

GRAND RIVER POST SECONDARY EDUCATION OFFICE
DEFINITIONS, RULES and GUIDELINES

Eligible Studies: Post Secondary (college diploma or university degree) programs through a post secondary institution of two academic years in length or more - or courses that are credited toward an eligible diploma or degree.

1.0 APPLICATION CALENDAR - DATES TO NOTE

July 1 Official Transcripts due from students with any assistance following the previous July. For fall applicants, funds will be decommitted if the transcript is not received.

Sept 17 Marks/Progress Reports due for all continuing students
Levels 3 & 4 provide Letter of Good Academic Standing
Application deadline for Winter semester
Course registration/timetable and detailed tuition fees

Jan 17 Marks/Progress Reports due for all continuing students
Levels 3 & 4 provide Letter of Good Academic Standing
Application deadline for Summer semester
Course registration/timetable and detailed tuition fees

May 17 Marks/Progress Reports due for all continuing students
Levels 3 & 4 provide Letter of Good Academic Standing
Application Deadline for Fall or Fall/Winter semester(s)
Course registration/timetable and detailed tuition fees

NOTE:

1. LATE APPLICATIONS WILL NOT BE PROCESSED

- Errors and omissions will result in delayed processing of an application.
- Failure to submit Marks/Progress reports by the deadline will result in a suspension of student assistance payments.
- Failure to submit required documentation will result in decommitment of the student's budget at specified dates.

2.0 GENERAL APPLICATION CRITERIA

2.1 To be eligible to receive an education allowance a student must be classified as a full time student by the institution **and** meet the GRPSEO's minimum requirement as follows:

LEVEL 1: taking at least 12 hours of in-class instruction per week for the program registered in for the academic semester (labs, tutorials do not count as part of the 12 hours per week),

LEVEL 2: enrolled in a minimum of four courses at the beginning of a regularly scheduled and required academic semester for the program registered in, followed by continuous study in a minimum of four courses in each such semester (courses must be equivalent to at least half year/credit courses in each semester),

LEVELS 3 & 4 - as defined by the post secondary institution

Limits of assistance apply for education allowance. Please refer to the Student Guide for this information.

Education allowance will be suspended if a student no longer meets the eligibility requirements or written documentation has not been received to verify eligibility by the required dates. If a student becomes ineligible for education allowance, the student must notify the GRPSEO immediately to avoid the accumulation of overpayments.

2.2 Please be sure that the start and stop dates are correct on the application. If not correct then additional funding may not be available.

2.3 A new application for assistance must be submitted for September and Summer semesters (Intersession is considered part of the summer semester by the GRPSEO CONTINUED FUNDING IS NOT AUTOMATIC. (See Application Calendar above for application deadlines).

2.4 A student must contact his/her Education Counsellor at least once per semester. It is the student's responsibility to keep informed of any changes in assistance requirements and to maintain eligibility for assistance.

3.0 OVERPAYMENT

An overpayment is any payment or expenditure for which a student is or was not eligible e.g. (a) tuition assistance for any sponsored course if the course is not successfully completed (including incomplete courses or courses withdrawn from); (b) education allowance payments if the student becomes ineligible (see GRPSEO definition of full time above); (c) book allowance if no marks are received, the student fails all courses or withdraws. An overpayment requires reimbursement before a student can

be eligible for funding through GRPSEO If an overpayment applies - this may result in suspension of assistance. If a student has been overpaid, an overpayment form will be sent to the student. The student is to complete the form and return it to this office within 30 days. All future applications will be put on hold until arrangements have been made to clear the overpayment.

4.0 MARKS

All students must submit an original of the official transcript (stamped by the school) to the GRPSEO by July 1 of each year. Progress Reports are due for each semester involving education assistance (see Application Calendar above). If this documentation is not received, education assistance payments will be suspended.

5.0 COURSE FAILURES CAN AFFECT THE STUDENT'S PRIORITY AND CHANCES FOR FUTURE FUNDING

Any sponsored course that is not successfully completed is considered a failure. In addition to an overpayment assigned to the student file, the following actions will be taken:

LEVELS 1 & 2: 3 failures in an academic semester - Assigned a Priority 7 and academic probation; 2 failures - Academic Probation & Mandatory Counselling Interview; 1 failure - Mandatory Counselling Interview;
LEVELS 3 & 4: 2 failures in an academic semester - Assigned a Priority 7 and academic probation.

With the limited funding available it is best to avoid priority 7 status.

6.0 REQUIRED DOCUMENTATION (A COMPLETE APPLICATION PACKAGE INCLUDES THE FOLLOWING INFORMATION / DOCUMENTATION.) AN APPLICATION PACKAGE CANNOT BE PROCESSED UNTIL COMPLETE.

Application for Education Assistance
Photocopy of Status Card. (Both sides)
Consent to Request and Release Information Form. Witness required.
Bank Deposit Information (Account # and Branch #) – e.g. void cheque
Initial Intake Form (all new applicants)
Secondary School Transcripts for all recent high school graduates
Letter of Acceptance from Educational Institution
Evidence of satisfactory completion of last sponsored course
Official Transcript (July 1) and/or Progress Report and/or Letter of Good Academic Standing
Letter of Permission if attending more than one institution
The following items may be submitted after the application deadline:
Registration Letter/Form
Progress Report and/or Letter of good academic standing
Tuition and/or Residence Fee statement indicating total costs
Employer Declaration - Tuition Sponsorship (part time employed applicants only)
Signed acknowledgement of new policies (when applicable)

ALL DOCUMENTATION MUST BE COMPLETE AND ACCURATE. OMISSIONS AND ERRORS WILL RESULT IN:

- Delay in processing the application. Keep in mind funding is limited.
- Education assistance payments being suspended until documentation is received.
- Decommitment of budget if all documents are not in by the required dates.

7.0 THE PRIORITY SYSTEM

Applications at each deadline are assigned a priority number and considered according to priority. The following is an outline of the priority system. For more details contact a GRPSEO Education Counsellor. The priority system applies to full time and part time study tracks separately.

Priority 1	Returning/continuing successful students including self-funded students
Priority 2	New high school graduates
Priority 3	Withdrawals for just cause (emergency/medical cases)
Priority 4a	Part time successful students applying for full time assistance
Priority 4b	Out of school for two or more consecutive academic semesters
Priority 5	Previous graduates who change programs but are not moving up in education level
Priority 6	Students from other countries (Fall intake only)
Priority 7	Previously unsuccessful students

NOTE: A requirement of 12 months residence in Canada prior to the application date for education assistance applies to priorities 1 to 5.