

LE,NONET Bursary Program

Policy & Procedure Manual



LE,NONET

A Project to Support the
Success of Aboriginal Students

LE,NONUET BURSARY PROGRAM POLICY AND PROCEDURE MANUAL

LE,NONUET Bursary Program Staff:

Yvonne Rondeau, LE,NONUET Project Manager & Bursary Coordinator

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Acknowledgements

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University of Victoria

This handbook was used during the LE,NONUET Research Project pilot phase, 2005-2009 at the University of Victoria. The names, contact information and other time-sensitive details are now out of date. We have left the handbooks as they were used during the pilot programs, and invite institutions to adapt them for their own use. The LE,NONUET Project Final Report will contain recommendations for how the programs could be improved, and it is advisable for readers to cross reference this handbook with the Final Report (to be released in 2010 and available on the LE,NONUET website: www.uvic.ca/lenonet).

SECTION 1

PROJECT HISTORY

LE,NONET Project History

“From an institutional perspective, the problem has been typically defined in terms of low achievement, high attrition, poor retention, weak persistence, etc., thus placing the onus for adjustment on the student. From the perspective of the Indian student, however, the problem is often cast in more human terms, with an emphasis on the need for a higher educational system that respects them for who they are, that is relevant to their view of the world, that offers reciprocity in their relationships with others, and that helps them exercise responsibility over their own lives.” (Kirkness & Barnhardt, 1991)

The LE,NONET Project began as the result of a series of discussions between representatives of the University of Victoria and the Canada Millennium Scholarship Foundation (CMSF) on the possibility of conducting a pilot study on post-secondary education access and retention involving Aboriginal persons. The first contact involved UVic President David Turpin and CMSF Executive Director Norman Riddell, which was followed up by discussions between UVic Vice-President Academic and Provost, Prof. Jamie Cassels and the CMSF Executive Director and staff. Support from the Foundation and the university, for the creation of an initial funding proposal was provided in May 2004.

The funding proposal was developed over the course of a year long investigation that involved an extensive review of the relevant literature, discussions with service providers and administrators at other universities, consultations with UVic faculty, staff, and students and First Nations Tribes within the immediate region who provide post-secondary funding for students, and Aboriginal organizations. These consultations and reviews led to the consideration of a number of elements that are understood to be critical to student retention, and which could be addressed through specific programming initiatives. The programs proposed consist of Student Mentoring, Research Apprenticeships, Community Internships, Bursaries and Staff and Faculty Development.

In July of 2005 the LE,NONET project proposal was approved and funding was provided to pilot the programs for 4 years concluding in August 2009. In addition, each of the programs will be evaluated in accordance with the research guidelines to determine their effectiveness in supporting the success of Aboriginal students and the impact on retention rates.

The LE,NONET Project is directly in line with the University of Victoria Strategic Plan (A Vision for the Future, 2002) which recognizes that, based on geographical and historical realities, the University has a “unique relationship with First Nations communities.” The University has made a firm commitment to “enhance the recruitment, retention and graduation of Aboriginal students in all Faculties” and to “enhance support services for Aboriginal students.” The LE,NONET Project would enable the University to build on this commitment and to significantly improve the learning environment for all Aboriginal students in order to promote student success.

Our Project Name and Logo

The LE,NONUET Project name and logo came to us as gifts. The word LE,NONUET (pronounced le-non-git) is a Sencoten or Straits Salish word provided by John Elliot Sr. of the Tsartlip First Nation which refers to achieving success after enduring many hardships. Throughout Coast and Straits Salish traditional territories the old people have always asked the young of their nations, “to make their minds strong, and to use the best of both worlds.” This teaching has been captured in the name for the project.

Straits Salish Master Carver Charles Elliott has translated a classic spindle whorl design into a form for our project logo depicting a human surrounded by a pair of wolves which speaks to the capacity of students to use the best of both worlds, in this case the traditions from First Nations on one hand, and on the other, academic preparation for a new world. According to the teachings of the old people in each of our territories, we are never far from the Creator, we are connected to all living things and it is focus and respect for the past which brings us strength to enter a new day and time.

The spindle whorl was originally a tool used by women to weave wool for nobility blankets, clothing, and ceremonial items. Spindle whorls were carved by men and thus, in the strictest spiritual sense, the end product contained the focus and training of both men and women.

Charles Elliott is a member of the Tsartlip First Nation, located on the Saanich Peninsula just north of Victoria, BC, on the shores of Saanich Inlet. Salish art and wood carving have been his main focus over the last 35 years. In recognition of his work to bring “the visual language of the Coast Salish Nation to life, when it was in danger of being lost” and to “rediscover the symbolic imagery of the Coast Salish people,” Mr. Elliott was awarded The Order of British Columbia by the Lieutenant Governor Iona Campagnolo in June of 2005.

(Insert sample logo here)

The LE,NONUET Project logo, by artist Charles Elliot, entitled SUL SUL TUN.

LE,NONUET Bursary Coordinator Job Description

The Bursary Coordinator oversees the development and implementation of the LE,NONUET bursary program. The Bursary Coordinator is also the first point of contact for students wishing to appeal bursary decisions, and may refer the student to either Student Awards and Financial Aid, at the University of Victoria or to LE,NONUET Co-Principal Investigators and/or Advisory members as appropriate. Final approval of all bursaries rests with the Canada Millennium Scholarship Foundation.

The duties of the LE,NONUET Bursary Coordinator are currently being fulfilled by the LE,NONUET Project Manager.

Duties/Skills

Knowledge of bursary program policies and procedures

Maintain and update Policy and Procedure Manual as needed

Build strong working relationship with staff in the Student Awards and Financial Aid Services

Meet with all bursary applicants in order to assist them with their application

Coordinate bursary approval process by liaising with Student Awards and Financial Aid Service (Uvic), the Foundation and applicants.

Notify applicants of the outcome of their application, and where applicable assist with applicant appeals

Create all necessary documentation including bursary application forms

Develop and implement a promotional plan to create awareness of the LE,NONUET Bursary Program, directed at eligible students

Provide regular program updates/reporting to the Canada Millennium Scholarship Foundation as required

SECTION 2

PROGRAM POLICIES

Definition

The goal of the LE,NONET project is to change the reality of the experience of Aboriginal (First Nations, Inuit and Métis) students attending post secondary institutions to a more visibly positive one. A significant component of the LE,NONET project is the provision of a \$1,000 to \$5,000 bursary per academic year (until 2008/09 academic year) for eligible Aboriginal students. The bursaries are intended to supplement existing sources of financial support for Aboriginal students who can demonstrate financial need. Funding for this bursary is provided by the Canada Millennium Scholarship Foundation.

The LE,NONET Bursary is a non-repayable award issued for the purpose of assisting Aboriginal (First Nations, Inuit and Métis) undergraduate students with basic educational expenses. The Bursary is awarded on the basis of financial need when the student's allowable educational expenses cannot be met by student, parental or spousal contributions and other forms of funding or financial aid.

As bursary funds available are limited, there is no guarantee that all eligible applicants will receive assistance. These funds are awarded throughout the academic year. The value of the bursary ranges from \$1,000 to a maximum of \$5,000 in the academic year. The bursary is renewable until a student's final year of study, or July 31, 2009 whichever arrives first.

This award will be administered through the LE,NONET Project Office and UVic Student Awards & Financial Aid (SAFA).

Guiding Principles

Objectives 1 and 2 of the Strategic Plan for the University of Victoria are the principles guiding the allocation of need-based resources to undergraduate students:

"To ensure the principles of fairness and equity are incorporated into all procedures and activities at the University of Victoria."

"To ensure that outstanding students from diverse regions and backgrounds have the opportunity to attend the University of Victoria and that there are no hurdles to admission except academic and creative potential."

Eligibility Criteria

1. Applicants must demonstrate financial need.
2. Applicants must have Aboriginal ancestry and may be asked to provide indication of Status or Non-Status First Nations, Inuit or Métis ancestry. Further information on this process is available in the Policy for establishing Aboriginal ancestry (Appendix A).
3. Applicants must be Canadian citizens or permanent residents.
4. Applicants must be in their first year of study in an undergraduate degree program at the University of Victoria (this includes students transferring into undergraduate degree programs from another post-secondary institution who may be entering beyond year one of the program but who are still in their first year of undergraduate studies at the University of Victoria).
5. Applicants must be undergraduate students registered in a minimum of 4.5 units for credit in each term for which they have applied for the bursary. Students with a permanent disability are eligible for bursary assistance if registered in at least 3 units for credit in each term of study.
6. Applicants must demonstrate satisfactory academic standing.
7. Students who applied for a bursary in their first year may re-apply each additional year and will be assessed based on their financial and academic status at the time of application.
8. Only complete applications will be considered.
9. Applicants cannot have exceeded the maximum bursary allowable from the LE,NONET Bursary Program; (\$15,000) or the maximum allowable in bursaries and scholarships from the Canada Millennium Scholarship Foundation (\$23,500).

Application

Students are required to complete both a LE,NONET Project Intake form (Appendix C) and a LE,NONET Bursary Application (Appendix B) obtained from the LE,NONET Project Office, and to meet with the LE,NONET Bursary Coordinator. Students may be required to provide documentation to support their application.

There is no deadline for this bursary and applications are considered throughout the academic year. However, applications must be submitted before the last day of classes of the academic period for which the student is applying for the bursary. As bursary funds are limited, there is no guarantee that all eligible applicants will receive assistance.

Students may receive a bursary award only once each year. For the purposes of the LE,NONET Project Bursary Program a year will be considered to be from the beginning of the Fall Semester (typically early September) through to the end of the Summer Semester (typically August of the following calendar year).

Assessment Procedures

Applications will be assessed by Student Awards & Financial Aid (SAFA) to determine financial need.

Basic educational expenses recognized by the provincial student assistance authority are used in the assessment of financial need. These costs include the costs for tuition and mandatory fees, books and supplies, accommodation, food, transportation, personal expenses and childcare costs, if applicable. The assessment of financial need will be based on the recipient's actual registered units in the term(s) for which they have applied for the bursary.

Allowable costs will be assessed using the BC Student Assistance Program weekly standard of living allowances. The amounts for the current year (2007/08) are in Appendix D.

Unmet need is calculated by deducting student, parental or spousal contributions and other forms of funding, income and government aid from the allowable costs. Students must demonstrate a minimum unmet need of \$1,000 to be eligible for the minimum award value of \$1,000. Bursaries may be made available to cover the applicant's unmet need to a maximum of \$5,000.

When SAFA has assessed the applicant's unmet need, the LE,NONET Project Office will be advised of the recommended bursary value. The LE,NONET Project Office will send the name, social insurance number, address, marital status, and recommended bursary value information to the Canada Millennium Scholarship Foundation (CMSF) for their statistical collection and their pre and formal approval.

If an applicant does not demonstrate the necessary minimum unmet need, the bursary program coordinator will advise the student that they are not currently eligible for a bursary. Students who do not receive a bursary may re-apply during the academic year if their financial situation changes, and/or reapply in the following academic year.

Approval Policy

Final approval of all bursary applications remains with the Canada Millennium Scholarship Foundation. Upon completion of the application and assessment process done by the bursary coordinator and SAFA, applications shall be forwarded to the CMSF for approval at the next meeting of the CMSF Board of Directors. However, as the CMSF Board of Directors meet only bi-monthly, bursary applications can be pre-approved by the CMSF Manager of Pilot Projects or his/her assigned staff. Considering that the bursary coordinator and SAFA will have already evaluated the basic eligibility criteria for the bursary:

Aboriginal status, Canadian citizenship, etc. applications may be forwarded for pre-approval. Once the CMSF has received the bursary applications and confirmed that the applicants haven't already received the maximum amount to which they are entitled according to CMSF regulations, the CMSF Manager of Pilot Projects will inform the bursary coordinator of the results and, assuming that the results of the bursary application are positive, staff of SAFA will deposit the bursary award into the applicant's tuition account. The CMSF Board would later approve all applications to make it official.

Bursary Payment Policy

When the LE,NONET Project Office has been advised by CMSF that the bursary has been approved, the LE,NONET Office will advise SAFA to transfer the bursary funds into the student's fee account. The award will first be applied to any outstanding tuition, then any outstanding fees. Students may request a cheque for the balance from the accounting office of the University of Victoria. The bursary coordinator will notify the bursary recipient by email or phone of their award, and provide them with instructions to access any remaining funds once tuition and fees are paid.

The Canada Millennium Scholarship Foundation will mail a notification of award letter to the student.

Reversal of Awards

Student Awards and Financial Aid reserves the right to reclaim the bursary should the student withdraw from studies at the University of Victoria or if information becomes available that a student deliberately provided false information on their application.

Responsibility for Repaying Bursaries Granted in Error

The University of Victoria will absorb the cost of any errors whether committed by SAFA or CMSF staff, resulting in bursary funds being given to students who in fact did not meet the eligibility requirement. However where a student deliberately provides false information resulting in a bursary award, that student will be required to repay the full amount of the bursary.

Confidentiality

The identity of students applying for bursary assistance shall be held in confidence by the LE,NONET office, University of Victoria Student Awards & Financial Aid, and the Canada Millennium Scholarship Foundation.

Recruitment Policy

It is the policy of the LE,NONET Bursary Program that there be annual promotional activities designed to create awareness of and encourage eligible students to apply for the LE,NONET Bursary. As such, an Annual Recruitment Plan will be developed and will include recruitment goals, strategies to achieve those goals, an annual timeline, and budgetary implications. This plan will be kept current with any ongoing adjustments.

The bursary coordinator assumes lead responsibility for the recruitment of new bursary recipients. Other LE,NONET program staff will support the program coordinator in these activities as required.

Inquiry Policy

It is the policy of the LE,NONET Bursary Program that all inquiries regarding participation in the bursary program are responded to within two business days.

Superb public relations and customer service must be provided to all potential program participants at all times, from first contact throughout the application process and beyond, regardless of the final application outcome. All program staff handling calls from prospective bursary recipients must be patient, courteous, and respectful in all interactions.

Confidentiality for all potential participants will be upheld from the initial point of contact forward.

Record Keeping Policy

All records are to be kept confidential and are to be covered by the conditions outlined in the confidentiality policy and in accordance with the research guidelines. Personal files shall be stored in locked cabinets and access to records will be defined in accordance with research guidelines. Archival records or those records of past applicants and participants will be maintained and kept confidential for a period of seven years after the close of their participation in the program. After seven years, the records will be shredded and discarded with approval from the Executive and destroyed only by approved individuals.

The program coordinator must keep stringent records of all program activities, utilizing approved forms. All files should be regularly maintained and updated within an electronic database and/or hard copy filing system.

The creation of new forms or the revision of existing forms must be documented and kept within the Policy and Procedure Manual.

Confidentiality Policy

It is the policy of the LE,NONET Bursary Program to protect the confidentiality of its participants. With the exception of the limitations listed below, LE,NONET staff will not share information about students who have applied to the bursary program. All bursary applicants must be informed of the scope and limitations of confidentiality.

Records are, therefore, considered the property of the LE,NONET Project/UVic, and are not available for review by the bursary applicants. Nor shall the bursary program coordinator have access to bursary program evaluation data provided by bursary recipients, but will be provided with evaluation summaries to be completed by research assistants.

Evaluation Policy

It is the policy of the LE,NONET Bursary Program that evaluation will be a key component in measuring the success of its bursary program and for making continuous improvements in the effectiveness and delivery of bursary services.

Evaluation data will be collected at the beginning and end of an individual's participation in the program, individuals will also be asked to complete a consent form. All participants must be made aware of the research guidelines and uses of their information and be given the opportunity to refuse consent to the use of their information. The bursary program coordinator will not have access to the actual evaluation data but will receive an evaluation summary from the research assistants. Participants have the option to refuse to have their data used for one or both of the evaluation or research purposes.

SECTION 3

PROGRAM PROCEDURES

Bursary Procedures

Basic flow of application and approval process

1. Students will register with the LE, NONET project by filling out a project intake form.
2. Students will apply for a LE, NONET bursary by filling out a bursary application form and meeting with the LE, NONET Bursary Coordinator.
3. Students will be informed of the research component of the LE, NONET project at the time of application, and be asked to sign a confidential consent form. Students will be advised that participation in the research or evaluation component of LE, NONET is not a requirement to participate in any LE, NONET programs.
4. Once completed the bursary application is evaluated by the program coordinator to ensure the student meets the eligibility criteria; if the criteria are met the application is forwarded to SAFA to assess the student's financial need. If the criteria are not met the application may be denied, or the student may be given an opportunity to reapply.
5. SAFA will review the application to determine the student's financial need, and will notify the program coordinator of their assessment.
6. If the assessment of unmet financial need by SAFA is between \$1,000 and \$5,000, and the student otherwise qualifies, the student's general information (name, SIN, address, suggested award) is forwarded to CMSF in a password protected Excel document for preliminary and informal approval. The password for the document will be given by phone.
7. If the assessment by SAFA indicates that the student does not meet the minimum financial need, the student will be informed and may reapply for the bursary later in the academic year if their financial situation changes or during the next academic year.
8. CMSF staff will verify that the student has not exceeded the maximum allowable bursary or scholarship award according to CMSF guidelines/legislation, in order to pre-approve the student's bursary application, and will inform the bursary coordinator when the application is pre-approved.
9. Upon receiving pre-approval from CMSF, the bursary program coordinator will notify SAFA to release the bursary funds into the student's tuition account, and will inform the student.
10. All applications will receive final and formal approval at the next meeting of the CMSF Board of Directors.
11. While it is possible that the application and approval process may take from 3- 5 weeks, every effort will be made by both LE, NONET and CMSF staff to make the process as quick and efficient as possible, so that students receive financial support when it is most needed.

Recruitment

- In August of each year, bursary program coordinator will request a list of all self-identified Aboriginal students accepted to attend UVic in September. A welcome letter including information about all LE, NONET programs will be mailed to these students, including an intake form and bursary applications. Students will be informed that they may complete the bursary application form and arrange to meet with the bursary coordinator, as soon as they are registered to attend UVic.
- Before each semester LE, NONET program brochures and posters will be distributed and posted on the UVic campus and in the offices of key stakeholders, i.e. Band Offices, Aboriginal Education Counselors, etc. in order to promote all LE, NONET Programs to potential students.
- At the start of each academic year, the bursary coordinator will notify all previous bursary applicants, who are still registered in undergraduate degree programs at UVic that they may apply for the LE, NONET bursary again at any time within the new academic year. Students will be informed of any changes to the bursary program's eligibility criteria and provided with up to date contact information for bursary coordinator.
- Throughout the academic year additional notices will be sent out reminding students about the bursary program via on campus Aboriginal list serves and email distribution lists.

Meeting with students: application form

- Meetings with students may be scheduled ahead of time or take place upon request
- Have the student complete the project intake form and discuss eligibility requirements of the LE,NONNET project
- Give students a copy of the bursary application form and review the bursary eligibility requirements and confidentiality guidelines with the student
- Inform the student of the steps involved in the application and approval process and the anticipated wait time
- Either complete the application with the student if they request your help, or provide the student with the application form and review the steps to complete it
- Remind the student that they are to return the completed application to the LE,NONNET office not directly to SAFA

Meeting with students: research consent

- Describe the LE,NONNET research project and the relationship to the bursary program
- Explain the structure of the consent process making sure the student understands that participation in the research is not a requirement of the bursary program
- Give the student a copy of the consent form, (Appendix E) and a self addressed envelope addressed to Research Assistant, LE,NONNET Bursary Consent Form HSDA260
- Once the student returns the consent form in a sealed and addressed envelope forward the signed consent form to the research assistant(s)
- The research assistant will photocopy the consent form and return it in a sealed envelope for the student to pick up

Research and program evaluation consent issues are the ultimate responsibility of the Co-Principal Investigators. The consent form falls within both the research design and is subject to the Human Research Ethics regulations at the University of Victoria. Any changes to the consent form must be under the direction of the Co-Principle Investigators. Substantive changes must be approved by the Ethics board.

Completed Bursary Form

- Upon receiving a completed bursary application initial and date the application
- Make a copy of the application form and keep the copy locked in file (filed by calendar year) in coordinator's office
- Send the original application to SAFA for financial assessment
- Add information on bursary form to bursary applicant database

Evaluation of Eligibility

- Confirm the student's registration eligibility by checking ISIS for registration, good standing, and year of entry
- Applicants must be of Aboriginal ancestry and must declare themselves as such to apply for the bursary or to participate in any LE,NONNET Programs. Students will have declared their ancestry during the intake process. Where a question regarding the validity of a student's claim to Aboriginal ancestry occurs, the issue will be reviewed and a decision made by the Aboriginal Ancestry Committee. (See Appendix A)
- Where other questions around eligibility occur these may be decided by the Bursary Program Coordinator and/or Co-Principal Investigator with/without review and discussion by the project Advisory and Executive depending upon the issue at hand.

Student Awards and Financial Aid:

- The Financial Aid officer upon receiving bursary applications will verify the financial information provided by the student where and when necessary, and assess the student's unmet financial need according to the living allowance guidelines of the BC Student Assistance Program
- The Financial Aid officer will send an e-mail with the assessment result or with further questions about incomplete or unclear information to bursary program coordinator
- If the student has an assessed need over \$1000, the application and assessed amount is forward to CMSF for pre-approval
- Assessments over \$5000 results in an award of \$5000.
- If a student has an assessed need under \$1000, or the assessed need is much less than the student's self-assessment, review the budget sheet to determine the source of the discrepancy. If there appears to be an underassessment, review the application with the student or with the Financial Aid officer as appropriate

Canada Millennium Scholarship Foundation

- For pre-approval of the assessed bursaries email the CMSF Manager of Pilot Projects (Jocelyn Charron) and/or other designated CMSF staff (currently this includes Sonia Pérusse) the student's name, social insurance number, amount of the assessment and the recommended award in a password protected Excel file.
- Call both email recipients to give them the file password, (this may be left on voicemail)
- Pre-approval of the applicants will be confirmed by Jocelyn Charron or Sonia Perusse by email
- Prior to each CMSF Board of Directors meeting, prepare an official letter to Norman Riddell confirming eligibility (Appendix F) of the list of students approved by the LE, NONET office and SAFA since the last CMSF Board meeting. In the letter, include the number of student records sent and the date they were sent by e-mail.
- Fax the letter to Sonia Pérusse, and mail the original to Norman Riddell.
- CMSF will officially approve bursary applications at a board meeting six times a year.

Bursary decision

- Forward the CMSF pre-approval email to the Financial Aid officer and copy the SAFA secretary. Add the student number in the forwarded email, and confirm that SAFA can release the funds to the student's tuition account.
- Send the student an email notifying them (sample email in Appendix G) of the decision
- Bursary awards will be released by SAFA and automatically put into the student's account towards tuition fees
- The proceeds of bursaries will be applied towards the total fees for the academic year. If the amount of the bursary exceeds the unpaid total fees for the academic year, the excess balance will be paid to the student.
- If a student is assessed at less than \$1000 – then email them and notify them that they did not meet the minimum requirement.
- If a student has been determined to be ineligible at any point, notify the student as soon as possible.

Appeal

Students who are not granted a bursary may appeal the decision. In the event of an appeal, the appeal will be reviewed first the by the program coordinator who may discuss the details of the appeal with staff of SAFA, or with the LE, NONET Co-Principal Coordinator(s) whichever is most appropriate. The appeal will first be discussed with the student to establish what grounds the student feels they have to appeal. Appeals related to the financial assessment will be reviewed/discussed with the Financial Aid officer, and when appropriate to do so, a meeting between the student and the financial officer will be arranged.

Appeals involving questions of the validity of a student's claim to Aboriginal ancestry will be directed to the bursary program coordinator who will review the case with the Co-Principal Investigator and then the Aboriginal Ancestry Committee.

Appeals are evaluated on a case by case basis, and the final decision will be made cooperatively between bursary program coordinator , project co-principal investigator or project executive the student and where necessary the Manager of Pilot Projects (Jocelyn Charron) of CMSF.

To minimize the number of appeals, the bursary program coordinator will make every effort to ensure students understand the eligibility requirements before initiating the application process.

Bursary Application Contacts:

Canadian Millennium Scholarship Foundation

Sonia Pérusse

Phone (514) 284-7242, e-mail sperusse@bm-ms.org .

Receives bursary student files

Jocelyn Charron

Manager, Pilot Project, Research and Program Development

Canada Millennium Scholarship Foundation

Phone (514) 284-7296, email jcharron@bm-ms.org

For pre-approval of bursary applications, and approval of major policy or procedural changes to LE,NONET Bursary Program.

Bursary recipients Database (Excel)

The Excel Bursary Student Records database consists of two worksheets.

The worksheet "Office" is internal information, including date application received, date sent to SAFA, date assessed.

The worksheet "CMSF" consists of only the CMSF required information. This is a subset of fields in the Office worksheet (specified by CMSF in Appendix D) with the following modifications and explanations:

- The field "Language" is not currently collected by the LE,NONET Project. This field may be replaced by a space.
- The field "Status" is changed from 1 to 3 by CMSF.

To create a file attachment of records in the required encrypted fixed-width field format, for upload to the CMSF database,

- Verify that the student information has transferred correctly to the second worksheet
- Copy and paste all records from "CMSF" worksheet to a blank text document in Notepad
- Add headers and name file according to CMSF format
- Remove all tab characters from the file
- Add carriage return after the last record
- Turn off "Word Wrap"
- Save file
- Encrypt file

Recruitment Procedure

1. The program coordinator will take the lead in developing an ongoing Recruitment Plan with input from the bursary program coordinator, the Executive, and Advisory board.
2. A key part of the recruitment will be direct contact with potential bursary recipients by phone, email or in person. Potential bursary recipient contact information will be taken from the quarterly report of all self-declared students, and from ISIS.
3. LE,NONET Bursary recipients from the previous years will be given an opportunity to submit an application for a bursary starting September of each academic year, providing they meet the eligibility requirements outlined in the LE,NONET Bursary Program Policy.
4. In addition to making direct contact, recruitment plans may include, but are not limited to advertising bursaries with UVic Student Awards and Financial Aid, UVic Aboriginal Liaison office, Undergraduate Admissions, and promotion through brochures and posters and announcements on relevant list serves such as the Native Student Union listserv.
5. Promotion and recruitment for the LE,NONET Bursary program will take place on regular basis throughout the year.

Funds Tracking

A maximum amount of \$800,000 has been allocated to be distributed as bursary awards within the four year of the LE,NONET project. For planning and tracking purposes these funds will be regularly tracked and annual spending forecasts will be done. The LE,NONET bursary is a renewable bursary, but each year new Aboriginal undergraduate students may apply for the bursary. In the event that there not be enough money available to reward bursaries to returning students and new students, priority for bursary applications will be given to those returning students.

Funds awarded will be tracked through all stages of the application process using a bursary tracking table. All CMSF approved funds will be entered on a student-by-student basis to determine the remaining funds. SAFA approved students will be entered in a separate line on a student by student basis to determine an estimate of the remaining funds. LE,NONET approved applications that have not been assessed will be estimated and accounted for in the estimated remaining funds.

Awards will also be entered into a commitment table, with estimates for future award renewals based on the number of years left in the student's program.

Annual Bursary Recruitment Plan

Sample

Recruitment Objective

Attract an average of 20 new bursary applicants each year between September 1, and August 31 of the following year, until August 2009. Maintain contact with previous bursary recipients to inform of their eligibility to reapply each year until August 2009.

Target Audience

Aboriginal, First Nations, Inuit or Métis students at the University of Victoria who are registered for the first time in an undergraduate degree program, and those who are eligible to reapply for the LE, NONET bursary.

Promotional Materials (as required)

LE, NONET Program Brochure

Informational flyers

Newsletter

Press releases

Generic news article—for newsletters, papers, and local magazines

Web site development

Postings to relevant listservs

Listing of returning self-declared students

Promotional Activities

Place brochure/posters on campus—continuous

Display tables at local events—as available

Distribute newsletter—quarterly

Make personal contact with potential applicants—beginning in late July or early August

Garner inquiries from Web site and e-mail (on-line interest submission)—continuous

Meet with/otherwise contact LE, NONET bursary recipients from previous years to find out if they would like to apply again—August of each academic year

Bursary Inquiry Procedure

All persons inquiring to be bursary applicants must speak directly to bursary program coordinator. If the program coordinator is away for more than a week, arrangements will be made to ensure applications are processed and applicants have an opportunity to ask questions.

1. All inquiries regarding participation in the program must be answered within two business days.
2. Provides a verbal overview of the program to all phone, email and in-person inquiries, adjusting the message for potential bursary applicants:
 - Overview of program and program/research purpose
 - Overview eligibility requirements
 - Application process
4. All prospective participants requesting to learn more and/or wanting to participate in the LE, NONET Bursary Program will schedule a one to one interview with the program coordinator, and will complete the following forms:
 - General Student Intake Form, if not previously completed
 - Research Consent Form for bursary
 - LE, NONET Bursary Application Form

Evaluation Procedure

The Evaluation Procedure will be completed in consultation with the Co-Pis so that it corresponds with the research guidelines of the LE, NONET Project.

APPENDICES

Appendix A

Policy for Establishing Aboriginal/Indigenous Ancestry of Student Participants in the LE,NONET Project

The LE,NONET Project is a four year research initiative offering various programs of support to Aboriginal students at UVic. These programs include: a Bursary Program, Student Mentoring Program, Community Internship Program and Research Apprenticeship Program. Attached to each of these programs is various eligibility requirements, however, involvement in all programs is limited to undergraduate students of Aboriginal ancestry. For the purpose of the LE,NONET Project and its program components the term Aboriginal will include Status and Non-Status First Nation, Inuit and Métis students. It is therefore necessary that a procedure for confirming the ancestry of participants be established. The following procedure is adapted from sections of the Faculty Recruitment Handbook Revision: Policy on Limited and Preferential Hiring, particularly the *Procedure in Relation to Confirmation of Identity of Candidates* and *Additional Criteria Related to Identity* and the Aboriginal Seats in Health Programs Policy at Camosun College.

Procedure in Relation to Confirmation of the Identity of LE,NONET Student Participants

As a first step, students wishing to participate in any LE,NONET program may self-identify as an Aboriginal student as part of the intake process which will include a brief interview with one of the program coordinators, or seminar instructors and the completion of a student intake form. Self identification is the primary and preferred means of determining whether an individual is of Aboriginal ancestry, however students may be asked to elaborate on their claim of Aboriginal ancestry during the initial intake interview.

In the event, that a student's claim of Aboriginal ancestry is in doubt, it will be a matter of judgment for a LE,NONET Project Co-Principal Investigator to determine if the students claim should be considered further by the Aboriginal Ancestry Subcommittee of the LE,NONET Advisory Council. This council shall consist of one Co-Principal Investigator and two volunteer Advisory members and will meet only as required. The format for meeting may be by phone, e-mail, or in person, whichever will serve to expedite decisions for students. All members of the committee must be in agreement as to whether or not to accept a student's claim of Aboriginal ancestry before that student may participate in any LE,NONET Program.

Aboriginal students may provide information as to their status under the Indian Act, their affiliation and/or current connection with an Indian, Inuit or Métis community or perhaps a description of their family history that supports their ancestral connection to an Aboriginal group. Any inquiries will be made with the greatest respect, and making it clear that the Co-Principal Investigators are not challenging the persons' understandings of their own identity, but merely ensuring that participation in LE,NONET programs is in accordance with the goals, values and research design of the LE,NONET Project. The following section outlines acceptable supporting evidence of a student's claim of Aboriginal ancestry:

- a certified copy of a Status or Treaty Card;
- a certified copy of a Métis card;
- a certified copy of a Nunavut Trust Certification, card, roll number of any other proof accepted by Inuit communities;
- a certified copy of a Nisga'a card;

- proof that an ancestor's name has been entered in the Indian Register according to the Indian Act or on the Band list of an individual Indian Band or on the Inuit roll;
- evidence that an ancestor received a land grant or scrip grant under the Manitoba Act or the Dominion of Canada Lands Act;
- written confirmation of ancestry from the Department of Indian and Northern Affairs Canada;
- written confirmation of membership in a Band by a Band Council or Tribal Council which has enacted its own membership code;
- a declaration by the applicant attesting to First Nations ancestry, supplemented by letters supporting the declaration from an official of a recognized Aboriginal organization;

When a student has met the criteria for proof of Aboriginal ancestry once within any one LE, NONET Program they will not be asked to do so again when applying to take part in other LE, NONET programs. It will be the responsibility of the Co-Principal Investigators, with the support as required of LE, NONET staff to ensure students are not required to demonstrate their proof of ancestry more than once.



LE, NONET / SUCCESS
A Project to Support the Success of Aboriginal Students

LE, NONET BURSARY PROGRAM

The goal of the LE, NONET project is to change the reality of the experience of undergraduate Aboriginal, First Nations, Inuit and Métis students attending post-secondary institutions to a more visibly positive one. A significant component of the LE, NONET project is the provision of a \$1,000 to \$5,000 bursary per academic year (until the 2008/09 academic year) for eligible Aboriginal students. The student bursaries are intended to supplement existing sources of financial support for Aboriginal students who can demonstrate financial need.

This award will be administered through the LE, NONET Project Office and the University of Victoria's Student Financial Aid Office. Funding is provided by Canada Millennium Scholarship Foundation.

CRITERIA

1. Applicants must demonstrate a minimum financial need of \$1000.
2. Applicants must have Aboriginal ancestry and may be asked to provide indication of First Nations, Aboriginal, Inuit or Métis ancestry.
3. Applicants must be Canadian citizens or permanent residents.
4. Applicants must be in their first year of study in an undergraduate degree program at the University of Victoria (this includes students transferring from another post-secondary institution to the University of Victoria). Students who apply in their first year but do not meet criteria 1, 5, 6, or 7, are eligible to re-apply the following year.
5. Applicants must be undergraduate students registered in a minimum of 4.5 units for credit in each term for which they have applied for the bursary. Students with a permanent disability are eligible for bursary assistance if registered in at least 3 units for credit in each term of study.
6. Applicants must be in good academic standing.
7. Students awarded a bursary in their first year must re-apply each additional year and will be assessed based on their financial and academic status at the time of application.
8. Applicants must complete the attached Undergraduate Bursary Application Form and meet with the LE, NONET Bursary Program Coordinator. Only complete applications will be considered.

Bursaries, varying in amounts from \$1,000 to \$5,000, will be awarded on the basis of financial need (as assessed by University of Victoria's Office of Student Awards and Financial Aid).

The information you provide on this form will be collected by the LE, NONET bursary coordinator for administrative purposes, and shared with University of Victoria, Office of Student Awards and Financial Aid and the Canada Millennium Scholarship Foundation, in order to evaluate your bursary application. Your information may also be used for statistical purposes, which will not include any personal data. All information you provide

will be regarded as confidential and will not be shared beyond the purposes indicated.

Student Awards & Financial Aid

Box 3025 STN CSC Victoria BC V8W 3P2
Phone: (250) 721-8423 Fax: (250) 721-8757
<http://web.uvic.ca/safa>

Return to:

LE,NONET Project

PO Box 1700 STN CSC Victoria V8W 2Y2
Phone: (250) 472-4287 Fax: (250) 472-5984
<http://www.uvic.ca/lenonet>

There is no deadline for this bursary and applications are considered throughout the academic year. However, applications must be submitted before the last day of classes of the academic period for which the student is applying for the bursary.

As bursary funds are limited, there is no guarantee that all eligible applicants will receive assistance.

Incomplete applications will not be considered.

Personal Information

Last Name:

First Name:

Social Insurance Number:

UVic Student Number:

Phone number:

E-mail:

Address while at school:

Is this: Your parents' home University residence Rented Self-owned Other _____

Aboriginal identity: First Nations (Status or Treaty) First Nations (Non-status) Métis Inuit

Citizenship or permanent resident status:

Marital status:

- Single
 Married or Common-Law
 Widowed/Separated/Divorced

If married or common-law, please provide:

Spouse's name:
Is your spouse receiving student loans?
Spouse's Social Insurance Number:

List dependents in your custody:

Name	Age	Name	Age

MANDATORY DECLARATION

I hereby declare that all information given above is complete and true in every respect, and that I have answered all questions applicable to me on this form and that the bursary is essential to enable me to continue my education. I further declare that I am willing to submit all statements for independent verification and audit and that I will submit any documentation necessary to substantiate my claimed expenses. I further declare that I understand and agree to the use of the information provided for the purposes indicated. Furthermore, I agree that if my circumstances change from those reported on this application, the bursary may be rescinded.

Signature:

Date:

OFFICE USE ONLY

REG	SESS DATE	CUM GPA	YR	DEGREE	FACULTY PROGRAM/MAJOR	AWARD TITLE	AMOUNT CODE
UNITS	GPA	GPA					

Budget for LE, NONET Bursary Program Applications

UVic Study Period(s): <input type="checkbox"/> September – December <input type="checkbox"/> January – April <input type="checkbox"/> May – August			
One-Time Expenses		One-Time Resources	
Tuition:		First Nations/Métis/Inuit Sponsored Tuition:	
Books:		First Nations/Métis/Inuit Sponsored Books:	
Supplies and other expenses:		Awards, Scholarships, Bursaries:	
Other : _____		Savings:	
Other : _____		Student Loan & Grant:	
Other: _____		Other: _____	
Total One Time Expenses (A)	= \$	Total One Time Resources (C)	= \$
Monthly Expenses		Monthly Resources	
Housing (rent or mortgage):		Part-time earnings:	
Food:		Work-Study earnings:	
Utilities:		Assistantships (TA & RA):	
Household (laundry, cleaning):		First Nations/Métis/Inuit Sponsorship:	
Transportation:		Child Care Subsidy:	
Entertainment:		Spouse's Income (from all sources):	
Medical/Dental/Optical:		Other:	
Child Care:		Other:	
Miscellaneous:		Other:	
Other: _____		Other : _____	
Total Expenses each month	= \$	Total Income each month	= \$
Number of months of study	×	Number of months of study	×
Total monthly living expenses (B)	= \$	Total monthly income (D)	= \$
Total Study Period Expenses (A)+(B)	= \$	Total Study Period Resources (C)+(D)	= \$
Total Study Period Expenses	minus	Total Study Period Resources	=
	-		=
			\$

Appendix C



LE,NONET

Supporting the Success of Aboriginal
Students at the University of Victoria

LE,NONET Project
University of Victoria, HSD A260
PO Box 1700 STN CSC
Victoria V8W 2Y2
Phone (250) 472-4287
Fax: (250) 472-5984

*** Incomplete applications will not be considered.**

General Student Intake Form

Name:		Gender:	
Social Insurance Number:		UVic Student Number:	
Phone number:	E-mail:	Date of Birth:	
Mailing address:			
Aboriginal identity: <input type="checkbox"/> First Nations (Status or Treaty) <input type="checkbox"/> First Nations (Non-status) <input type="checkbox"/> Métis <input type="checkbox"/> Inuit			
Aboriginal affiliation/ancestry:			
Citizenship or permanent resident status:			
First session of enrollment (e.g., 2005W):		Registration: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Unclassified	
Current Year in program:		Faculty and Program:	
Which of our programs are you interested in?			
<input type="checkbox"/> LE,NONET Mentoring Program (student)		<input type="checkbox"/> LE,NONET Mentoring Program (mentor)	
<input type="checkbox"/> LE,NONET Bursary Program		<input type="checkbox"/> LE,NONET Preparation Seminar	
<input type="checkbox"/> LE,NONET Research Apprenticeship Program		<input type="checkbox"/> LE,NONET Community Internship Program	
<p>The program you are applying to is part of the LE,NONET Research Project. All LE,NONET programs are part of a pilot project to enhance the success of Aboriginal students at the University of Victoria. The project is funded through the Canada Millennium Scholarship Foundation. The purpose of the LE,NONET Project is to determine whether or not these programs improve Aboriginal student retention and graduation rates at the University of Victoria.</p> <p>Information that you provide when applying to our programs will be recorded and used in several ways:</p> <p>Personal information listed on application forms (such as your name, address, and Social Insurance Number) will be used by LE,NONET Project staff and the Canada Millennium Scholarship Foundation for program administration and disbursement of funding.</p> <p>If you are accepted into one of our programs, we may also ask you to provide further information (through questionnaires, interviews and focus groups) about your experience with the program. This information will be used for research and program evaluation purposes. Your participation in our programs does not obligate you to provide further information for these purposes. When requesting this additional information, we will take special steps to obtain your informed consent in ways that protect your interests and right to confidentiality.</p>			
Mandatory Declaration			
I hereby declare that all information given above is complete and true in every respect, that I will submit any documentation necessary to substantiate the information I have given, and that I consent to release this information for the purposes stated.			
Signature:		Date:	

Appendix D

Student Living Allowances (MSOL) for the 2006/07 program year is as follows:

	Weekly	34 Weeks	52 Weeks
Single with no dependents living with parents	\$99	\$8,126	\$12,428
Single with no dependents living away from home	\$239	\$3,366	\$5,184
Married/Common-law (excluding cost for each child)	\$471	\$10,370	\$15,860
Single Parent (excluding cost for each child)	\$305	\$16,014	\$24,492
Child allowances (per child)	\$127	\$4,318	\$6,604

Books and supplies

Appendix E



LE, NONET

Supporting the Success of Aboriginal Students at the University of Victoria

This is a letter to introduce the research study entitled *LE, NONET: Supporting the Success of Aboriginal Students at the University of Victoria*. The study is being conducted by Roger John (Aboriginal Student Advisor, Faculty of Human and Social Development) and Dr. Chris Lalonde (Associate Professor, Department of Psychology). Funding for this project has been provided by the Canada Millennium Scholarship Foundation.

This research project will evaluate the effectiveness of the new support services and programs for Aboriginal students at UVic, designed to increase the retention and graduation rates of Aboriginal students at UVic. Programs and services that are shown to be effective will be continued at the University of Victoria and may be adopted by other post-secondary institutions across Canada.

If you receive a LE, NONET Bursary this year, you may be asked for your thoughts on the impact of the additional funding you received, on the way these bursaries are administered and awarded, or anything else that you think might help us to better meet the financial and educational needs of Aboriginal students at the University of Victoria.

Your decision to participate will be entirely voluntary. If you agree to participate in the study, we will ask for your consent to use the information you provide in for the purposes of *program evaluation* and *research*. You can choose to allow us to use it either or both ways.

- No one outside the research team be able to connect your name with the comments you provide.
- Your decision to participate and any data you provide will not affect your eligibility to receive further bursaries or to participate in other LE, NONET Project programs or services.
- No one in a position to make or to influence decisions regarding your present or future participation in LE, NONET programming will know whether or not you have completed the research forms, nor be able to connect your name with the comments you provide.
- If you are a student taking a course offered by one of the investigators (Roger John or Chris Lalonde), your instructor will not be aware of your decision to participate, and will not have access to the information you provide until after final grades have been submitted.

At the time we ask for your consent, we will explain the steps we take to protect your privacy and to maintain the confidentiality of the information that you provide.

Your signature below indicates that you have been informed about the research portion of the project, and that you understand that in the future you may be asked to participate in this study.

Name

Signature

Date

Appendix G

SAMPLE

Mr. Norman Riddell
Executive Director and Chief Executive Officer
Canada Millennium Scholarship Foundation
1000 Sherbrooke West, Suite 800
Montreal QC H3A 3R2

Dear Mr. Riddell:

This is to certify

That the persons whose names appear on the list transmitted to the Canada Millennium Scholarship Foundation by the University of Victoria's LE,NONET Project on October 26, 2005 meet the requirements set out in the LE,NONET Bursary Policy BA7BB established by the University's Student Awards and Financial Aid (SAFA) office, as per Appendix A of the Agreement that the University of Victoria signed with the Canada Millennium Scholarship Foundation on July 15, 2005.

Sincerely,

Yvonne Rondeau
Project Coordinator
LE,NONET
University of Victoria

Appendix H

Sample Email to inform student of bursary award

Dear Student

I have some good news for you – your LE,NONET Bursary award has been approved and you have been assessed to receive \$_____. These funds are distributed through the University of Victoria Student Awards office and typically what happens is if there are any funds owed in your tuition account that will be paid off first and a cheque for the balance of funds will be prepared for you. What you need to do is to go to the accounting department in the University Centre above the cafeteria and let them know you have been awarded a LE,NONET bursary and that you would like to request a cheque be prepared for you. If you have any problems at accounting you can contact me or Janice Burke in student awards.

Congratulations!!