.

exceptionalities – previously called special needs. Students with exceptionalities are assessed/diagnosed by professionals (medical/psychologist) for physical, mental health, or learning disabilities.

extenuating circumstances – are compassionate and unplanned events of a significant nature and may include medically diagnosed condition or illness, death in the family or accidental injury.

full-time student – registered in a full-time course load for one academic year (according to OES's Sponsored Student Handbook)

good standing – refers to students who have complied with OES's rules and regulations including regular attendance, maintaining required GPA, maintaining required course load, regular contact with Counsellor, etc.

GPA (Grade Point Average) – is the grade assigned to the student by the educational institution for the average graded achievement of all courses undertaken in a term or academic year.

Graduate student – is a student in the Master program or the Doctor of Philosophy program.

graduation – the completion of program of study.

Hilda Young – was the first Post-Secondary Counsellor and Home School Coordinator for the Opaskwayak Education Services Inc. known, at the time, as Native Education Department with The Pas Indian Band. She also did the same work with Kelsey School Division. Furthermore, the day care center on OCN was named in her honour. Mrs. Young worked tirelessly to promote education and encourage students of OCN to stay in school.

involuntary withdrawal – is similar to “required to discontinue” (RTD) – the student is placed on involuntary withdrawal when the student’s progress is deemed unsatisfactory to continue with the program of studies.

Joseph Albert Ross – was a leader for the community of OCN. He played a key role in education and the early and middle schools which bear his name is the end result of his enthusiasm, determination, and unending promotion of education. He was always very passionate about OCN members completing high school and continuing on to a higher education. Joe was the founder of the Opaskwayak Indian Days. He was also a traditional man who maintained his cultural values like hunting and fishing. He was a devoted husband and father and a well-respected man.

Master degree - is an academic degree awarded by universities or colleges upon completion of a course of study demonstrating mastery or a high-order overview of a specific field of study or area of professional practice.

modular program – students may be funded on a part-time basis to attend classes one week per month to complete a particular program of studies with a public educational institution.

Non-accredited – not recognized public and private institutions.

OCN – Opaskwayak Cree Nation

OES – Opaskwayak Education Services Inc.

OES Board of Directors – is appointed OCN members by Chief & Council of OCN who is responsible for the overall operations of OES.

off-reserve students – refers to applicants residing off OCN.

on-reserve students – refers to applicants residing on OCN.

part-time student – registered in a part-time course load for one academic year (according to OES’s Sponsored Student Handbook).

post- Baccalaureate – certificate gained after a university Bachelor’s degree.

post-secondary program— refers to a program of studies offered by an educational institution for which the completion of secondary school or equivalent is a prerequisite.

Pre-program – support program to foster success through built-in supports to help and plan to achieve your educational goals (i.e. upgrading, transition, UCEP)

Professional Development - improving your skills through learning and training. One way that professional development is achieved is through continuing education courses or extension courses at a post-secondary institution. These continuing or extension courses usually do not have admission requirements and credits are usually not transferrable toward a post-secondary credential (certificate, diploma, degree). Workshops, on-the-job training, and MOOCs (massive open online courses) are examples of other ways to increase your professional development.

Professional program - a program of advanced learning that leads to an occupation governed by a mandatory regulatory body. Members of the profession must complete a licensing exam before they can actively practice and must keep their credentials current, through additional education mandated by the regulatory body. Professional programs include medicine, law, teacher education, rehabilitation sciences, dentistry, optometry, pharmacy, nursing, etc.

program of studies – refers to a program offered by an educational institution including Trades & Technology (vocational).

quit – to discontinue without informing OES or the educational institution and without completing the proper voluntary withdrawal forms.

regular student – students who are not classified as probation, exceptionality, or graduate students.

residence - housing or a unit of housing provided for students.

sessional – refers to a regular academic year from September to April.

Specialized Programs – refers to targeted training programs such as class 1 driver, class 3 driver, heavy equipment operator, etc.

Sponsored Student Committee – is an appointed sub-committee or standing committee of the Board of Directors and responsible for reviewing applications on a yearly basis, selecting students for sponsorship, review appeals, and review the Sponsored Student Handbook on a regular basis.

track sheet – an educational institution's document outlining all required courses and elective courses for a program of studies and should include which courses will be completed each year.

trade programs – directly develops expertise in techniques related to technology, skill and scientific technique to span all aspects of the trade.

transfer of credit – credit from a different educational institution which can be legally transferred to their program of studies.

undergraduate student – is a student in a Bachelor’s degree program.

voluntary withdrawal – student withdraws from one or more courses.

work placement – includes practicum placements, field placements, clinical placements, etc.

APPENDIX “D”

Grade Comparison Guide

It has been designed to assist institutions in comparing the grading system. This is a guide only and should be used in conjunction with transcripts and grading description found in the calendars of institutions.

4 Point	Alpha	Percentage	9 Point
4.5	A+	90 - 100	9
4.0	A	80 – 89	8
3.5	B+	75 – 79	7
3.0	B	70 – 74	6
2.5	C+	65 – 69	5
2.0	C	60 – 64	
1.0	D	50 – 59	4
0.0	F	0 – 49	1 - 3

APPENDIX "E" 1

PROBATION CONTRACT FOR FULL-TIME SPONSORED STUDENT

Name

Due to Challenged Progress for (term) and my successful appeal, I agree with the following conditions for sponsorship for the next term, whether Spring/Summer, Fall, or Winter:

(dates of term)

1. Attend all classes;
2. Seek tutoring for each course, as needed;
3. Contact my Post-Secondary Counsellor on a bi-weekly basis (Monday before scheduled pay period) to provide progress reports on all my assignments, papers, tests, exams, etc;
4. After providing bi-weekly reports, my Post-Secondary Counsellor will determine whether to release my student allowance and this will be dependent upon my progress;
5. Register for required amount of courses, (ie. 12 to 15 credit hours);
6. Must maintain required GPA for program.

During and after the probationary period, Opaskwayak Education Services Inc. will assess progress and may either approve continued sponsorship or discontinue of sponsorship. If discontinued, the student agrees to a two (2) year waiting period prior to re-applying for sponsorship.

Sponsored Student

Date

Witness

Date

APPENDIX "E" 2

PROBATION CONTRACT FOR A PART-TIME SPONSORED STUDENT

Name

Due to challenged progress for (term) and my successful appeal, I agree with the following conditions for sponsorship for the next term, whether Spring/Summer, Fall, or Winter:

(dates of term)

1. Attend all classes;
2. Seek tutoring for each course, as needed;
3. Contact my Post-Secondary Counsellor on a bi-weekly to provide progress reports on all my assignments, papers, tests, exams, etc;
4. Register for required amount of courses, (ie. 6 to 9 credit hours per term);
5. Must maintain required GPA for program.

During and after the probationary period, Opaskwayak Education Services Inc. will assess progress and may either approve continued sponsorship or discontinue of sponsorship. If discontinued, the student agrees to a 2-year waiting period prior to re-applying for sponsorship.

Sponsored Student

Date

Witness

Date

APPENDIX “F”

Appeal Form	
Name	
Program	
Educational Institution	
How many years is the program?	
What year are you in?	
What was your GPA for the term?	
What are the reasons for not making criteria for continuance?	

What is your plan of action for success?

For Office Only:

Date of Appeal

Successful

Unsuccessful

Date Student was notified

Date probation contract was sent

Date probation contract was received

Bi-weekly Reports Received



Grow Our Own Specialists

An OES—OCN Initiative



**Enhanced Post-Secondary/Employee
Supports**

Based on 2 university terms for Pre-requisites

And for the Duration of the Program

For Full-time and Part-time (pre-requisites only)

OES Employee

Enhanced Employee Supports

Continuous salary for the duration of the 2 university terms for pre-requisites and also for the duration of the program.

Subsidized Rent (according to average rent - \$1,500/month) once student relocates for the program.

Retention incentive—\$1,500 (successful completion of each term for ft and \$750 for pt for pre-requisites only)

Including all regular supports provided by Post-Secondary Program—cell, child care, internet, parking, tuition, books, etc.



Grow Our Own Specialists
An OES—OCN Initiative



Enhanced Post-Secondary Supports

Based on 2 university terms for Pre-requisites
And for the Duration of the Program
Full-time or Part-time

Post-Secondary Student

Enhanced Student Supports
Student Allowance—Additional Student
Allowance —MB Minimum Wage x 2
bi-weekly for full-time students

Subsidized Rent (\$1,500/month) once
relocated for program

Retention incentive (successful completion of
each term—\$1,500 for full-time students—3
pre-requisites in one term) or \$750 for part-
time students—1 or 2 pre-requisites in one
term)

In addition, the student will be eligible for all
regular supports under the Post-Secondary
Program, such as:

- child care subsidy—\$200/month for FT and
\$100/month for PT
- Subsidies - \$150/month