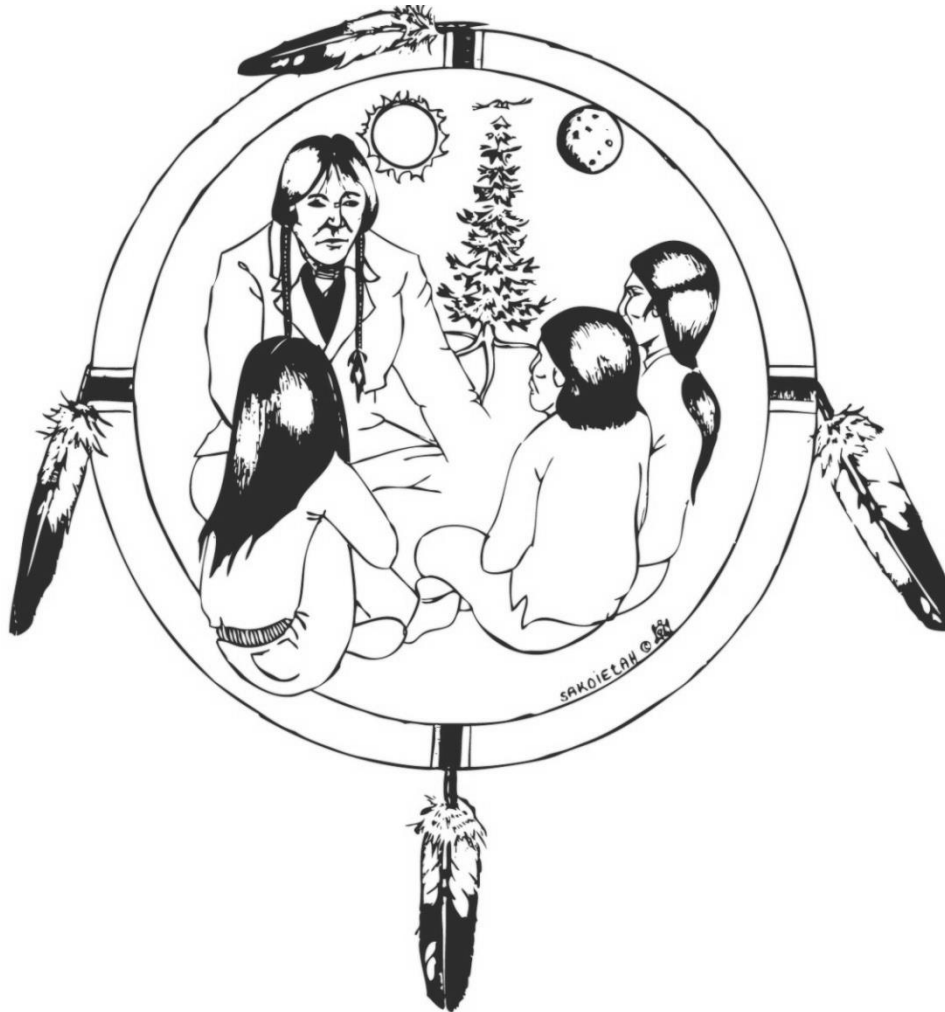


# *Ahkwesāhsne Mohawk Board of Education*



## *Post - Secondary Assistance Program Administrative Guidelines 2017 American Institutes*

**Effective Date:** 2017 – 2018

**Fall Application Deadline:** July 14, 2017  
**Winter Application Deadline:** November 10, 2017  
(If funds are available)

## TABLE OF CONTENTS

<b>SUBJECT(S)</b>	<b>PAGE</b>
<b>Vision/ Mission/ AMBE Policy # 617/ Authority Levels &amp; Admin Procedures</b>	<b>2</b>
<b>Student Eligibility for Assistance</b>	<b>2</b>
<b>Application Procedures/ Student Responsibility and Accountability</b>	<b>3</b>
<b>Student Responsibility and Accountability/ Priority Selection Criteria/</b>	<b>4</b>
<b>Levels and Limits of Assistance</b>	<b>4</b>
<b>Residency Requirements Limits of Funding</b>	<b>5</b>
<b>Types of Assistance</b>	<b>6</b>
<b>Line Item Funding Levels/ Monthly Allowances/ Travel Assistance</b>	<b>7</b>
<b>Uniforms, Equipment, Art, Photo Supplies/ Part-Time Assistance</b>	<b>8</b>
<b>Summer School/ Grade Requirements</b>	<b>8</b>
<b>Assistance for Students Attending U.S. Institutions/ U.S. Scholarships &amp; Grants</b>	<b>9</b>
<b>Academic Awards/ Academic Probation/Denial of Assistance</b>	<b>10</b>
<b>Request for Appeal Hearing/Appeal Process/Appeal Committee/Deferment Rules</b>	<b>11</b>
<b>New Student Checklist/ Application Process</b>	<b>12</b>
<b>Continuing and Re-Admitted Student Checklist</b>	<b>13</b>
<b>Important Dates &amp; Reminders/ Application Deadlines</b>	<b>14</b>

**POST-SECONDARY POLICY MAY BE AMENDED AS REQUIRED  
IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE THEY ARE AWARE OF  
ALL CHANGES**

## ***Our Vision***

*To empower Akwesasro:non take leading roles in the community by pursuing a post-secondary education. Higher education will help our people become qualified to fill the vital roles within our community.*

## ***Our Mission***

*To provide information and financial assistance to community members who wish to attain a post-secondary education and/or skills development.*

### **THE AME PSAP IS NOT A FULL FUNDING PROGRAM.**

**Students who have educational costs higher than the maximum allowances under the AMBE PSAP are encouraged to seek and secure supplemental financial assistance.**

## ***AMBE Policy #617 Post-Secondary Opportunities***

*The Ahkwesahsne Mohawk Board of Education believes that it is important for community members to pursue post-secondary education opportunities. Post-Secondary education will allow community members to secure better paying jobs and to provide services and expertise to Akwesasne and neighboring areas. It is the desire of both the Ahkwesahsne Mohawk Board of Education and the community to provide for and enter into self-government, self-reliance, and independence in planning and action. This requires well-educated and thoroughly trained citizens.*

### **Administrative Procedures**

The Post-Secondary Manager is hereby authorized to establish and implement administrative procedures on behalf of the Board. These procedures are necessary to the performance and achievement of the goals and objectives of the Post-Secondary Assistance Program.

### **Student Eligibility for Assistance**

1. The student must be Onkwehonwe
2. The student must hold membership with the Mohawks of Akwesasne, or show proof of probationary membership status, possess a 159 band #, and Certificate of Residency (Residency I only). [Please refer to MCR #2005/2006 - 270](#)
3. Students who have successfully completed secondary school and have been accepted by an accredited educational institution
4. Students 19 years or older who have been out of high school for at least one year and have not completed secondary school but have been accepted as mature matriculates by an educational institution
5. Students who have been previously assisted through the Post-Secondary Assistance Program and have been accepted for the Honors Degree, Master's Degree or a Doctorate Program.

## **Application Procedures**

*THE STUDENT MUST APPLY WITH THE POST-SECONDARY MANAGER TO ENSURE THAT ALL THE APPLICATION PROCEDURES LISTED BELOW ARE FULLY COMPLETE AND UNDERSTOOD.*

*\*All required documents as listed must be submitted by the established deadline in order for the student to be eligible for funding. Otherwise the application is deemed incomplete and the student will be ineligible for financial assistance.*

*\*Checklist also included at the back of booklet.*

1. Every student must complete, sign and date the AMBE Post-Secondary Assistance Program Application
2. Every student applying to an American college or university must apply to FAFSA & the BIA (SRMT Higher Education Grant) and if attending N.Y. institutes, TAP and New York State Native Aid
3. Every student must supply a copy of his/her course list (schedule) each semester
4. The new student must have the Mohawk Council Membership Office (OVS) complete a Membership Confirmation Form, or show proof of probationary membership status with a certified copy from the OVS Office (Residency I only), and possess a 159 band # and Certificate of Residency
5. New students must supply a copy of his/her letter of acceptance from the institution
6. New students must supply a copy of their HS Diploma or General Equivalency Diploma (GED)
7. The new student must write an essay at least two paragraphs in length explaining why they want to gain a post-secondary education and their career aspirations
8. New students must complete a Career Interest Inventory
9. The continuing student must submit a copy of his/her grades from the previous semester/year by the application deadline, new semester schedule, post-secondary application, and bursary (if applicable)

## **Student Responsibility & Accountability**

*THE BOARD STIPULATES THAT:*

1. It is the responsibility of each student to read the AMBE PSAP guidelines thoroughly and to fully understand how sponsorship works
2. It is the responsibility of each student to know the specific requirements for their certificate, diploma or degree program. The ultimate responsibility for meeting all sponsorship and graduation requirements rests with the student
3. All students (both full-time and part-time) must maintain a minimum of a C average per semester
4. The student must immediately notify the Post-Secondary Manager of any change in his/her program or schedule
5. Should any academic difficulties occur, the student must consult with the Post-Secondary Manager to develop a plan of action in order to remain successful
6. The student must immediately notify the Post-Secondary Manager of any probationary measures taken against them by the educational institution
7. All students must submit a copy of their mid-term grades – if the student is failing, monthly checks will be stopped until the student submits a note from the instructor(s) stating they are in good academic standing
8. The student must immediately notify the Post-Secondary Manager of any withdrawal from the education institution and provide an official withdrawal form. Students will be required to reimburse AMBE for the living allowance if they withdraw or dropout, the only exception is a documented medical leave.
9. Should the student be authorized to take an Emergency Medical Withdrawal from the college, they must immediately notify the Post-Secondary Manager. The Director of Education will make final approval.
10. The student must submit grades as soon as possible and no later than 15 business days from the completion of each semester, including the final semester at the completion of the degree

11. In cases where a course is yearlong (September – April), the student will be required to submit letters of Academic Standing from each course instructor. If a student is failing, sponsorship will cease for the second semester.
12. If a student fails to submit grades and/or new schedule in between fall and winter semesters, and a sponsor letter is not sent to the institute, the student is responsible for the bills
13. It is the student’s responsibility to ensure that all deadlines for tuition and financial aid are met by the college and funding agencies, other than AMBE Post-Secondary funding
14. Where fraudulent action is proven, the student will be notified of suspension of funding and all funds paid out must be repaid in full prior to continuing in their academic program. In addition, where the Post-Secondary Manager feels that a crime has been committed the proper authorities will be notified
15. Failure to comply with or meet the above requirements will result in immediate cancellation of funding and will affect future requests for funding

*NOTE: MCA Good Standing Policy is applicable*

### **Priority Selection Criteria**

*AFTER THE RESIDENCY REQUIREMENTS ARE DETERMINED, A STUDENT WILL BE FUNDED ACCORDING TO THE PRIORITY SYSTEM BELOW:*

**Priority I:** New students just starting their Post-Secondary Career, and continuing students in good academic standing

**Priority II:** Students starting post-graduate studies (Master’s degree, Ph.D., J.D., etc.)

**Priority III:** Re-Admitted Student in Good Academic Standing: (A student who has previously received funding from the PSAP and will be applying for funding for the current fiscal year, who was in good academic standing when s/he stopped attending)

**Priority IV:** Re-Admitted Student in Poor Academic Standing: A student who has previously received funding from the PSAP and will be applying for funding for the current fiscal year, who was in poor academic standing when s/he left, or dropped out

NOTE: See “Grade Requirement”, pg. 9

### **Levels and Limits of Assistance**

*ASSISTANCE CAN BE PROVIDED AT FOUR LEVELS OF POST-SECONDARY EDUCATION; ASSISTANCE MAY BE PROVIDED TO STUDENTS TO COMPLETE ONLY ONE PROGRAM AT EACH LEVEL*

**Level I** Community College and CEGEP Diploma or Certificate Programs

<b>Length of Program</b>	<b>Maximum Assistance</b>
One-Year Certificate	One Year and an additional semester (3 semesters)
Two Year Diploma/Assoc. Degree	Three Years’ Funding (6 semesters)
Three Year Diploma	Four Years’ Funding (8 semesters)

**Level II** Undergraduate University Programs (Certificate, Diploma, Degree)

<b>Length of Program</b>	<b>Maximum Assistance</b>
Three Year BA, BS Degree	Four Years’ Funding (8 semesters)
Four Year BA, BS Degree	Five Years’ Funding (10 semesters)

**Level III**      Advanced or Professional Degree Programs, or Masters Programs  
(i.e. Master's or Doctoral Programs)

<b>Length of Program</b>	<b>Maximum Assistance</b>
One Year Master's	One Year and an additional semester (3 semesters)
Two Year Master's	Three Years' Funding (6 semesters)

**Level IV**      **Doctoral Programs**  
Ph.D.                      One additional year of Funding

1. Students may be assisted in Level 1 studies after dropping out of Level 2 studies if not previously exhausted funding at Level 1. AMBE PSAP policy conditions to apply.
2. Students' support will not exceed the limits set out in the points above
3. The total number of academic years or semesters used within a level will be counted, regardless of whether the student changes programs or institutions
4. When a student takes a leave from their studies the time off will not affect their total funding eligibility, but the semesters or years used prior to the leave will be counted as part of the assistance

### **Residency Requirements**

*A STUDENT WILL BE FUNDED ACCORDING TO THE RESIDENCY REQUIREMENTS BELOW:*

In order to attain Residency I status, a student must reside within the territory boundaries for one year

**Residency I:** A student residing within the jurisdiction of the Akwesasne Mohawk Territory

*\*NOTE: A student who is Onkwehonwe and attended the AMBE elementary school system, but resides outside the jurisdiction of MCA (due to housing and land shortage), will be considered Residency I.*

**Residency II:** A student residing 20 miles and farther, outside the jurisdiction of the Ahkwesahsne Mohawk Territory

### **Limits of Funding**

**Residency I:** If a student attends an American college/university, please refer to "Types of Assistance: Full-time Student: pg. 6

**Residency II:** May be eligible for financial assistance up to a maximum of \$1,000.00 per semester (tuition only), plus \$300/semester max for books

**\*NOTE: Depending on the funding available, the Board has the right to change the funding allocation with the approval of the full Board**

**Deadline to submit all required documentation is  
July 14, 2017**

## **Types of Assistance: Full-Time Student**

Students must have been accepted as a Full-time student by an eligible post-secondary institution for a degree, diploma or certificate program with duration of at least one academic year (two semesters). Each semester must have duration of at least 14 weeks and students must carry and maintain a full course load of a minimum of four courses, or the number of courses and/or credit hours determined by the institution to be full-time.

A STUDENT WHO IS ENROLLED FULL-TIME AT AN EDUCATIONAL INSTITUTION IS ELIGIBLE FOR:

A) **Tuition Assistance**, B) **Tutorial Assistance**, and C) **Living Allowances** as stated below (Residency I only):

A. **Tuition assistance** includes student's fees for registration, tuition, books and supplies which are required by the educational institution (**fees not covered: student insurance, parking, fines, local travel, i.e. bus passes, e-texts**)

- Undergraduate tuition assistance is available **up to a maximum of \$3800.00/semester** (based on documented need itemized on completed financial aid form; Residency I only)
- Students attending U.S. institutions will only receive tuition assistance after TAP, PELL, NYSNA and BIA have been applied; **THE PSAP AWARD IS SUPPLEMENTAL AND WILL NOT BE MORE THAN THE STUDENTS' FINANCIAL NEED**
- It is the student's responsibility to opt out of any optional student fees if they are not willing to pay for the said fees, that are above the maximum allowable tuition allocation (e.g., health, eye, or dental insurance)
- The AMBE PSAP does **not** pay tuition deposits
- Graduate tuition assistance is available up to \$5,000.00/semester (based on documented need, Residency I).
- Tuition for a course can only be provided once; if the course has to be repeated the student must find alternate assistance
- If a student receives an invoice it is their responsibility to forward a copy of the invoice to the AMBE PSAP office immediately for payment before the due date. Any late fees incurred will be the students' responsibility

1. Students will be issued an advance of \$300.00/semester for *books*. Any expenditure exceeding this amount must be justified by receipts and will be reimbursed by the AMBE PSAP (Residency I only). All receipts must be submitted to AMBE within two (2) months of the beginning of the semester. Maximum for books is \$1000/semester (exception – year long courses)

2. The Board will reimburse up to a maximum of \$50.00 for academic supplies per semester (pens, pencils, note pads, filler paper, highlighters, etc., no printer ink or backpacks)

B. **Tutorial assistance** is available for full-time students experiencing academic difficulty. The Board is able to cover tutor fees at \$15.00/hour. The student and/or tutor are required to submit the Tutor Payment Voucher to the Post-Secondary Manager for payment. Vouchers are available at the Post-Secondary Manager's Office, or on the AMBE website.

C. **Living allowances** are provided for full-time students only (Residency 1). Dependents must be living with the student. Students who will be employed full-time, and will be earning a monthly gross wage equal to or more than their monthly allowance rate are not eligible for allowances. A letter from their employer stating their employment status (full-time or part-time) will be required.

- Students enrolled in U.S. Schools will receive financial assistance, but only after TAP, PELL, NYSNA and BIA awards are applied; the award is supplemental and will not be more than the students' financial

need, as determined by the students' financial aid office. The living allowances will be paid in Canadian dollars regardless of the location of the institution.

- If a student chooses to live in residence on campus (dormitory), the student is responsible for the residence deposit fee; The AMBE PSAP will supplement the room and board charges up to **\$9200.00** maximum/year, based on need; the student must budget their meal plan so as not to exhaust it – the AMBE PSAP cannot increase its contribution (the student will not receive a monthly living allowance)
- Students enrolled in online course studies are not eligible for monthly living allowances. Tuition and book assistance are provided. Grades must be submitted at the end of each course.
- Students enrolled in correspondence or independent study courses are not eligible for monthly living allowances. Tuition and book assistance are provided. Grades must be submitted at the end of each course.

**EXCEPTION:** A student enrolled in either a private vocational training center, or a “Fast Track program” is only eligible for the maximum tuition amount, no funding for room, board, books, or travel.

*\*NOTE: The Board will NOT be responsible for personal bills, taxes, parking fines, insurance, professional test fees, school admission tests, etc.*

### Line Item Maximum Funding Levels

<b>Tuition</b>	<b>\$7,600.00/year</b>
(1 year = 2 semesters or 3 trimesters)	<b>\$3800/semester, \$2533/trimester</b>
<b>Books (Required) &amp; Supplies</b>	up to <b>\$1000/semester</b> (maximum with receipts)
<b>Student Allowance Rate</b>	Monthly Amount below is applied – if student is in apartment off campus, or commuting from Akwesasne

### Calculations used for US monthly and Room and Board Allowance

#### Allowance Categories/Monthly Amounts

<b>S1</b>	Single Student	\$1150
<b>S2</b>	Single Parent with 1 dependent	\$1350
	With 2 or more dependents	\$1500
<b>M1</b>	Married student with employed spouse	\$950
	With 1 dependent	\$1050
	With 2 or more dependents	\$1,150
<b>M2</b>	Married student with dependent spouse	\$1050.
	With 1 dependent	\$1,250
	With 2 or more dependents	\$1,400
<b>M3</b>	When both student and spouse are full-time students, one student will receive the married student rate and the other student will receive	\$1150

### Travel Assistance

No local travel allowance (SLC, Iohahi;io). Commuting students receive a set rate of travel (\$200) for the semester (commuting means travelling away from Akwesasne)



## **Assistance for Uniforms, Equipment, Art and Photography Supplies**

*THE FOLLOWING ASSISTANCE MAY BE PROVIDED FOR A FULL-TIME STUDENT:*

1. Special uniforms may be provided if specified by the educational institution, or identified by the instructor, for the students' program of study (one reimbursed per semester).
2. Funding for any special equipment must be identified by the instructor or stated in the educational institution catalogue. A maximum reimbursement to be paid for equipment will not exceed \$250.00/semester. Any cost exceeding this amount will be the responsibility of the student. It must be absolutely required in order for the student to take either the course or program of study.
3. Students enrolled in an art or photography course will be limited to \$100.00/course reimbursement for supplies.

## **Part-Time Student Assistance**

*FINANCIAL ASSISTANCE WILL BE APPROVED FOR COURSES THAT ARE OFFERED BY AN ACCREDITED COLLEGE OR UNIVERSITY.* Students must provide the Institution's acceptance letter, schedule of courses to be taken, and potential completion date. Students must pass their accredited course with a minimum of "C" before being funded for another course. General interest courses such as stained glass, woodcarving, etc., will not be funded

The criteria for a part-time student are listed below:

1. The student is considered part-time as defined by the institute the student attends
2. The student is enrolled in three (3) courses or nine (9) credit hours, or less, per semester
3. The student will receive the cost of tuition (up to the maximum limit) and required books only, no living allowance or travel costs
4. A part-time student will not utilize student months
5. A student may take part-time courses in any level toward the completion of a degree
6. Must apply to AMBE PSAP by the established deadline and submit all required documentation

## **Funding for Summer School**

Students will be assisted based on full-time or part-time status if funding is available.

## **Grade Requirements**

*THE FULL-TIME STUDENT MUST ATTAIN A MINIMUM GRADE POINT AVERAGE (GPA) OF A "C" EACH SEMESTER TO CONTINUE TO RECEIVE FINANCIAL ASSISTANCE. THIS WILL BE DETERMINED BY EACH STUDENT'S INSTITUTION GRADE SCALE*

The chart below will be followed:

<b>LETTER GRADE/ GPA</b>	<b>NUMERICAL EQUIVALENT</b>
<b>A</b>	<b>4.0</b>
<b>B+</b>	<b>3.5</b>
<b>B</b>	<b>3.0</b>
<b>C+</b>	<b>2.5</b>
<b>C</b>	<b>2.0</b>
<b>D+</b>	<b>1.5</b>
<b>D</b>	<b>1.0 Loss of funding</b>

**GPA < 2.0 = Probationary status/Semester**  
**GPA < 1.5 = Loss of funding for one semester**

## **Assistance for Students Attending a U.S. Institution**

*A STUDENT ATTENDING A U.S. COLLEGE OR UNIVERSITY MUST COMPLY WITH THE GUIDELINES AS SET FORTH IN THIS DOCUMENT. STUDENTS IN ALL LEVELS OF ASSISTANCE MUST ALSO ADHERE TO THE FOLLOWING ADDITIONAL GUIDELINES:*

1. A student must apply for all available U.S. grants/fellowships; the Board will only supplement the U.S. grants in Canadian currency, and only up to the maximum amount\* (PELL, TAP, NYSIA, BIA, EdTrust)
2. The Canadian exchange on tuition, fees, room and board and books is the responsibility of the student
3. If the student is enrolled on the American Tribal Roll and neglects to apply for New York State Native Aid (NYSNA) and Bureau of Indian Affairs (BIA) – SRMT Higher Education Grant funding, the amount of those grants will still be deducted from his/her grant from the Board assistance
4. The Board will NOT increase a student’s funding if a student becomes ineligible for NYSNA or BIA funding because of low academic achievement
5. If a student exhausts TAP or PELL, or any other source of financial assistance, AMBE PSAP will not cover that loss of funding. The student must find other resources.
6. The Board will supplement up to a maximum to the Chart Rate and according to the student’s Residency (page 7) and Limits of Assistance (page 4)
7. All students are required to complete the top section of the Financial Aid Form and submit to his/her college’s Financial Aid Office for completion. This form must be completed and returned to the AMBE PSAP before any financial assistance can be provided. This form identifies the student’s financial need.
8. The student has an obligation to immediately declare all grants, fellowships, monetary awards and/or other monies awarded to the student in order for the necessary adjustments to be made with respect to financial assistance awarded by the Board
9. Every precaution will be taken to ensure no duplication of funding  
\*Students will only receive the maximum award amount if the completed financial aid form indicates the student needs the full amount. Students receive anywhere from \$0 to **\$3,800/semester (tuition)** and \$0 to **\$4600/semester (room & Board)** based on the completed financial aid form.

## **U.S. Scholarships and Grants**

*THESE SCHOLARSHIPS ARE AVAILABLE TO STUDENTS ATTENDING SCHOOLS IN THE U.S.*

Students must apply to the five sources listed below unless ineligible (i.e. No TAP or NYSNA if attending an institute outside NY State). The AMBE PSAP will supplement funding only after all the other grants have been applied to meet tuition and monthly allowance amounts (room and board). Please see website for more grants.

### **Awards vary per student based on need:**

1. PELL Grant (generated by the FAFSA application)
2. TAP Grant (New York State Only)
3. New York State Native Aid (New York State Only)
4. Tribal Trust Fund – SRMT
5. BIA – SRMT Higher Education Grant

## **Academic Awards**

*BASED ON THE AVAILABILITY OF FUNDING, THE AMBE PSAP WILL GRANT ACADEMIC AWARDS TO FULL-TIME STUDENTS IN THE RANGE OF \$100 - \$500. Students must meet the criteria below:*

1. Must be enrolled full-time in a Level I, II or III institution
2. Must maintain a minimum of 3.5 grade point average (GPA) in a school year as determined below:
  - a. Semester System – complete 2 semesters with minimum 12 credit hours or four courses each semester commencing with the fall semester and ending with the following winter semester concurrently
  - b. Trimester System – complete 3 semesters with 9 credit hours or 3 courses each term commencing with the fall trimester, continuing into winter and then spring concurrently

Both summer semesters and winter term (the term between semesters, quarters or trimesters) will not be calculated when determining eligibility.

## **Academic Probation**

*A STUDENT IS PLACED ON ACADEMIC PROBATION WITH THE AMBE PSAP IF THEY FAIL TO MEET THE 2.0 GRADE REQUIREMENT AND FALL WITHIN A RANGE OF 1.5 – 1.99 SEMESTER GPA.*

The following conditions apply:

1. The student must achieve a 2.0 or “C” average the following semester after they are placed on probation. If a student fails to meet the grade requirement they are ineligible for assistance for one semester
2. The student must write an essay explaining the reason for the poor grades, and identify their plans to achieve a “C” average the following semester
3. Financial sponsorship remains in place during the probationary semester

## **Denial of Assistance**

*WHEN A STUDENT FAILS TO COMPLY WITH THE AMBE PSAP GUIDELINES THE STUDENT WILL BE DENIED FUNDING.* The student will be mailed a letter within 10 business days stating the reason(s). Some reasons for denial of funding are listed below:

1. The student failed to submit one or more required pieces of the AMBE PSAP application
2. The student did not meet the grade requirements of the C minimum GPA; the student must comply with the other requirements stated in the denial letter before being funded again
3. If the student received all failing grades in two fall semesters, s/he is ineligible for assistance for two semesters, and must comply with the other requirements in the denial letter before being funded again
4. The student did not submit their semester grades by the deadline
5. The student was fraudulently obtaining student funding
6. Failure to notify Post-Secondary Manager of a change in status (full-time to part-time)
7. If a student withdraws from all their classes she/he will not be eligible for financial assistance the following semester
8. If a student withdraws from all classes for medical reasons and does not produce a doctor’s clearance stating that she/he is fit to return.



### **Request For An Appeal Hearing**

If the student does not agree with the decision of the Post-Secondary Manager, the student has a right to appeal. A student may appeal the decision on the following grounds:

1. If the student was deemed ineligible to receive or denied continued funding under the guidelines and the student believes the decision was made in error.
2. If the student believes that the guidelines and procedures of the program were not followed or applied objectively.
3. If the student believes the level and/or amount of funding that was awarded was not made in accordance with the program guidelines.

**NOTE:** There is no appeal against denial of assistance when a student exhausts their allotted funds. A student may not appeal the administrative decisions to INAC and appeal rulings made by the local appeal process.

### **Appeals Process**

Within five (5) business days of receipt of denial letter, the student must forward a letter of appeal to the attention of the Director of Education. The Appeal Committee will meet within ten (10) business days after receiving the letter of appeal.

### **Appeal Committee**

The Appeal Committee is a three (3) member committee of the AMBE. The purpose of the Committee is to hear appeals from students regarding the administration and implementation of the PSAP. The Committee shall be comprised of one (1) member from each district: Kawehno:ke, Kana:takon and Tsi Snaihne. The appeal board's decision is final.

### **Deferment Rules**

When there are more eligible students than funds available students' sponsorship will be deferred, meaning that they will be funded as soon as funds are made available. The following deferment rules will apply:

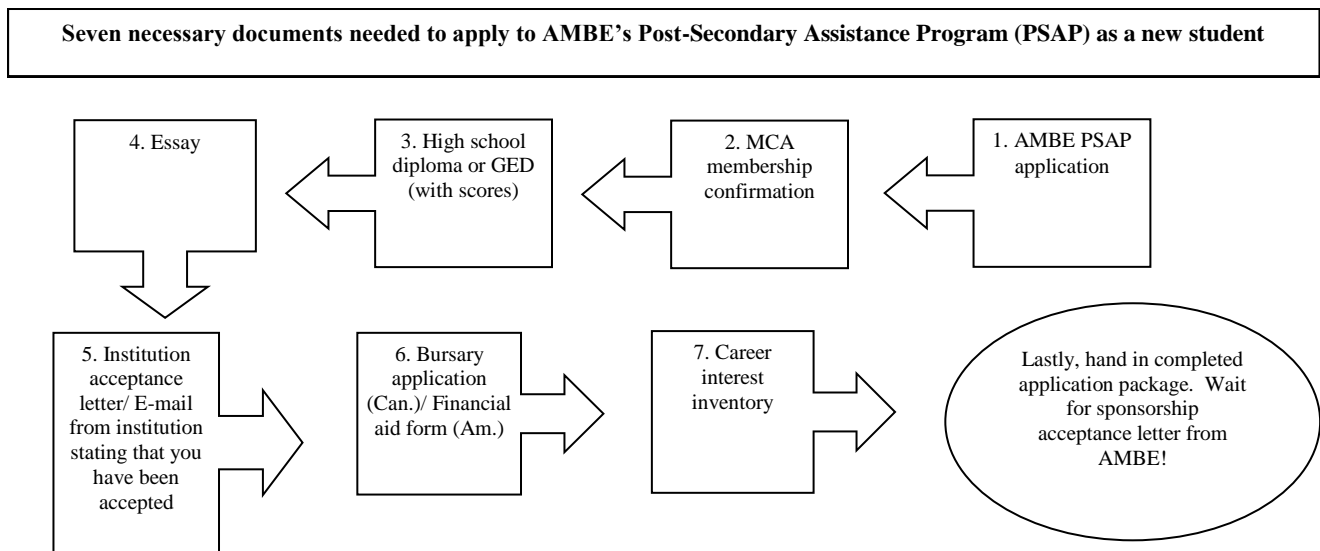
1. The student is in good academic standing
2. A student was denied funding the previous semester
3. The student took extra steps to strengthen themselves academically

**It is the applicant's responsibility to ensure all the required documentation is submitted by July 14, 2017**

**New Student Checklist**

- ❑ Complete the FAFSA application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- ❑ Complete the New York State Native Aid Application, a copy can be obtained from Rod Cook at the Business Complex in Frogtown (518) 358-2272. Make sure you mail to Albany before the application deadline (see pg. 14). Only students attending institutions in NY State are eligible for this grant.
- ❑ Complete the BIA Application and return to Rod Cook, Director of Higher Education, SRMT
- ❑ Complete the Tribal Trust Application and return to Rod Cook at the Business Complex in Frogtown
- ❑ Complete all the forms required by the institution you hope to attend (Verification, Housing, ID, etc.).
- ❑ Complete the Express TAP Application (ETA) – check all the answers to make sure they are accurate; if so, sign, date and mail to Albany (only students attending institutions in NY State are eligible for this grant).
- ❑ Complete everything required for AMBE Post-Secondary Assistance – See chart below

**Application Process**



**For More Information, Contact:**

1. Rod Cook, Director of Higher Education, SRMT at 518-358-2272, or 518-358-9721, or [rcook@srmt-nsn.gov](mailto:rcook@srmt-nsn.gov)
2. Norma Sunday, Post-Secondary Manager, AMBE at 613.933.0409, OR [norma.sunday@ambe.ca](mailto:norma.sunday@ambe.ca)
3. Your educational institution's financial aid office (FAO) to make sure they have all the paperwork necessary for you to receive financial assistance, and that they complete and return the AMBE financial aid form – you cannot be packaged by the AMBE PSAP without it

## **Continuing Student Checklist**

Three/Four Necessary Documents:

- AMBE Post-Secondary Application
- Current Semester Grades
- New Semester Schedule
- U.S. students submit a beige FAF to your FAO to be completed and returned to the PSAP

Financial Information (only check one):

- Completed beige Financial Aid form

Living Arrangements (only check one):

- In-Residence on Campus (dormitory)
- Off-campus apartment in same town as school
- Commuting from Akwesasne

## **Re-Admitted/ Re-Enrolled Student Checklist**

Four Necessary Documents:

- AMBE Post-Secondary Application
- Acceptance Letter
- Essay explaining your career goals, next steps, and if necessary, explain why you left the previous school or previous program
- Copy of Career Interest Inventory
- Financial Aid Form sent to institute and returned to the PSAP

Financial Information:

- Completed beige Financial Aid Form

Living Arrangements: (only check one)

- In Residence on campus (dormitory)
- Off-campus Apartment
- Commuting from Akwesasne

**Applicants must submit all the required documentation by  
July 14, 2017**

## Important Dates and Reminders

### Financial Aid Application Deadlines

#### **AMBE Post-Secondary Program**

**July 14** (fall)                      **November 10** (winter/spring)

#### **New York State Native Aid**

**July 15** (fall)                      **December 31** (spring)

#### **SRMT Higher Education Program**

**July 15** (fall)                      **October 15** (spring)

#### **SRMT Educational Trust**

**July 15** (fall)                      **December 31** (spring)

#### *Book Receipts Due:*

**Fall 2017                      October 31<sup>st</sup>**  
**Winter/Spring 2018      February 28<sup>th</sup>**

#### *Important Reminders:*

- ✓ All grades must be submitted at the end of each semester
- ✓ The AMBE PSAP application is due each year (annually)
- ✓ Schedules/timetables must be submitted each semester
- ✓ Mid-term grades must be submitted each semester
- ✓ Contact your school's FAO to make sure they complete the beige financial aid form and return it to the AMBE PSAP

#### **THE AMBE PSAP IS NOT A FULL FUNDING PROGRAM**

**Students who have educational costs that are higher than the maximum allowances under the AMBE PSAP are encouraged to seek and secure supplementary financial assistance**

# Ahkwesahsne Mohawk Board of Education

“Ie thi ha hon:nien – We make the road for them.”

*Our motto encompasses our vision and mandate of providing our children with the highest quality education possible and “building a road for them” that will lead to success.*

## Post-Secondary Assistance Program Administrative Guidelines 2017 American Institutes

Mailing address

P.O. Box 204  
Akwesasne, NY 13655

Physical address

169 International Road  
Akwesasne, Ontario K6H 0G5

Tel: 613-933-0409

Fax: 613-933-9262

Website: [www.ambe.ca](http://www.ambe.ca)

Facebook: [www.facebook.com/AMBEPostSecondary](http://www.facebook.com/AMBEPostSecondary)

Email: [postsecondary@ambe.ca](mailto:postsecondary@ambe.ca)