

# Matawa Post-Secondary

*STUDENT GUIDE*



**Matawa**  
POST SECONDARY PROGRAM



# **MATAWA POST-SECONDARY**

## **STUDENT GUIDE**

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# 1.0 Overview of the Matawa Post-Secondary Support Program

The Matawa Post-Secondary Program (MPS) is a part of the Matawa First Nation Management's education department. MPS is responsible for disbursing federal post-secondary education funding for eligible students from:

- Aroland
- Long Lake #58
- Ginoogaming
- Neskantaga
- Webequie

This guide will provide you with information about the subsidized post-secondary education assistance program administered through the MPS office. These guidelines will be strictly adhered to by the Post-Secondary Program.

Post-secondary education is a treaty right for all Indigenous peoples in Canada. Each First Nations band is allocated an annual amount of funds from the federal government to support their students with the cost of post-secondary education. It is important to recognize, however, that while this is a treaty right, there are limits to the amounts of financial assistance that can be provided to post-secondary students. This is financial assistance; it is not intended to provide full coverage of a student's expenses. It is important for students to start saving, apply for additional awards and bursaries, and have a financial plan to help offset the expenses incurred through post-secondary education over and above the limited financial assistance from MPS.

For questions about any part of this process, contact the post-secondary department (807) 768-3300 EXT 3319 or [postsecondary@matawaeducation.ca](mailto:postsecondary@matawaeducation.ca).



## 2.0 Eligibility for Post-Secondary Funding

To be eligible for assistance with MPS, applicants must be:

- A registered band member of Aroland, Ginoogaming, Long Lake#58, Neskantaga or Webequie First Nations.
- Have met university or college entrance requirements; and
- Have enrolled or been accepted for enrolment in a recognized post-secondary institution for a program of study.

## 2.1 Eligible Post-Secondary Programs

An eligible post-secondary program of study must be at least one academic year in length; be offered by a recognized post-secondary institution; and have secondary school completion or equivalent as a prerequisite for admission to the program. The program of studies must lead to a diploma or degree.

A post-secondary institution is a degree or diploma granting institution that is recognized by the province. This includes an educational institute affiliated with or delivering accredited post-secondary programs by arrangements with a post-secondary institution (i.e. Oshki-Pimache-O-Win).

There are public and 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 both governments, as well as specific regulations of the province (such as limits on tuition costs for students). Private post-secondary institutions receive most of the 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.

Students may choose to attend either a public or private post-secondary institution, however, financial assistance is calculated at the Canadian public post-secondary rate for the same or similar programs. This also applies to students attending foreign institutions.

The following courses do not meet the requirements for MPS funding:

- College & University Entrance programs that result in secondary school credits (i.e. GED, Basic Literacy programs, etc.)
- Training or skill development programs (for more information, see KKETS)



## 2.2 Levels for Funding Support

To be eligible for the following types of education assistance, students must be deemed a full-time student by their post-secondary institute and must meet the MPS minimum course enrolment per semester depending on program type. The four levels of a post-secondary student are as follows:

### **LEVEL 1: College Diploma**

- Registered full-time in a diploma track program by the institution and taking a minimum of 18 hours of in-class instruction per week per academic semester (labs and tutorials do not count). This course load must be carried throughout the semester.
- Maximum allowed assistance will be based on length of program (8 - 24 months).

### **LEVEL 2: University Undergraduate Degree**

- Registered full-time in a degree-track program by the institute and enrolled in a minimum of 5 courses and/or 4 credits at the beginning of regularly scheduled and required academic semester.
- Maximum allowed assistance will be based on length of program (24 - 32 months).

### **LEVEL 3: University Master's Degree**

- Registered full-time in a master's degree-track program as defined by the post-secondary institute.
- Maximum allowed assistance (8 - 24 months) depending on program length.

### **LEVEL 4: Doctoral PHD Degree**

- Registered full-time in a PHD track program as defined by the post-secondary institute.
- Maximum allowed assistance (24 - 32 months) depending on program length.

### **Modular and/or Distance Programs**

- Modular programs are distance education programs that require students to participate in courses online and then attend in-person courses on a bi-monthly basis in an academic year. These could be deemed full-time by the post-secondary institute, however, MPS considers this type of program to be modular.
  - Ex. Oshki-Pimache-O-Win, First Nations Technical Institute, etc.
- Both modular and fully online programs only qualify students for tuition and book allowance (regardless of their status as full or part-time students).



## 3.0 Applying for Funding

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

Applications are collected digitally through MPS's Dadavan portal. You will be required to set up an account with Dadavan to submit your application. If you would prefer a paper copy of the application form, contact the MPS office.

## 3.1 Deadlines for Applying

<b>MAY 15th</b>	for Fall/Winter entry (September start)
<b>NOVEMBER 1st</b>	for Winter entry (January start)
<b>MARCH 31st</b>	for Spring/Summer entry (May/July start)

**LATE APPLICATIONS WILL BE WAITLISTED AND SUBJECT TO AVAILABLE FUNDING.**

## 3.2 New Students

If you are a new student to MPS (applying for the first time), you will need to fill out the full application along with several supporting documents.

This includes:

- MPS Application Form
  - Education plan
  - Signed Student Rights & Responsibilities
  - Signed Consent to Request & Release Information
  - Signed Affirmation of Tuition, Residence, and Meal Plan costs
- Supporting documents:
  - Copy of your status card
  - A letter of acceptance from an approved post-secondary institute
  - Copy of a void cheque or direct deposit form for your bank account
  - Copy of your Secondary School Transcript (this can come after the deadline for current Grade 12 students)
- If you are planning to live in **RESIDENCE**, submit a residence fee statement and/or proof you have applied to residence at your institution.
- If you are claiming a **DEPENDENT(S)**, attach a copy of a status or health card for each dependent up to the age of 18.

### Education Plan

2 - 3 paragraphs that share:

- Who you are
- Why you chose your program of study
- Your career goal(s)



### 3.3. Continuing Students

If you are a continuing post-secondary student who has received funding from MPS previously, you will need to complete the following application components:

- Post Secondary Education Assistance Application
  - Signed *Student Rights & Responsibilities*
  - Signed *Consent to Request & Release Information*
  - Signed *Affirmation of Tuition, Residence, and Meal Plan costs*
- Supporting documents:
  - Evidence of satisfactory completion of last sponsored course (i.e. most current transcript from your post-secondary institution; a copy is acceptable)
  - Tuition fee statement
  - If any of the documents you submitted in your first year have changed (i.e. banking information, dependents, etc.) new copies of those documents.

### 3.4 Online Application - New Students

Online applications can be submitted at:

<https://matawapse.dadavan.com/student/pseapplication.jsp>

After you submit your application and it is reviewed by MPS staff, you will receive an email outlining instructions on how to login to your online account and upload additional documents.

- Signed Student Rights & Responsibilities
- Signed Consent to Request & Release Information
- Signed Affirmation of Tuition, Residence, and Meal Plan costs
- Copy of your status card
- A letter of acceptance from an approved post-secondary institute
- Copy of a void cheque or direct deposit form for your bank account
- Copy of your Secondary School Transcript (this can come after the deadline for current Grade 12 students)
- If you are planning to live in RESIDENCE, submit a residence fee statement and/or proof you have applied to residence at your institution.
- If you are claiming a DEPENDENT(S), attach a copy of a status or health card for each dependent up to the age of 18.

If you have trouble with the application, please refer to the *Student Portal Demo Videos* at:

<https://customcodex.com/Outcomes/Dadavan/accessing-your-pse-student-portal>



## 3.5 Online Application - Continuing Students

Login to your account at: <https://matawapse.dadavan.com/student/studentpage.jsp>

1. Click the password button if you are a first-time portal user or have forgotten your password (Use your personal email that you applied for funding with).
2. Once the password is received (via email) then go back to the portal and log in.
3. Click on Documents and upload the following supporting documents.
  - Signed Student Rights & Responsibilities
  - Signed Consent to Request & Release Information
  - Signed Affirmation of Tuition, Residence, and Meal Plan costs
  - Evidence of satisfactory completion of last sponsored course (i.e. most current transcript from your post-secondary institution; a copy is acceptable)
  - Tuition fee statement
  - If any of the documents you submitted in your first year have changed (i.e. banking information, dependents, etc.) new copies of those documents.

If you have trouble with the application, please refer to the Student Portal Demo Videos at: <https://customcodex.com/Outcomes/Dadavan/accessing-your-pse-student-portal>

Outcomes Student Information System

helping performance  
A product of Dadavan Systems Inc.

Username:  
username

Password:  
password

Login

**Welcome to StudentPage**

If you have a username and password, enter it now.  
Your username is your e-mail address.  
Click the button below to obtain your new password or if you have forgotten your password.

Password

Outcomes - A Product of Dadavan Systems Inc

Français



## 4.0 Approval Process

Once your application package has been received, including all required documentation, MPS staff will:

- Review your file for eligibility and completion of all required documentation
- Assign a priority status to your application (see below)
- Move it on to the MPS Advisory Committee for review

### 4.1 Priority System

Indigenous post-secondary funding is subject to a priority ranking system based on academic standing. There is typically not enough funding each year for every student who applies, and so the priority system is used to rank student applications.

**Priority 1:** Returning/Continuing successful post-secondary students

**Priority 2:** New High School Graduates (within two years of graduation)

**Priority 3:** All other cases  
(i.e. withdrawals, change of program, previously unsuccessful students, etc.)

### 4.2 MPS Advisory Committee

Ultimate decision making about funding rests with the MPS Advisory Committee. The committee is made up of a community-appointed representative from each of the five MPS communities -- Aroland, Ginoogaming, Long Lake #58, Neskantaga, and Webequie.

Advisory Committee members are responsible for managing the distribution of their community's budget for their community and deciding, based on the priority system and applications received, who of their students will be funded each academic year.



## 4.3 Approved Applications

Once your application has been processed and reviewed, you will be sent an email informing you whether you have been accepted for funding or not. If your application is not approved, a written reason will be provided to you.

If your application has been approved, you will see evidence of your funding starting to flow in the following ways:

### **Sponsorship Letter**

MPS will issue a sponsorship letter on your behalf to your post-secondary institution. This lets the school know that your tuition and student fees will be paid directly by Matawa Post-Secondary and directs the institution to invoice MPS. There is no further action you need to take to pay for your tuition other than to keep MPS informed if any issues arise (i.e. you can't register for courses because your account says unpaid).

- If you are planning to live in residence, MPS will also send a sponsorship letter to your institution's residence for payment of up to \$8,000 in fees once you have a confirmed space in residence. When you receive this confirmation, share this with MPS.

### **Funding Acceptance Form**

Once you have been approved for funding, your approved education assistance budget is entered into MPS's financial management systems so payments can be issued. You will receive a digital funding acceptance form from MPS that outlines exactly what types of funding and how much you have been approved for (see Section 5.0 - Types of Post-Secondary Funding Support).

*You must sign and return this form to MPS to confirm acceptance of your funding and have funds directly deposited into your account. Deposits for living allowance will be made on the 4th last banking day at the end of each month.*



## 5.0 Types of Post-Secondary Funding Support

As a funded post-secondary student there are a few subsidized supports you may be eligible for including tuition, books, living allowance, cost of residence, and tutoring.

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 support.

### 5.1 Tuition Assistance

Tuition assistance is provided for students attending Canadian public institutions and at the normal rate charged by the institution for a Canadian student. Tuition assistance is paid directly to the institution by MPS and covers tuition and fees up to a maximum of \$8,000 per academic year.

Tuition assistance is limited to post-secondary programs of study of at least one academic year in duration that led to a diploma, degree, or certificate. University and college level access programs are eligible for tuition assistance.

When applying for post-secondary funding, it is the student's responsibility to provide the best estimate of tuition cost and mandatory fees. When an application for funding is made, the number of courses and credit values of these courses must be indicated. This information is used to set the tuition budget for each applicant. As the demand for post-secondary funding always exceeds available funds, do not assume that courses can be added or dropped after an application has been approved.

Tuition assistance for students attending private or foreign post-secondary institutions will be calculated at the same rate charged by the nearest Canadian public institution to the student's place of residence where a comparable program is offered. It is the responsibility of the student to make the tuition payment to these institutions directly.

### 5.2 Reimbursement of Fees

Students who are accepted as funded MPS students are eligible to have any pre-paid costs for their post-secondary education reimbursed. This includes application fees and any fees that had to be paid to hold their seat at the institution.

Save these receipts and submit to the MPS office for reimbursement. Seat fees will be reimbursed once the institution has invoiced MPS for tuition costs.



## 5.3 Living Allowance Eligibility

If you are registered as a full-time student by the post-secondary institute that you are attending and you meet the MPS definition of full-time student for each semester, then you are eligible to receive a monthly living allowance provided that:

- You have not reached the limits of assistance for allowance for the level of study and program that you are enrolled in.
- You are a continuing successful student, and you do not have an overpayment on your file that cannot be recovered by deducting payments over three months of full-time education assistance.
- 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 multiple factors. For example, it can depend on the registration date for the semester or academic year. The following are examples (based on policy provisions) that address most students' questions:

- At the end of the academic year, if you are registered as full-time student up until the 15th of the last month of an academic year than you are eligible for a full month's allowance payment for the final month.
- If you are registered as full-time until some date prior to the 10th 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 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.

You must **maintain your eligibility** as a full-time student as defined by the post-secondary institute that you are attending and the MPS minimum course enrolment for each semester to maintain your eligibility for a monthly living allowance. 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.

**Self-funded:** If you become eligible for assistance and are already part way through a program that you have funded through other resources, you may be eligible for assistance for the balance of the program.

**Spring/Summer courses:** Living allowance for the spring/summer semester is not available unless the spring/summer semester is required and is a regular scheduled semester for your program. The post-secondary institution sets the program structure for all programs. The course must be offered three out of four weeks per month to qualify for full-time sponsorship. If the program is less than three weeks (per month), then the sponsorship will be pro-rated. A minimum of 3 credits is required to obtain full sponsorship during spring and summer sessions. Spring/summer sponsorship is pending funding availability.



## 5.4 Living Allowance Rates

Rates for living allowance differ depending on what band you belong to and if you have children and are subject to change based on available funding.

There are differences in eligible rates for single (or partnered) students and those who have dependents. If you have dependents (children under the age of 18), documentation must be provided for proof of eligibility. For children, this means a copy of their identification (i.e. status card, health card).

For current living allowance rates that you qualify for, contact the MPS office directly.

## 5.5 Residence

If a student chooses to stay in residence, the student is eligible for a maximum of \$8,000 towards the cost of the residence. This is in lieu of receiving a monthly living allowance. If the residence costs more than \$8,000, the student is responsible for paying the difference. If the residence costs less than \$8,000, the student has a choice whether the remaining sum gets applied to a meal plan or is pro-rated for a reduced monthly allowance.

Students will require to submit a copy of their residence agreement and proof of admittance. For approved students, MPS will send a sponsorship letter to the institutions residence to initiate payment (up to a maximum of \$8,000).

## 5.6 Books Assistance

Due to limited funding, assistance for books is provided at a standard rate of \$300 per semester. Additional costs for books and special equipment are the student's responsibility. All original book receipts should be kept if the student exceeds the eligible amount as additional reimbursement may be issued if funding is available.

If you are not deemed to be successful by your post-secondary institute (i.e. obtaining a passing grade) in each course, then you will be responsible for reimbursing MPS for the cost of the book(s) for that course(s).



## 5.7 Travel Subsidy

Students may be eligible for a travel subsidy to support travel costs at the beginning and end of the school year, as well as over the Christmas holidays, if they are moving to a different city for their studies.

Eligibility for the travel subsidy includes:

- Student is leaving their place of residence to attend post-secondary school elsewhere; the student's permanent address must not be the same as their address at school.
- Students in road access communities are eligible for \$400 x 4 trips (if their band support a travel subsidy) or a flight purchased directly through MPS.
- Students in remote communities are eligible to have their flight from their community covered through direct payment to the airline for 4 trips in an academic year.

For students who are getting flights paid for directly by MPS, they must request their travel details at least two weeks in advance to the MPS office. Any excess baggage costs are the responsibility of the student.

All travel subsidies are determined at the discretion of the MPS Advisory Council and pending availability of funding.

## 5.8 Tutorial Assistance

Full-time students are eligible to have the cost of tutorial assistance covered to support with success in their courses. The maximum cost for tutorial assistance is \$250/semester with proper documentation and at a written student request.



## 6.0 Maintaining Eligibility

Once a student has been approved for post-secondary funding, the student must maintain eligibility for continued assistance. This includes academic performance, submission of transcripts or progress reports, and ability to be contacted, as explained further below.

If you have been approved for funding as a full-time student you must maintain your full-time student status to continue receiving the same funding benefits, as defined by the post-secondary institution you are attending and the MPS guidelines.

## 6.1 Acceptable Academic Performance

Each year there is an increasing demand for post-secondary assistance. To remain eligible for continued post-secondary assistance and to stand a better chance of receiving continued funding, students must maintain an acceptable level of academic performance in both their specific program requirements and those set by the MPS.

If a student's post-secondary institute determines that they do not meet the academic requirements necessary to continue in their program of studies, then their education assistance will be discontinued. Any course that is not successfully completed or does not result in credit for the students' diploma or degree is considered a failure.

### **Examples of failure situations include:**

- Failures in a course that run over two semesters (eight months) are regarded as two failures (one per semester).
- Incomplete's are counted as failures unless due to an error by the institution.
- 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.
- Deferrals are considered a failure unless MPS is aware of the situation and arrangements have been made with the post-secondary institute. Re-application for deferrals must be done prior to the deadline date.

If a student has too many failures in an academic semester this can result in financial implications (see *Section 7.0 - Overpayments* for more information), academic probation being assigned, as well as Priority 3 being assigned to the student moving forward. Either situation can negatively impact a student's funding prospects given the fact that overall requests for funding always exceed available funds.

**Academic probation** means that a student's average is too low, and the institution is giving them a set period to improve their grades to meet minimum standards or be removed from the program. If a student on academic probation does not pass all courses in the next consecutive and equivalent semester then:



- Academic probation will continue to apply until the student has passed all courses in an equivalent semester. The semester must be full-time if the student is placed on academic probation due to failures in a full-time semester.
- The next applied for education assistance will be assigned a Priority 3 status and overpayments for failures apply regardless of academic standing with the post-secondary institution the student is attending.

## 6.2 Transcripts + Progress Reports

Progress reports are required for funded students in each academic semester. A progress report may be an unofficial transcript from the past semester or a letter from a faculty or program coordinator stating successful academic performance to date. Failure to provide a progress report will result in education assistance being placed on hold or suspended.

An official transcript will also be required once you have graduated from your program.

## 6.3 Able to Contact

Students are responsible for keeping MPS staff informed of their up-to-date contact information that they can be reached at bi-weekly (i.e. phone or current email/ mailing addresses). If MPS is unable to reach the student after attempts, then education assistance may be put on hold or suspended.

## 6.4 Regaining Eligibility + Recovering from Academic Suspension

A student may be ineligible for educational assistance for several reasons. If MPS suspends a student's allowance due to unacceptable academic performance, their next application will automatically be assigned Priority 3, and they will be placed on academic probation. The first step in this process is for the student to plan to pay for any overpayment on their file for failed courses (see *Section 7.0 Overpayment*).

If assistance was discontinued because the student was ineligible to continue in their program (as determined by the post-secondary institution) then there may or may not be an overpayment on their file.

If a student has an overpayment or has had their education assistance suspended due to withdrawal or academic performance, they should plan with the Post-Secondary department to review their file.



## 7.0 Overpayment

An overpayment is any education assistance payment or expenditure for which you were paid, but did not meet the eligibility for. An overpayment can occur in for any type of funding assistance. An overpayment must be reimbursed to Matawa Post-Secondary before a student is considered eligible for funding in the future.

For continuing successful students, reimbursement can be made over three months and deducted from the approved education allowance and/or books assistance payments.

A student who has failed to meet the MPS minimum requirements of academic performance has two options for clearing any outstanding overpayments:

1. **Repaying all funds expended for the semester(s) that you were unsuccessful.** If you do this than you will maintain whatever priority you had at the beginning of the “failed” semester and you will maintain it for the next consecutive academic semester. You will not be placed on academic probation, unless you were a Priority 3 at the beginning of the “failed” semester.
2. **Self-fund the same number of courses that you failed.** These courses must be comparable, meaning they must be 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 have self-funded through OSAP or other loans, please keep in mind that the MPS will not reimburse the student for any outstanding amount that the student was not eligible.

## 7.1 Tuition + Books

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. The book assistance issued to you for the course is also an automatic overpayment. For full-time students, book assistance starts to be considered an overpayment when a student fails to maintain a successful full-time course load in an academic semester.

## 7.2 Education Allowance

If you fail to maintain your full-time status, as defined by the post-secondary institute and MPS minimum definition of full-time 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.



## 8.0 Limits of Assistance

In addition to maintaining eligibility for education assistance there are certain limits to assistance that students must be aware of and consider when making the decisions about their 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.
- The maximum number of months for education allowance is the official length of the academic program provided education assistance is not suspended or discontinued for other reasons.
- If you changed programs within a level, the months 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 your program provided this does not go beyond the official length of the program.
- Assistance for the completion of one level of post-secondary education is the maximum assistance provided for students studying in foreign or private programs.
- Tuition assistance for study in a private or foreign post-secondary institute is at the same rate as charged by the Canadian Institute with a comparable program.

## 9.0 Appeal Process

Students who are convinced that they have not been dealt with fairly under the policies for the administration of the MPS have access to an appeal hearing. Reach out to the MPS office to initiate this process.

There is no appeal against refusal of assistance because funds are not available.



# Matawa

POST SECONDARY PROGRAM

