



**THE 2012 STUDENT GUIDE
TO
POST SECONDARY EDUCATION
ASSISTANCE
GRAND RIVER POST SECONDARY
EDUCATION OFFICE**

**P.O. Box 339, 2160 Fourth Line
Ohsweken, ON N0A 1M0
1-877-837-5180 or 519-445-2219
Fax 519-445-4296
E-mail: info@grpseo.org
www.grpseo.org**

Post Secondary Education Assistance is provided to eligible Six Nations post secondary students enrolled in eligible post secondary programs of study within the limits of funds voted by Parliament.

This guide will provide you with information about the post secondary education assistance program administered through the Grand River Post Secondary Education Office. If you have any questions, please contact an Education Counsellor.

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From time to time policy changes are necessary. When this happens a policy bulletin will be available that will outline any changes. The changes will also be posted on the GRPSEO web site.

The GRPSEO attempts to send notification of policy changes to all active post secondary students receiving assistance through the GRPSEO, but sometimes students get missed in the process. It is ultimately your responsibility, as a student, to ask for current information regarding education assistance. Please ask your Education Counsellor about any changes.

WHO IS ELIGIBLE FOR THIS ASSISTANCE?

If you are a Six Nations member and you have met the entrance requirements for **and** been enrolled in **or** accepted for enrolment in an *eligible* post secondary program then you can apply for post secondary education assistance through the Grand River Post Secondary Education Office. *See the sections in this guide on: HOW TO APPLY and WHEN TO APPLY.*

WHAT IS AN ELIGIBLE PROGRAM?

An eligible post secondary program of study must be at least two academic years in length; be offered by a post secondary institution; and have secondary school completion or equivalent as a prerequisite for admission to the program. The program of study must lead to or be for credit for a diploma or degree. *Note some post diploma programs of one academic year in length may be eligible. Check with your Education Counsellor.*

The following courses do not meet post secondary program funding requirements of the GRPSEO: Additional qualification courses for teachers. College & University Entrance Programs that result in secondary school credits or any pre-college level programs deemed to be preparatory, exploratory or access oriented for college level study (i.e., not resulting in full post secondary credit).

Given demand on student funding and the need to manage available resources on a long and short term basis, the GRPSEO reviews programs for eligibility in light of the length of time it takes for a student to graduate with education qualifications and skills that will result in employment.

Where there is little evidence that the program will lead to direct employment, the GRPSEO may limit funding for a program.

What is a post secondary institution?

A post secondary institution is a degree or diploma granting institution that is recognized by the province. This includes an educational institution affiliated with or delivering accredited post secondary programs by arrangement with a post secondary institution.

There are Public or Private post secondary institutions.

Public post secondary institutions receive annual operating grants from provincial and federal governments and operate under a charter or legislation approved by the federal or provincial government as well as specific regulations of the province (such as limits on tuition costs to students).

Private post secondary institutions receive the majority of funding from sources other than governments and operate under legal provisions as a privately owned or publicly traded business. Tuition costs are therefore usually higher.

You may choose to attend either a public or private post secondary institution: however, tuition assistance is calculated at the public post secondary rate for the same or similar program.

WHAT TYPE OF POST SECONDARY EDUCATION ASSISTANCE IS THERE?

There is post secondary education assistance for tuition, books, Prior Learning Assessment, tutoring, and full time education allowance.

From time to time there is assistance in the form of incentives and/or scholarships. These are available through the GRPSEO only when budget allows.

In addition to the overall eligibility criteria already presented, there are specific criteria that apply to the different types of post secondary education assistance. These criteria are presented in the description of each type of assistance.

Once you are approved for a specific type of education assistance, there are also certain criteria that you must continue to meet to maintain your eligibility.

There are also limits of assistance within the different types of assistance. *See the description of each type of assistance for more details.*

Tuition Assistance

Tuition assistance for eligible full or part time students includes tuition fee(s) and mandatory student fees including approved admission fees (application, assessment, registration or mature student fees) for a course, semester, or academic year for an eligible post secondary program of study for which education assistance has been approved.

Tutorial assistance and **Prior Learning Assessment** fees are also included under the tuition assistance policy. The maximum for tutoring and Prior Learning Assessment is established annually by the GRPSEO.

Tutorial assistance, is available for *full time students only*. The current maximum for tutorial assistance is \$150 per academic semester. Check with your counsellor on how to obtain this assistance.

Prior Learning Assessment (PLA) challenges are eligible for assistance. For Prior Learning Assessment, the current maximum is: (a) one PLA course; and (b) two PLA challenges per academic year. Unique circumstances may be considered for additional sponsorship if the PLA challenge(s) result(s) in tuition and program time reduction.

If, however, you think that you are in a position to challenge a significant number of courses that will result in a shortening of your program of studies, please contact the PLA facilitator at the post secondary institution and your Education Counsellor at the GRPSEO

Mandatory Program Fees: Documentation from your school is required to verify these fees. It is the student's responsibility to provide the necessary fee documentation.

Level One: Mandatory program fees for **Level One full time study** are included as an eligible tuition cost within the limit of assistance established on an annual basis for this purpose. Effective September 1, 2002, this annual maximum is \$2,000.

Effective September 1, 2006—mandatory program fees for **Levels Two, Three and Four full time study** are included as eligible tuition costs within the limit of assistance established on an annual basis for this purpose. The annual limit for level two, three, and four mandatory program fees is \$1,000.

Optional student fees and late fees remain the student's responsibility.

Tuition assistance is limited to the tuition costs for a student attending a Canadian public post secondary institution.

For students attending an accredited private institution or accredited institution outside of Canada, tuition assistance is provided at the same rate as charged by a Canadian public post secondary institution where a comparable program is offered and which is nearest to the student's place of residence at the time of application. It is the student's responsibility to provide written documentation as to the nearest comparable program in a public institution. Education assistance, including tuition assistance, is limited to one diploma or degree from a private institution or institution outside of Canada.

When you apply for education assistance, it is your responsibility to provide the best estimate of tuition costs and mandatory fees. Once actual tuition fees are known then a fee statement (s) must be submitted to the office.

When an application is made for tuition assistance, the number of courses and credit values of these courses must be indicated. This information is used to set the tuition budget for each application. As the demand for post secondary funding always exceeds available funds, do not assume that you can add a course(s) after an application has been approved.

Education Counsellors require verification from all employed part time applicants that tuition cannot be funded through their employer. This documentation must be placed on the student file.

It is your responsibility to opt out of any optional student fees that you are not willing to pay for yourself (For example, many institutions have optional health insurance programs, association fees, etc.). Late registration fees are also your responsibility.

In return for tuition sponsorship, you are responsible for one of two things; either a passing grade or full reimbursement of expended funds for tuition for each sponsored course. In addition, if your post secondary institution determines that you do not meet the academic requirements to continue in your program of study, then education assistance will be discontinued. For more information, see *the section on Maintaining Eligibility and the sub-sections on Acceptable Academic Performance and Overpayments*.

When you are required to reimburse tuition monies to the GRPSEO, the reimbursement may involve a combination of a tuition refund from the post secondary institution and direct reimbursement from you - the student. Any tuition reimbursement, due from you, will be deemed an overpayment on your file and will affect your future eligibility for education assistance.

It is, therefore, to your advantage to make program and course choices carefully, to be successful in all courses, and to know the refund schedule of your post secondary institution; so that if you need to withdraw from a course, you can do so as soon as possible. If there is no refund forthcoming from your post secondary institution then you will be fully responsible for the full course tuition reimbursement.

If, however, you are successful, there is virtually no limit on the number of times that you are eligible to receive tuition assistance - except for the limitations noted previously having to do with post secondary studies in an accredited private institution or accredited institution outside of Canada.

Book Assistance

Assistance for books and supplies is provided at a standard rate for full time students (\$400 per academic semester) and part time students (\$80 per half credits and \$160 per full credit). Additional costs for books, supplies and special equipment are the student's responsibility.

In return for book assistance, you are responsible for one of two things; submission of a grade or full reimbursement of book assistance provided for each course. Book reimbursement due from you will be deemed an overpayment on your file and could affect your future eligibility for education assistance.

APPEAL PROCESS

If you think that you have not been dealt with fairly under the policy and guidelines for post secondary education assistance, you may request an appeal hearing. There is no appeal against refusal of assistance because funds are not available.

ASSISTANCE FOR ELIGIBLE FULL TIME STUDENTS

To be eligible for education allowance, tutorial assistance and the maximum book allowance—you must be deemed a full time student by your post secondary institution; be taking only courses for credit toward an eligible diploma/degree; and meet the GRPSEO's minimum course enrolment per four month academic semester.

The GRPSEO's requirements to qualify as a full time student depend on your level of study as outlined in the following:

Level 1 (college diploma): Registered full time by the institution and taking a minimum of 12 hours of in-class instruction per week per academic semester for the program registered in (labs, tutorials do not count). This course load must be carried throughout the semester.

Level 2 (undergraduate university degree): Registered full time by the institution and enrolled in a minimum of 4 courses at the beginning of a regularly scheduled and required academic semester, followed by continuous study in a minimum of 4 courses in each such semester. Courses must be equivalent to at least half year/credit courses.

Level 3 (masters degree) as defined by the post secondary institution.

Level 4 (doctoral degree) as defined by the post secondary institution.

Tutorial Assistance

The maximum tutorial assistance available to a full time student is \$150 per academic semester.

Full Time Education Allowance

If you are registered as a full time student by the post secondary institution that you are attending and you meet the GRPSEO's definition of full time study for each semester, then you are eligible to receive a monthly allowance provided that:

- (a) you have not reached the limits of assistance for allowance for the level of study and program that you are enrolled in,
- (b) you are a continuing successful student and you do not have an overpayment on your file and
- (c) you have provided a transcript for previously sponsored courses as well as all required documentation.

The number of months of allowance that you are eligible for depends on a number of factors. For example, it can depend on the registration date for the semester or academic year. The following examples (based on policy provisions) address most students' questions.

- At the *end* of the academic year, if you are registered as a full time student up until the 15th of the last month of an academic year then you are eligible for a full month's allowance payment for that last month.
- If you are registered as full time until some date *prior to* the 15th of the last month of attendance and there is at least one full month before the start of the next academic semester, then you are eligible for one half of a month's allowance payment.
- Full monthly allowance payments may be issued whenever the academic semesters that you are registered in run in consecutive months, regardless of pauses in studies.
- If you are considered a registered full time student for at least the last six working days of a month, at the *start* of an academic year, you are eligible for half a month's allowance payment for that month.
- If your official registration is prior to the 15th of the first month of the academic year, then you are eligible for a full month's allowance payment for that month.

You must maintain your eligibility as a full time student as defined by the post secondary institution that you are attending and the GRPSEO's minimum course enrolment for each semester to maintain your eligibility for a monthly allowance payment. Any allowance payments received without meeting these conditions will be established as an overpayment on your file and will affect your future eligibility for education assistance.

Education allowance assistance is provided to eligible full time students enrolled in eligible programs for the purpose of completing one diploma or degree at each of the four levels of post secondary study.

- **Effective September 2009:** New applications for part time (special cohort/unique program structured/module format) programs will no longer be eligible to receive pro-rated education allowance.

The four levels of post secondary study are as follows:

Level 1 - college

Level 2 - undergraduate university degree

NOTE: Level 2 - will include assistance for an additional degree program at the bachelor level; which has an undergraduate degree as a prerequisite

Level 3 - graduate university degree (masters degree)

Level 4 - post graduate degree (doctoral degree)

The limits to education allowance assistance are as follows:

Levels 1 and 2: The duration of Education Allowance for levels 1 (college) and 2 (undergraduate) is directly linked to the official length of the program as defined by the post secondary institution in which you are enrolled.

For levels one and two (college and undergraduate study), the duration of Education Allowance for any level of post secondary education may be extended as follows:

- For students who started a program **before Sept 1 2006**, the extension may be up to a maximum of one additional academic year (buffer year) per level if such an extension is approved in writing by the institution's dean or head of the department.
- **Effective September 1, 2006—** for level 1 and 2 students starting a program, the maximum extension is one academic semester (buffer semester).

Levels 3 and 4: Effective September 1, 2003 - For levels three and four (masters and PhD study), the duration of Education Allowance for all new applicants for 2003 shall be as follows:

Masters program – three years (36 months)

PhD program – five years (60 months)

The duration of Education Allowance for a student attending an accredited private institution or accredited institution outside of Canada is limited to the completion of one level of post secondary education. GRPSEO limits of assistance for the education level involved, of course apply.

For Levels 1 and 2 students, the maximum eligible extension to education allowance is granted provided:

- an extension is approved in writing by the institution's dean or head of the department,
- you are eligible to continue in your program,
- there are no outstanding overpayments on your file,
- you submit all necessary documentation, and
- funds are available for your priority.

For levels 1 and 2 students, this basic rule of maximum allowance assistance (a rule based on the "official program length plus one academic year [semester effective Sept 1/06]") applies even if you interrupt your study, change levels of study, change your program of study within a level, or have previously completed a portion of the program without education assistance. The additional year/semester of allowance is commonly referred to as the "buffer year/semester.

Say, for example, that you drop out of level 2 studies and get assisted for level 1 study (a college diploma program). The allowance assistance that you received in level 2 will be counted for calculating maximum assistance at level 2 - if and when you continue your level 2 studies.

Here is another example. You switch from a three year diploma program (which is part of level 1) to a two year diploma program (which is also level 1). If you received 3 academic years (24 months) of allowance for the three year diploma you would not be eligible for any allowance assistance for the two year diploma - because - you would have exhausted the maximum number of allowance months at level 1 for the two year diploma program (two academic years plus a "buffer" year or "buffer" semester after Sept 1/06).

For all students regardless of level:

You can apply (as a Priority 5) for allowance assistance for a second diploma or degree at the same level of study provided that sixty months have lapsed from the last time that you received allowance assistance. Please note that degrees that require an undergraduate degree as a prerequisite are excluded from this sixty month waiting period (*For an explanation of what Priority 5 means - see the section on the Priority System, page 41*).

Also, if you become eligible for assistance and are already part way through a program that you have funded through other resources - you will be eligible for assistance for the balance of the program plus the applicable extension if required (one academic year/semester).

Finally, education allowance, for the summer semester, is not available unless the summer semester is a mandated and regularly scheduled semester for your program. The post secondary institution sets the program structure for all programs.

MAINTAINING YOUR ELIGIBILITY

Once you have been approved for post secondary education assistance, you must maintain your eligibility for continued assistance.

Please note that it is mandatory for you to make at least one contact per semester with your education counsellor. If you have questions then please contact your education counsellor.

A summary of how to maintain your eligibility follows.

Full Time Status

If you have been approved for tutorial and/or education allowance as part of your education assistance then you must maintain your full time student status as defined by the post secondary institution that you are attending while meeting at least the minimum definition of full time study established by the GRPSEO for your level of study.

Acceptable Academic Performance

Each year there is increasing demand for post secondary assistance. In order to remain eligible for continued post secondary assistance, and to stand a better chance of continued funding, both full and part time students must maintain an acceptable level of academic performance in terms of specific program requirements and in terms of the minimum requirements set by the GRPSEO.

If the post secondary institution that you are attending determines that you do not meet the academic requirements necessary to continue in your program of study then education assistance will be discontinued.

Any course that is not successfully completed or does not result in credit for the student's diploma or degree is considered a failure. Also:

- (a) a failure of a course that runs over two semesters (eight months) is regarded as two failures (one per semester),
- (b) incompletes are counted as failures unless this status is due to an error by the institution,
- (c) withdrawals are counted as failures unless you have been able to enrol in an additional course, of equal credit value, within the same academic semester to substitute for the withdrawal,
- (d) deferrals are considered a failure (Also, see the section on Overpayments as there are financial implications for failures).

If a student has too many failures in an academic semester this can result in academic probation as well as priority 7 being assigned. Either situation can negatively impact a student's funding prospects given the fact that overall requests for funding always exceed available funds.

Where a level 1 or 2 student has 3 failures in an academic semester, priority 7 and academic probation is assigned by the Education Counsellor. If there are 2 failures in an academic semester then academic probation is assigned along with a mandatory counselling interview with the student's Education Counsellor. For 1 failure in an academic semester, a mandatory counselling interview with the student's Education Counsellor is required. Level 3 and 4 students with 2 failures in an academic semester, will be assigned priority 7 and academic probation by the Education Counsellor.

A student placed on academic probation as a result of incompletes or deferrals may have the academic probation lifted in the next consecutive semester if the incomplete or deferral is dealt with and results in a passing grade and credit.

Progress Reports & Transcript

A progress report is required for each academic semester. The deadlines for receipt of these progress reports are:

- January 17th for the September to December semester
- May 17th for the January to April semester
- September 17th for the May to August semester.

The progress report may be a transcript or, if a transcript is not available, a letter from your faculty (Department Chair or Head) indicating that:

- (a) a transcript is not available, and
- (b) that you have successful academic performance to date.

Failure to provide a progress report will result in education assistance being suspended.

An official transcript is also required by July 1st of each year for all students receiving assistance through the GRPSEO.

Contact Information

You are responsible for keeping the GRPSEO informed of how you can be reached (phone or current mailing address and e-mail address). If the office is unable to reach you after several attempts, then your education assistance may be suspended. You are required to make at least one contact with your education counsellor per semester to discuss your education progress.

REGAINING ELIGIBILITY

You may be ineligible for education assistance for several reasons. The following sections provide information on how to regain eligibility if you have an overpayment or have had your education assistance suspended due to withdrawal or academic performance.

Overpayments

An overpayment is any education assistance payment or expenditure for which you were not eligible. An overpayment must be reimbursed to the GRPSEO *before* a student is considered eligible for funding. For continuing successful students, payment can be made through deductions from approved student allowance and/or book assistance. An overpayment must be cleared before you will be considered for funding of your next application.

For successful continuing full time students with overpayments from the first semester of study, payment may be made through deductions from approved student funds.

An overpayment **must be cleared** by the start of the academic period for the next application for education assistance.

A 15% Discount applies when:

1. A student is paying the overpayment balance in one payment on eligible costs.
2. **FOR RETURNING STUDENTS:** If an overpayment balance is not cleared or arrangements made by August 15th, it will automatically be deducted from the fall allowance and book funds until cleared.

For inactive students prior to October 2010, with overpayments, an automatic 15% reduction will apply on the final payment as per GRPSEO policy unless otherwise noted by your Education Counsellor.

An overpayment can occur in any type of assistance. The following is a brief summary of how an overpayment can occur.

Tuition:

Any course that is not successfully completed or does not result in credit for the student's diploma or degree is considered a failure. The tuition cost and associated student fees for such a course (for which you received assistance) become an automatic overpayment.

Books:

Book and Supply costs will be established as an overpayment if you: fail to submit marks; have failed all courses in an academic semester, or withdrawn from studies.

Education Allowance:

If you fail to maintain your full time status as defined by the post secondary institution and the GRPSEO's minimum definition of full time study for your level of study - yet continue to receive the monthly allowance for which you are no longer eligible then any education allowance issued to you during this period of ineligibility becomes an overpayment.

Recovering from Academic Suspension/Payment of Overpayments

In the past, education assistance for students who did not meet the GRPSEO's minimum academic requirements was automatically suspended. Although the GRPSEO no longer automatically suspends students for failing to meet minimum requirements set by the GRPSEO, a student may in effect suspend him/herself through the accumulation of overpayments for failed courses or by failing out of his/her program of study.

If, in the past, your education assistance was suspended by the GRPSEO, due to unacceptable academic performance, your next application will automatically be assigned a priority 7 and you will be placed on academic probation but first you will have to make arrangements for paying the overpayment on your file. If your assistance was discontinued because you were ineligible to continue in your program (as determined by the post secondary institution) then you may or may not have an overpayment on your file. You must also be admitted to a program of study for which there is a reasonable expectation of success. You will need to speak with your Education Counsellor.

A student who has failed to meet the GRPSEO's minimum requirements of academic performance has two options for clearing any outstanding overpayments.

- You have the option of making one lump sum payment and receive a 15% discount to the overpayment if deemed eligible. An overpayment **must be cleared** by the start of academic period for the next application for education assistance. To receive an automatic 15% reduction, on the overpayment balance, the final lump sum payment **must be** received by August 15th.
- Your second option is to self-fund the same number of courses that you failed. These courses must be comparable - that is - they must be at the same academic level and have the same credit value and tuition costs as the failed courses. If you choose this option - you will not be eligible for education assistance of any kind until proof of successful completion of the comparable course(s) is received.

If you choose the second option, that is to self-fund, then you need to be aware of some implications having to do with the priority for your next application.

If you choose to self-fund as a full time student and meet specific standards of success then your application will be a priority I for the next consecutive semester of your program.

What are these specific standards? You must meet the academic requirements of the post secondary institution to continue in the program as well as meet the minimum academic standard set by the GRPSEO (See the section on Acceptable Academic Performance).

The GRPSEO requires that you be successful, at a minimum, in the same number of courses that you previously failed. The courses must be at the same academic level and have the same credit value and tuition costs as the failed courses.

What are these specific standards? You must meet the academic requirements of the post secondary institution to continue in the program as well as meet the minimum academic standard set by the GRPSEO (See the section on Acceptable Academic Performance).

The GRPSEO requires that you be successful, at a minimum, in the same number of courses that you previously failed. The courses must be at the same academic level and have the same credit value and tuition costs as the failed courses.

If you choose to self-fund as a part time student then the priority of your application for the next consecutive semester of your program will depend on whether you are applying for full or part time study.

- If you are applying for education assistance to continue in part time studies for the next consecutive semester of your program of study then your application will be a priority I (continuing successful part time) provided that you were successful in the same number of self-funded courses that you previously failed and the courses are at the same academic level and have the same credit value and tuition costs.

- If you have self-funded as a part time student and then apply for education assistance for full time study in the next consecutive semester of your program of study then your application will be a priority 4(a) provided you are successful in the same number of self-funded courses that you previously failed and the courses are at the same academic level and have the same credit value and tuition costs.

Fortunately, the accumulation of large overpayments due to failures does not happen often. Be sure to research education programs and institutions carefully and decide on an education plan that is compatible with your interests, skills, abilities and academic strengths. Match this with a strong personal commitment to succeed and you will avoid the stress associated with failures.

LIMITS OF ASSISTANCE

In addition to maintaining eligibility for education assistance there are certain limits to assistance that you must be aware of and take into account when making decisions about your education plan.

Some of these limits have already been mentioned in this guide. A summary of the limits to assistance follows:

- Education allowance assistance is for one diploma and/or degree per level (stepped/concurrent programs excepted).
- Assistance for the completion of one level of post secondary education is the maximum assistance provided for students studying in accredited private institutions or accredited institutions outside of Canada.
- There is a 60 month interval before you are eligible to apply for education allowance for a second diploma or degree at the same level of education - even if you completed the first diploma or degree without education assistance.

- For level 1 and 2 study, students who started programs prior to September 1, 2006—the maximum number of months for education allowance is the official length of the academic program plus one academic year (buffer year) provided education assistance is not suspended or discontinued for other reasons.
- Effective September 1, 2006 the buffer year changed to one academic semester (four months) for all level 1 and 2 students starting a post secondary program.
- The maximum number of months of education allowance for level 3 study (Masters) is three years (36 months); for level 4 (PhD program) it is five years (60 months).
- If you drop from level 2 to level 1, then resume study at level 2, the allowance months (and academic years) already received in level 2 are counted for assistance purposes.
- If you change programs within a level, the months (and academic years) used for each program is counted for calculating the limits of education assistance.
- If you have previously completed a portion of post secondary studies without education assistance then you may receive education assistance for the balance of the program provided this does not go beyond the official length of the program plus one academic year (effective Sept 1/06 the maximum buffer became one academic semester).
- Tuition assistance for study in an accredited private or post secondary institution outside of Canada is at the same rate as charged by the Canadian public institution nearest to our home with a comparable program.

INCENTIVES AND SCHOLARSHIPS

Student incentives funded directly through the GRPSEO are subject to the availability of funds. Any incentives, bursaries and/or scholarships directly sponsored by the GRPSEO will be made known through a public schedule.

In addition to this, GRPSEO Education Counsellors may provide general scholarship information but are not able to research scholarships for you.

The GRPSEO attempts to keep up-to-date information on bursaries and scholarships from as many sources as possible. This information or links to this information are posted on the web site www.grpseo.org.

We encourage you to research and apply for as many scholarships, bursaries or awards as possible. Create a list of scholarship possibilities. Be sure to submit your completed application(s) on time.

Any awards/ scholarships or bursaries that you receive are in addition to education assistance funds approved through the GRPSEO.

Several significant scholarships/awards/bursaries are available each year through the National Aboriginal Achievement Foundation; and the Foundation for the Advancement of Aboriginal Youth. These two foundations have awards across several areas of study.

Most post secondary institutions also have awards specific to their school—some are for new students applying for admission, some are for specific disciplines. Check out the student awards section in your institute's calendar or web site. Also check out osap.gov.on.ca as scholarships are also linked to this site.

IMPORTANT NOTICE TO STUDENTS

The GRPSEO office supports our students in their efforts to apply for scholarships and bursaries. We ask that students be aware that there is a **processing time of 3-5 business days** for requests of letters of support or verification of non-approval from our office. If you have any questions, please contact our office at 519-445-2219. Thank you.

HOW TO APPLY

All eligible applicants must submit an application package that includes completed forms as well as required information/documentation. An application package is required for each semester of study. If you know that you plan to attend the fall and winter semesters consecutively then you may apply for these two semesters on one application package.

Each application package for education assistance must begin with you completing and submitting two forms. These are the: **APPLICATION FOR EDUCATION ASSISTANCE - API001** and **CONSENT TO REQUEST AND RELEASE INFORMATION - API003**.

If you are applying for education assistance for the first time then you will also have to complete and submit the **INITIAL INTAKE— EDUCATION PLAN**. If you are making significant changes to your education plan then you will be required to submit a revised education plan.

A mandatory orientation session is required for all first time funded students. For continuing students it is strongly recommended that you discuss any significant changes to your education plan with your Education Counsellor. The Education Counsellor is under no obligation to recommend an application for approval when no consultation has taken place regarding education goals and the education plan.

1. YOU CAN APPLY ON-LINE !!!!!

You need your 10 digit registry number and social insurance/social security number to apply on line. Go to www.grpseo.org and click on Apply Online then follow the prompts. **Be sure to apply before the deadline as LATE APPLICATIONS WILL NOT BE PROCESSED.**

All students are instructed to print and submit the **CONSENT FORM**. Be sure to have your signature witnessed on the consent form. First time applicants and applicants who have not received funding for one academic year are advised to print and submit the **INITIAL INTAKE EDUCATION PLAN**.

2. YOU CAN PRINT THE APPLICATION AND CONSENT FORMS FROM THE WEBSITE THEN MAIL OR FAX THE COMPLETED FORMS

Complete, sign and submit these two forms with your original signature by the required deadline. Be sure to have your signature witnessed on the consent form. ***If you are trying to make an application deadline date, fax your completed application and consent then mail them.*** Faxed documents will be logged on the date received. When your original signed documents are received they will be given the same receipt date. The GRPSEO will not process facsimile or photocopies of forms without an original signature from you.

3. YOU CAN REQUEST AN APPLICATION PACKAGE BE MAILED TO YOU OR PICK ONE UP AT THE GRPSEO

Complete and submit the two forms with your original signature before the required deadline. Be sure to have your signature witnessed on the consent form.

After you apply, you will receive a personalized list of additional documents required to process your application.

Please submit these documents as soon as possible—if you have questions—call your Education Counsellor.

CONSENT TO REQUEST AND RELEASE INFORMATION API003

GRAND RIVER POST SECONDARY EDUCATION OFFICE
P.O. BOX 339, OHSWEKEN, ONTARIO N0A 1M0
Tel. (519) 445-2219 Toll Free: 1 (877) 837-5180 Fax: (519) 445-4296
CONSENT TO REQUEST AND RELEASE INFORMATION

A. PERSONAL INFORMATION (Please print or write legibly.)

First Name	Middle Name	Last Name
Home Address		Telephone Number
Academic Address (if different from above)		Telephone Number
Date of Birth	Academic Student Number	Social Insurance Number
Educational Institution	Address of Educational Institution	

B. CONSENT TO REQUEST INFORMATION

I, _____, provide my consent, as may be required by statute, to allow the Grand River Post Secondary Education Office to request copies of information from employers; all sources of income; educational and employment and training institution(s); federal, provincial and Six Nations government offices/agencies. This consent allows the Grand River Post Secondary Education Office to verify information to determine my eligibility to receive Education Assistance.

C. CONSENT TO RELEASE INFORMATION

I, _____, provide my consent, as may be required by statute, to allow the Grand River Post Secondary Education Office to release information and provide copies of documentation to educational and employment and training institution(s) and federal, provincial and Six Nations government offices/agencies. This consent allows the Grand River Post Secondary Education Office to provide information so that my eligibility for other assistance (including employment) may be determined and to confirm any assistance received through the Grand River Post Secondary Education Office.

VOLUNTARY CONSENT

By checking this box, I provide my voluntary consent to the release of the following personal information to Grand River Employment and Training (GREAT) for the purpose of obtaining career related employment. Personal information is defined as: name, address, telephone number, e-mail address, name of post secondary institution enrolled in, length of program and graduation year. In giving this consent I understand that GREAT shall not release my information until I provide written permission.

D. SIGNATURES

This signed consent is valid until _____, 20____.
(Month) (Day) (Year)

Dated this _____ day of _____, 20____.
(Month) (Year)

Signature Signature of Witness

OFFICE USE ONLY

Forms of Photo Identification: _____ Verified by: _____
() Driver's Licence _____ () Student Card _____ () Indian Status Card _____ () Other (Specify) _____

WHITE COPY: FILE

YELLOW COPY: STUDENT

API003G.12

Completing an APPLICATION FOR EDUCATION ASSISTANCE -API001

OTHER DOCUMENTATION

Other information/documentation is required as part of your application package.

Although the list of required documentation is printed on the reverse side of the APPLICATION FOR EDUCATION ASSISTANCE, the summary list is provided here for your reference.

- Application for Education Assistance
- Photocopy of Status Card (both sides)
- Consent to Request and Release Information (Witness required)
- Bank Deposit Information (Account # and Branch #) - please provide a void cheque
- Tuition Fee Statement showing total costs
- Detailed tuition breakdown of all fees: tuition, health, student, program, etc.
- Initial Intake—Education Plan (all new applicants)
- Secondary School Transcript (all recent high school graduates)
- Letter of Acceptance from the education institution (may be submitted after the application deadline)
- Evidence of Satisfactory Completion of last sponsored course(s)
- Official Transcript (July 1)
- Letter of Permission if attending more than one institution
- Verification of Registration (document showing number of courses and credits)
- Progress Report or Letter of Good Standing
- Education Plan for Levels 3 & 4 students
- Residence Fee Statement
- E-mail address

All documentation must be complete and accurate. Omissions and errors will result in:

- Delay in processing your application. Keep in mind there is limited funding available. **NOTE: Any pending application for Education Assistance will automatically be considered dormant and not processed when required information/documentation is not received, by the start of the semester being applied for.**
- Education assistance payments being suspended until documentation is received.
- A decommitment of budget if all documents are not in by required dates.

Please check with your Education Counsellor if you have any questions about the required documentation.

As previously mentioned, if you are trying to make an application deadline date, fax your completed application and consent then mail them. Faxed documents will be logged on the date received. When your original signed documents are received they will be given the same receipt date.

The GRPSEO will not process facsimile or photocopies of forms without an original signature from you.

When completed, the application form will provide much of the information needed to determine your eligibility for education assistance.

If you are attending more than one institution during a semester then an application form is required for each institution. If you are taking courses at one institution for credit at another institution then a letter of permission from your “home” institution will be required.

When printing on an application, please print clearly and firmly in block letters (you are making multiple copies if using the self-carboning version of the application form) **and return all copies of the form as part of your application package.** When you apply on line, you will be prompted through the process. Be sure to submit as much detail as you can.

Once your application package has been processed you will be sent the pink copy of the APPLICATION FOR EDUCATION ASSISTANCE showing whether your application has been approved or not approved. If approved, your approved education assistance budget for the application will be shown. If not approved, a written reason will be provided by the Director of Student Services and Counselling or by the Director's designate.

Any mistakes or missing information will delay the processing of your application package.

STUDENT INFORMATION

Six Nations Band Registry Number

This is a ten digit number on your status card. You must enter this number to apply on line. If you are submitting a hard copy of the application form then be sure to write down the ten digit number as this is how we verify that you are eligible to apply.

Sample Band Registry Number : 2450007903

245 is the Band Code

The Band Code is a three digit number at the beginning of your Band Registry Number. The codes (explained below) are registered with Six Nations membership.

244 Bay of Quinte Mohawks	251 K. Seneca
245 Tuscarora	252 N. Seneca
246 Oneida	253 Delaware
247 Onondaga Clear Sky	254 Lower Mohawk
248 Bearfoot Onondaga	255 Walker Mohawk
249 Upper Cayuga	257 Upper Mohawk
250 Lower Cayuga	

Family Number

This is five digits. In the example, the Family Number is 00079.

Position Number

See the two digits at the end of your registry number. This is your position in your family as registered with Six Nations membership. In the example the person is 3rd in the family (likely the oldest child). When you turn 18 years old you must apply for your own status card number so the position number will be 01.

Social Insurance Number (S.I.N.)/Social Security Number (S.S.N.)

This is a 9 digit number—DO NOT LEAVE THIS SECTION BLANK.

Birth date

Be sure to enter month, then day, then year.

Application date

The date of this application. This should match the date by your signature further down on the form.

Surname

Provide the surname as registered with Six Nations membership. If you are using a different surname, please make a notation of the surname that you are using and provide documentation supporting the use of this name i.e. Marriage certificate/updated status card.

First

Provide your legal first name even if you do not use the name on a regular basis.

Second

If you have more than one middle name please provide this also - just print it beside the space for your second name.

Sex: Male - Female

Indicate with a check mark.

Bill C-31— This section only appears on the old form. If you have an old form—you can skip this. Each year the overall student assistance budget is tracked according to Bill C-31 and Regular membership status. The GRPSEO confirms student status with the Six Nations membership office.

E-mail address—please enter a current address. If your e-mail address changes after you start school — be sure to let your education counsellor know, because the GRPSEO uses e-mail as an efficient method to keep in touch with students.

Have you been living in Canada for the last 12 months?

Indicate yes or no with a check mark.

Please note that your Education Counsellor may require you to provide official government documentation to confirm residency that must be verifiable by the GRPSEO. When this information is requested, the student will be required to provide three of the five following pieces of information: drivers license; Canadian address and telephone number; health card; social insurance number; lease agreement or evidence of utility payment.



Accurate and legible information is critical.

Three addresses are required.

- **Home Address and Telephone;**
- **Address While at School with Telephone and E -mail;
and**
- **Mailing Address and Telephone**

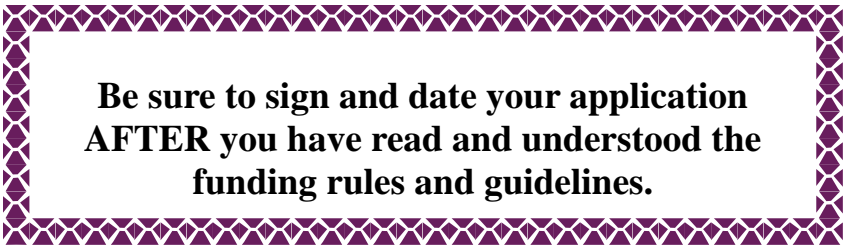
The GRPSEO must be able to contact students receiving education assistance. Failure to provide current addresses and telephone numbers may result in education assistance being placed on hold until you can be reached. If you move once you are approved for education assistance, then it is your responsibility to contact our office and let us know.

A current e-mail address is required from all students.

If your Education Counsellor is not able to get in touch with you as a result of changes in your contact information then your approved education assistance funds will be placed on hold until a contact has been made.

Emergency Contact Person

A name and telephone number of a reliable contact person is required in case of an emergency.



STUDENT PROFILE

The GRPSEO collects this information for the purposes of policy review. Please check the appropriate description for you and indicate number of dependents if you have any.

- S1 Single Living with Parents;
- S2 Single Living Away From Home;
- S3 Single Parent;
- M1 Married with an employed spouse;
- M2 Married with a dependent spouse.)

A dependent is defined as a dependent child who is under age 18 or 18 to 21 if in high school.

Bank Deposit Information

The GRPSEO requires a void cheque for your account with a chartered bank in Canada. This is required so that direct deposits can take place. If you change banks or accounts and do not let us know then you will be charged the deposit correction fee charged to us for any mistaken transaction.

EDUCATION PLAN

When completing this section of the form please note:

Attendance Full Time or Part Time (check one)

To be full time you must be classified as a full time student by your post secondary institution and meet the GRPSEO's minimum definition of full-time study per four month academic semester, which is:

Level 1: (college diploma) 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 (undergraduate university degree): Enrolled in a minimum of 4 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 4 courses in each such semester. Courses must be equivalent to at least half year/credit courses.

Level 3 (masters degree) as defined by the post secondary institution.

Level 4 (doctoral degree) as defined by the post secondary institution.

Level (check one)

This refers to the four levels described above. Students are expected to progress “up” through the education levels and are usually limited to education assistance involving full time education assistance allowance for one diploma or degree at each level.

Stepped and/or concurrent programs are excluded from this restriction.

If you are thinking about applying for a second diploma or degree at the same or lower level of post secondary study consult your education counsellor as restrictions apply. For example, you will not be eligible to apply for education allowance for a second diploma or degree at the same level of study until 60 months have lapsed from your last receipt of allowance.

Graduation Date

This is the date when you expect to graduate with the diploma or degree that you are studying for.

Program (include number of course (s) and credits)

Indicate the program that you are registered in. For full or part time university students also indicate the number of courses and the total credit values for these courses. The GRPSEO uses this information to generate the sponsorship letter for tuition to your post secondary institution. The details on program and courses are absolutely essential. ***Please note, courses may not be added after an application has been approved.***

Institution

This is the name of the post secondary institution that you are planning to attend. If you have applied to more than one institution and have not received your letter of acceptance or made your choice as to where you will attend then indicate your first choice. Once you make your decision where you will be attending, you must provide a copy of your letter of acceptance and registration (If you have been approved for tuition assistance, we have no way of knowing which institution to pay without this information). The institution information is critical so that we can send confirmation of your tuition sponsorship to the institution thereby ensuring your place in the program/course.

Location

This is the location of the post secondary institution that you will be attending. If the institution has more than one campus then indicate the campus that you will be attending, e.g. , Mohawk College, Fennell Campus.

Postal Code

This is the postal code of the post secondary institution that you will be attending.

of courses #of credits

Indicate these as close as possible, especially if you are attending part time.

Length of Program

This is the length of the program that you are applying to or registered in. Is it a two or three year diploma program? A three or four year undergraduate degree? Consult the institution's academic calendar to confirm program length.

Year of Study

This is the year of study that you are applying for, e.g., Year 2 (you have already indicated the program length in the previous box).

Academic Period for this Application

Use numerals to indicate the starting month, day, and year for this application and the ending date. This information must accurately reflect the academic semesters that you are applying for. If you are applying for a full academic year (two consecutive semesters) - indicate for example - 09/01/2012 to 04/30/2013.

High School Graduate (check one)

Indicate the last year that you attended high school. If you are a recent high school graduate, you will be required to submit your high school transcript.

Most Recent Full Time Post Secondary Education

If you have previously attended college or university on a full time basis, please provide details about your most recent period of study. Accurate completion of this section is extremely important in determining your eligibility for post secondary assistance.

Signature and Date

Do not underestimate the importance of this section of the form. It is at this point that you make a declaration for which you will be held accountable. Read the Rules, Definitions and Guidelines on the reverse of the application. Do not sign the form unless you understand what you are signing. If you are filling out an application form printed from the web site then the form refers you to the Rules, Definitions and Guidelines page on the web site. When submitting an on-line application you also make a declaration that you have read the Rules, Definitions and Guidelines.

FOR OFFICE USE ONLY

This section of the form must be completed by your Education Counsellor.

Your Education Counsellor will determine the amount of assistance that you are eligible for by referring to the appropriate schedules for tuition, books and allowance. These schedules are subject to change. Contact your Education Counsellor for the most recent schedules.

Completing a CONSENT TO REQUEST AND RELEASE INFORMATION— API003

This consent is used to obtain information to determine your eligibility for education assistance and is valid only for the duration of education assistance applied for.

If you will be attending more than one institution during an academic semester then a consent to Request and Release Information is required for each post secondary institution.

A. Personal Information

This information must be completed for your application to be processed. If you do not know for sure which post secondary institution you will be attending by the application deadline - here is what you can do:

Complete what you can, that is - your name, home address, telephone number, date of birth, social insurance number. Notify our office as soon as you know the remaining details i.e., Academic Address, Telephone Number, Academic Student Number, Education Institution and Address of Education Institution.

B. Consent to Request Information

Print your name in the blank.

C. Consent to Release Information

Print your name in the blank.

Voluntary Consent By checking this box on the consent, you provide consent to GRPSEO to release personal information to Grand River Employment and Training (GREAT) office for the purpose of obtaining career related employment. Personal information is defined as: name, address, telephone number, e-mail address, name and post secondary institution enrolled in, length of program and graduation year.

D. Signatures & Valid until date

Your signature must be dated and witnessed.

The valid until date should be as follows, for example, for the academic period:

Fall 12 (September to December 2012) - valid until January 31, 2013

Fall/Winter 12 (September to April) - valid until August 31, 2013

Winter 13 (January to April 2013) - valid until August 31, 2013

Summer 13 (April to August 2013) - valid until September 30, 2013

Completing an INITIAL INTAKE EDUCATION PLAN FORM

This form must be completed with your first application for education assistance.

This form is straight forward. Complete as much as possible. This information will assist your Education Counsellor in assessing your application and providing support and counselling services to you.

Your Education Counsellor is under no obligation to recommend your application for approval. The more information that you can provide about how you have made your post secondary decisions - and your commitment to your studies - the more you help your Counsellor to assess your application.

WHEN TO APPLY

Your completed application package must be received by the deadline date for each semester. You must submit the completed **APPLICATION FOR EDUCATION ASSISTANCE** and the **CONSENT TO REQUEST AND OBTAIN INFORMATION** by the deadline to be considered.

There are times when all other supporting documentation is not available at the application deadline date. For example, if you are applying to go to school in September 2012 you must have your application into the GRPSEO by May 17, 2012. If you are applying to go to a post secondary education institution for the first time, chances are that you will not have a Letter of Acceptance by May 17th from the post secondary institution that you hope to attend. The Letter of Acceptance can come into the GRPSEO after the deadline of May 17, however your file cannot be processed until all documents are in.

The application deadlines for all applicants are as follows:

- Jan 17 - spring/summer semester
- May 17 - fall semester
- September 17 - winter semester

If you apply for a full academic year, you may be approved for two consecutive academic semesters (not usually less than eight months duration) normally beginning in September of the academic year.

It is your responsibility to follow up with documents by due dates for both the GRPSEO and your post secondary institution. For example, if you have NOT been advised that your funding has been approved by the date that a deposit is required to hold your seat then you must make the decision to place a deposit on your own or not.

The GRPSEO makes every effort to work with students to meet funding deadlines but this is not always possible due to the number of students applying for funding and the dates when documents are received at the GRPSEO

WHAT HAPPENS AFTER YOU APPLY?

If information or documentation is missing, your Education Counsellor will send you a Required Documentation checklist. If you do not submit required documentation then your application will not be processed. Any unprocessed applications automatically become dormant at the start of each semester.

Once your entire application package has been received (including all required information and documentation), your Education Counsellor reviews your file for eligibility, assigns a priority to your application, then classifies your application as “recommended” or “not recommended.” Your application will then be forwarded to the Director of Student Services and Counselling or the Director’s designate for approval or non-approval.

Your Education Counsellor is under no obligation to recommend your application for approval. The more information that you can provide about how you have made your post secondary decisions - and your commitment to your studies - the more you help your counsellor to assess your application.

The Education Counsellor is responsible for seeing that all policy requirements for education assistance have been satisfied before recommending an application.

Provided that:

(a) you are eligible for assistance,
(b) the program that you wish to study is an eligible program,
(c) you have been admitted to your program choice, and
(d) you have demonstrated commitment to your education plan,
your Education Counsellor will usually recommend your application within the assigned priority.

The exception to this is when a student's application is not recommended because there are no funds available for that student's application.

If your Education Counsellor does not recommend your application then a written reason is required to be written on the application.

The Director of Student Services and Counselling will review your application for approval or non-approval. All applications are considered according to their priority. Approvals are also subject to availability of funds.

The Director reviews the application whether your application is recommended or not recommended by your Education Counsellor.

If, however, you do not submit required documentation then your application will be considered dormant and will not be processed.

Once your application package has been processed then you will be sent the pink copy of the APPLICATION FOR EDUCATION ASSISTANCE showing whether your application has been approved or not approved. If approved, your approved education assistance budget for the application will be shown along with the duration of assistance. Approved assistance is subject to you maintaining your eligibility.

If your application is not approved, a written reason will be provided on your copy of the application form by the Director of Student Services or the Director's designate.

WHAT IS THE PRIORITY SYSTEM?

Each application is individually reviewed for eligibility then assessed for assignment of a priority. All applications for education assistance are considered according to their priority.

The Priority System is designed to provide fair and equitable access to limited post secondary assistance funding. At the same time, the priority system contributes to the management of available funding over a period of years by building in a system whereby education assistance directly contributes to post secondary graduation and access to post secondary education.

The following is an outline of the priority system. For more details contact your Education Counsellor.

Please note that a requirement of 12 months residence in Canada prior to the application date applies to priorities 1 to 5.

New high school graduates who are uncertain of their education plans may elect to register for a one year work experience option. Interested students should ask their Education Counsellor about this.

- Priority 1* Returning/continuing successful students including continuing successful self-funded students
- Priority 1b* Continuing successful self-funded students
- Priority 2* New high school graduates
- Priority 3* Withdrawals for just cause (emergency cases)
- Priority 4(a)* Part time successful students applying for full time assistance
- Priority 4(b)* Out of school for two or more consecutive academic semesters
- Priority 5* Graduates who change programs but are not changing their level of study
- Priority 6* Students from other countries (for September starts only)
- Priority 7* Previously unsuccessful students

APPROVED APPLICATIONS CONGRATULATIONS!

Once your application is approved this starts a chain of events.

If your approved application includes tuition assistance then the GRPSEO will issue a sponsorship letter to your post secondary institution stating what is being sponsored.

The letter will direct the institution to bill the GRPSEO directly for tuition and mandatory student fees for a specific program or courses. This is why the information as to program, courses and the credit value of courses is so important on your **APPLICATION FOR EDUCATION ASSISTANCE**.

Please note that some post secondary institutions do not accept the sponsorship letters but instead issue forms to students who are sponsored by external agencies. These forms become your invoice for payment and must be brought or sent to the GRPSEO as soon as possible, so that tuition can be paid once you are approved for assistance. If the tuition is not paid then you will not be allowed to register. McMaster University is one institution that uses this procedure.

Once your education assistance is approved, your approved education assistance budget is put into our GRADS data base and financial management system so that payments can be issued.

Direct Deposit of funds:

If you are approved for a monthly allowance then the monthly allowance is automatically issued and deposited into your bank account.

**IT IS YOUR RESPONSIBILITY TO READ ALL
GRPSEO INFORMATION TO STAY INFORMED !!!!!**

**Be sure to complete your required contacts with your
Education Counsellor.**

The monthly allowance will be deposited into your bank account by the 1st of each month. *There is one exception to this.*

- *April 1st deposit will be made on the next business day. Please plan for this so that you do not end up with NSF charges.*

Students approved for book assistance will also have this assistance directly deposited into their bank account at the beginning of an academic semester.

You can now see why accurate bank information is so critical.

If for some reason there is a problem with your file then education assistance payments including direct deposits for allowance and books will be suspended.

This can happen for a number of reasons. If you fail to provide necessary documentation by the required dates or complete your mandatory semester contact then payments will not be issued on time. It is important for you to take care to fulfil all your obligations associated with your education assistance and you won't have a problem. Note, in particular, the dates when progress reports are due, etc.

Once you are approved for funding you will be sent your (pink) copy of your approved application along with other **VERY IMPORTANT INFORMATION**.

A mandatory orientation session is required for all first time funded students. Once you have been approved for education assistance, please contact your Education Counsellor to set a time for your orientation. The orientation takes approximately one hour. Any changes to your approved education plan as shown on your approved application for education assistance plan will require approval.

Funding is very limited so it is best to make your complete education plans well ahead of time to avoid disappointment.

Grand River Post Secondary Application Calendar 2012

- May 17 Application Deadline for Fall/Winter semesters **Apply on-line!**
Winter Marks/Progress Reports due for all continuing students.
Levels 3 & 4 provide Letter of Good Academic Standing.
Summer course registration/timetable and detailed tuition fees due.
- 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 Application deadline for Winter semester **Apply on-line!**
Summer Marks/Progress Reports due for all continuing students.
Levels 3 & 4 provide Letter of Good Academic Standing.
Fall course registration/timetable and detailed tuition fees due.
- Jan 17 Application deadline for Summer semester **Apply on-line!**
Fall Marks/Progress Reports due for all continuing students.
Levels 3 & 4 provide Letter of Good Academic Standing.
Winter course registration/timetable and detailed tuition fees due.

**LATE APPLICATIONS WILL NOT BE PROCESSED.
PLEASE APPLY BEFORE THE DEADLINE.**

Important Notice: The GRPSEO office supports our students in their efforts to apply for scholarships and bursaries. We ask that students be aware that there is a **processing time of 3-5 business days** for requests of letters of support or verification of non-approval from our office. If you have any questions, please contact our office at 519-445-2219

Other Post Secondary Dates and Events 2012

- February 1 GRPSEO Application Information Night 2012
March 16 Winter Semester contact required from all students – check with your Counsellor
May 21 Participation in Bread and Cheese parade
June 1 Summer Office Hours Begin: Open from 8am-4pm
June 21 Office Closed: Participation in Solidarity Day
July 1 Accepting Graduate Photos for Publication
July 20 Norm's Golf for Grads, Sundrim Golf Course
Sept 1 Regular Office Hours Begin: Open from 8:30am-4:30pm
October 31 Deadline to submit Graduate Photos for publication
November Post Secondary Information Week **TBD**
November 16 Fall Semester contact required from all students – check with your Counsellor
December Graduate Promotion/Graduate Photo Publication 2012
December Office Closed **December 21** and Reopens **January 2, 2013**

Please, check the local newspapers and our website at www.grpseo.org or give us a call at (519) 445-2219 OR 1-877-837-5180 for more information.

Grand River Post Secondary Education Office

P.O. Box 339, 2160 Fourth Line
Ohsweken, ON
N0A 1M0

TOLL FREE 1-877-837-5180 TEL. NO. 519-445-2219

FAX (519) 445-4296

E-mail: info@grpseo.org

web site: www.grpseo.org