

---

Postal Bag #5  
Valleyview, AB  
T0H 3N0

---



---

Phone: (780) 524-2520  
Fax: (780) 524-2391

---

**Planning to enter College or University? Here's what you need to do**

1. Obtain your official high school transcript by applying to Alberta Education at a cost of **\$10.00 per transcript**, allow 2 to 3 weeks for processing and mail time. Transcript application forms are available at the Sturgeon Lake Cree Nation Human Resources Services-Post Secondary Program, online at [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) , or you can also request transcript application forms by dialing toll free 310-0000 to be connected to 427-5732 (within Alberta)
2. Every Post Secondary institution requires your most **recent transcript**, you can obtain that by calling the registrars office of the last college or university you attended, again allow 2 to 3 weeks time and be prepared to pay a processing fee. Ensure that you confirm with your institute of choice how they want to receive your transcript (some will only accept a transcript sent directly from Alberta Learning).
3. Obtain a College/University Calendar of application deadline dates and information on programs, services, and location of institution. Make application to the institution of your choice early, the Human Resources Services Post-Secondary program recommends the following dates:

Suggested University / College Application Dates		
Session	Defined as	Application Date
Fall	September to January	March 1 <sup>st</sup>
Winter	February to May	September 15 <sup>th</sup>
Spring/Summer	May to August	February 15 <sup>th</sup>

You need to remember **this process takes time and money, you must pay** your application or registration fee, application fees range from \$25.00 to \$50.00, registration fees range from \$60.00 to \$100.00 depending on the institution. Should the Sturgeon Lake Cree Nation Human Resources Services-Post Secondary Program agree to sponsor you, you will be reimbursed for the cost of 1 transcript, 1 application/registration fee; so keep your receipts. Furthermore, if you do get accepted into a program but cannot find a sponsor, you will still have time to apply to Student Finance or make application for education grants or bursaries.

4. Submit your completed Sturgeon Lake Cree Nation Human Resources Services Post Secondary Program funding application on or before May 30 for September intake. The Selection Committee will not take into consideration any incomplete applications.

Here is what **YOU** need to do when applying for sponsorship to the

**Sturgeon Lake Cree Nation Human Resources Services  
Post-Secondary Program**

1. **Fill** out a *Post-Secondary Program Funding Application*, application enclosed.
2. **Provide** a copy of your *Transcripts* (refer to page one, paragraph one)
3. **Provide** a letter addressed to the *Chief and Council or Post-Secondary Program Coordinator* detailing what, where, when, how long, the cost of tuition & books, etc.
4. **Provide** a letter of *acceptance* from the institution you have applied to.

If Sponsored:

5. **Sign** a 'release of marks' form for the Office of Registrar, so transcripts of your marks after each term can be release to the Human Resources Services –Post Secondary Program for the purpose of progress reports, as well as to determine your eligibility for continued sponsorship.
6. **Submit** to your Post-Secondary Program Coordinator a *timetable* of your courses with the names of your instructors.
7. **Confirm** with your Post-Secondary Program Coordinator that all financial arrangements are finalized – student allowance, tuition, books, etc., before beginning classes.
8. **Budget** wisely, the financial assistance you receive from the Human Resources Services –Post Secondary Program will not allow you to live lavishly.
9. **Commit** many hours to study. Success in the program will depend on it and on you!

**Note:** The maximum number of years for sponsorship for an undergraduate degree is 4 years and obtaining a master's degree is an additional 2 years, therefore, you **must** have a full course (5) load each term in order to complete and graduate from your degree program during your time of sponsorship.

# The Sturgeon Lake Cree Nation Human Resources Services Post Secondary Program Policies and Procedures

## Application Process

### Policy

- All students must complete applications for educational assistance as per procedural guidelines and be accepted by an institution before they can receive financial assistance.
- Assistance will be provided to continuing students who have submitted a completed application, letter of acceptance, and their official transcripts at the end of each academic year.

### Procedure

- Applicants are encouraged to file their school applications by March 1<sup>st</sup> for September intake.
- Acceptance from institute must be verified by a “*Letter of Acceptance*”.
- The Post-Secondary Program Coordinator will inform applicants as soon as possible regarding the status of their application, and if approved, will calculate the amount of financial assistance to be provided as well as the date of payments.

## Eligibility Criteria

### Policy

You are eligible to apply for assistance under the Human Resources Services-Post Secondary Program if:

- You are a Treaty/Status Indian whose name appears on the Sturgeon Lake Band list.

Reinstated Status Indian or Bill C-31, will be referred to:

Western Cree Tribal Council at (780) 524-5978

- Have met University or College Entrance requirements, and
- Have been enrolled in, or accepted for enrollment in a program of studies at an accredited Post Secondary institution where your program is eight (8) months or longer.

### Procedure

Eligible applicants will be assigned a priority number to final acceptance. Support will be provided within the limits of funds available in the Post Secondary Budget. The Human Resources Services-Post Secondary Program will sponsor students to a credited institution for the moneys it receives from Western Cree Tribal Council. The Human Resources-Post Secondary Program cannot exceed it’s Post Secondary budget; therefore, please be aware that once the monies are allocated, and you are not being sponsored by

the Sturgeon Lake Cree Nation Human Resources Services-Post Secondary Program you must seek sponsorship else where or wait until the next fiscal year.

## **Program Funding Priorities**

### **Policy**

Qualified applicants to the Post Secondary Program will be assigned a funding priority number according to the following criteria:

#### **Priority 1: CONTINUING STUDENTS**

- Students continuing their studies from the current academic year, without a break.

#### **Priority 2: GRADE 12 GRADUATES**

- Students who have successfully completed their High School Education and have been accepted in a Post Secondary Institution

#### **Priority 3: DEFERRED STUDENTS**

- Students whose application for assistance was deferred due to lack of funds who are reapplying for support.

#### **Priority 4: MATURE STUDENTS**

- Those accepted in Certificate, Diploma or Degree Programs under the category of "Mature Student."

#### **Priority 5: UCEP STUDENTS**

- Students who need to complete pre-requisites to pursue Post Secondary Education and who will attend preparation programs to a maximum of one academic year.

#### **Priority 6: PREVIOUS WITHDRAWALS**

- Students who have sporadically attended Post Secondary institutions over a number of years or who have not yet used the maximum time (40 months) in the program.

### **Procedure**

If funding support for qualified applicants exceeds the funds available in the Sturgeon Lake Cree Nation Human Resources Services-Post Secondary Program Budget, applicants will be given priority according to the above list.

## Student Check List

Ensure your package includes the following before submitting:

- Funding Application Form
- Copy of your Transcripts
- Letter of Acceptance from the institute you've applied to
- Tuition Fee Assessment for the program you've been accepted into
- A Letter to Human Resources Services Post Secondary Program
- Release of Information Form
- Reference or Recommendation Letters (Optional, but every bit counts)

Mail to:

**Sturgeon Lake Cree Nation Human Resources Services  
Post-Secondary Program  
Postal Bag #5  
Valleyview, Alberta T0H 3N0  
Telephone (780) 524-2520      Fax (780) 524-2391**

Notes

---

---

---

---

---

---

---

Policies listed in this Students handbook, are guidelines to the Human Resources method of operation. As circumstances and conditions change, the afore-mentioned policies must adapt and reflect current direction of the Human Resources and it's Education Department. Therefore the Human Resources Services-Post Secondary Program reserves the right to revise and amend these policies.



---

Postal Bag #5  
Valleyview, AB  
T0H 3N0

---

---

Phone: (780) 524-2520  
Fax: (780) 524-2391

---

**POST-SECONDARY FUNDING PROGRAM**

*AUTHORIZATION OF INFORMATION RELEASE*

This is a release form that authorizes Indian and Northern Affairs Canada (INAC) to release to Sturgeon Lake Human Resources Services-Post Secondary Program the verification of your Indian Status.

The release form will contain your full name, date of birth, and Indian Registry number. Once you have signed, dated and returned it to this office, it will be forwarded to INAC for verification.

ANY APPLICATIONS THAT ARE MISSING REQUIRED DOCUMENTS, INCLUDING THIS FORM, MAY NOT BE PROCESSED.

**RELEASE OF INFORMATION**

I, \_\_\_\_\_, hereby authorize Indian and Northern Affairs Canada to provide Sturgeon Lake Human Resources-Post Secondary Program with confirmation that I received my Treaty/Status.

\_\_\_\_\_  
Surname

\_\_\_\_\_  
Given Name

\_\_\_\_\_  
Alias(s) Maiden Name if applicable

Birth Date: \_\_\_/\_\_\_/\_\_\_ Indian Registry Number: \_\_\_\_\_  
M/D/Y Band/Family/Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Postal Bag #5  
Valleyview, Alberta  
T0H 3N0



Phone: (780) 524-5901  
Fax: (780) 524-2391

Fiscal Year: \_\_\_\_\_

PART ONE: APPLICATION & PERSONAL RECORD OF STUDENT (Please enter commonly used names as well as the one registered on the Band list.)			
Full Name:	10 Digit Treaty #:	S.I.N.:	
Full Address:	Date of Birth:	Sex: <input type="checkbox"/> F <input type="checkbox"/> M	
	_____ / _____ / _____ D / M / Y		
		Number of Children:	Ages:
City:	Postal Code:	Tel # include Area Code:	Marital Status: M / D / S / CL / W
Email Address:			

I hereby make application to attend school at \_\_\_\_\_  
(Name and Location of School)

For the period \_\_\_\_\_ 200\_\_ to \_\_\_\_\_ 200\_\_ to take courses in \_\_\_\_\_  
(Name of Program)

I request assistance for:  Tuition/Training \$ \_\_\_\_\_  Books/Supplies \$ \_\_\_\_\_  
 Student Allowance \$ \_\_\_\_\_

Schools Previously Attended	Location	Dates	Highest Grade Completed

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

PART TWO: (for office use only)			
COMMITMENTS	APR–AUG	SEPT–MAR	COMMENTS/RECOMMENDATIONS
Tuition:			
Books & Supplies:			
Bus Passes			
Student Allowance \$ _____ Per Month			
Seasonal Travel			
TOTAL:			

\_\_\_\_\_  
(Coordinator) \_\_\_\_\_  
(Date)

**PART THREE: (for office use only)**  
The Sturgeon Lake Cree Nation Human Resources Services approved application on:  
Application is refused due to \_\_\_\_\_  
\_\_\_\_\_