

SAGKEENG EDUCATION AUTHORITY

Post Secondary Education Program

204-367-4287



APPLICATION PROCEDURES

1. Must be a band member of Sagkeeng First Nation.
2. Contact the Post Secondary Coordinator for application procedures.
3. Fill out the application form and provide additional information required to complete the application.

A complete application consists of the following:

Application form

Education plan

Most recent transcripts received

Letter of acceptance from institute applied

4. **APPLICATION DEADLINE FOR FINANCIAL SPONSORSHIP IS APRIL 15 OF EACH CALENDAR YEAR.**
5. Applicants will be officially notified of an interview to review their application.
6. Applicant is responsible to attend interviews with a Selection Committee on given interview dates.
7. Applicant will be officially notified of outcome of the overall application procedures by mail. **(Results will not be given by telephone. If you have moved please notify the Post Secondary Coordinator immediately.)**

COMPLETED APPLICATION INCLUDES:

Application form – must be signed and dated.

Education plan – a brief summary of your past education; where you are applying to attend; the reason you have chosen the field of studies you are interested in pursuing; the duration of your studies; the costs of your studies; and any other information that you feel is related to your chosen career path.

Most recent transcripts received – if you are currently completing your Grade Twelve and do not have your final transcript, you can bring this to your interview. If you have already attended a Post Secondary Education Institute (University or College) please submit these transcripts to the Post Secondary Coordinator.

Letter of Acceptance from the institute applied to – if you do not have a Letter of Acceptance by the deadline of April 15 you can submit it to the Post Secondary Coordinator when you receive it.

WHERE TO SUBMIT APPLICATIONS:

Mail:

Sagkeeng Education Authority
Box 3
Fort Alexander, MB
R0E 0P0

Fax:

204-367-2129

Email:

ndaniels@sagkeeng.ca

Sagkeeng Post Secondary Student Responsibilities

Upon approval for financial sponsorship with Sagkeeng Education Authority the student shall be responsible for the following:

1. Student must attend S.E.A. sponsorship orientation. Failure to attend will result in cancellation of financial sponsorship for one academic year.
2. Students must contact the Post Secondary Education Program (P.S.E.P.) office to ensure sponsorship documents have been submitted to the institute to which they are accepted (1 copy to Registrar, 1 copy to Bookstore.)
3. All students are required to provide a list of books necessary (as per course outline) for the classes to which they are enrolled, to the post secondary office.
4. As a condition of financial sponsorship all students are required to sign necessary student contracts and agree to abide by its rules and regulations.
5. Students must officially inform the Post Secondary Coordinator and obtain written approval of any course changes or course withdrawals before doing so.
6. Students are required to provide a transcript of grades to the Post Secondary Coordinator for every term completed. Failure to comply will delay further financial sponsorship.
7. Students must attend classes on a regular basis.
8. All students must maintain a 2.0 grade point, a "C" average, or better. Failure to meet G.P.A. requirements will result in suspension of all funding for one academic year or probation depending on the individual circumstances.
9. All students (including continuing) are required to apply for financial sponsorship every academic year, by the **deadline date of April 15**.
10. Students who do not meet the requirements for the program to which they are attending or withdraw before completion of the program will be automatically withdrawn from all funding. They must reapply for sponsorship.
11. Students are requested to consult with the Post Secondary Coordinator if any problems arise that may affect the outcome of their studies. This would include, but not limited to, academically, emotionally, physically.
12. Students must notify the Post Secondary Coordinator of any changes such as the following:
 - New address
 - New telephone
 - New dependents (including spouse and/or children)
13. Requests for leaves (i.e. maternity, illness, compassionate), must be made and approved by the Post Secondary Coordinator.