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# Post-Secondary Student Support Program and University and College Entrance Preparation Program – National Program Guidelines 2018-2019

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## 1. Introduction

The following Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation Program (UCEPP) National Program Guidelines will be in effect as of April 1, 2018.

These program guidelines include program and eligibility information. Indigenous Services Canada (ISC) regional offices may provide additional detail for the delivery of the programs and their services.

Any issues that arise concerning the interpretation of these program guidelines will be resolved by the Programs Directorate, Education Branch, in the Education and Social Development Programs and Partnerships (ESDPP) Sector with the support of regional offices.

These program guidelines replace the 2017-2018 Post-Secondary Student Support Program and University and College Entrance Preparation program National Program Guidelines.

## **2. Objectives**

### **2.1 Post-Secondary Student Support Program (PSSSP)**

The program objective is to improve the employability of First Nation and eligible Inuit students by providing them with funding to access education and skills development opportunities at the post-secondary level.

### **2.2 University and College Entrance Preparation Program (UCEPP)**

The program objective is to provide financial support to eligible First Nation and Inuit students who are enrolled in university and college entrance preparation programs offered in post-secondary institutions, to enable them to attain the academic level required for entrance into post-secondary programs.

## **3. Expected Outcomes**

### **3.1 Post-Secondary Student Support Program (PSSSP)**

The program is expected to increase post-secondary enrollment and graduation rates among First Nation and Inuit students.

### **3.2 University and College Entrance Preparation Program (UCEPP)**

The program is expected to increase the number of First Nation and Inuit students with the requisite academic level required for entrance into post-secondary programs.

## **4. Eligibility**

## 4.1 Eligible Recipients

Eligible recipients under PSSSP and UCEPP are:

- Band Councils of recognized First Nations bands as well as Inuit communities;
- Organizations designated by Band Councils (bands/settlements, tribal councils, education organizations, political/treaty organizations engaged by or on behalf of First Nations) or Inuit communities; and
- Self-governing First Nations in Yukon that have not yet assumed responsibility for Post-Secondary Education through a Programs and Services Transfer Agreement or through the terms of their self-government agreement.

In addition, ISC may also enter into funding agreements with a recipient appointed advisor or a third-party funding agreement manager to administer PSSSP or UCEPP programming funds jointly with or on behalf of a First Nations or Inuit community. In the case where such an agreement does not exist, the regional office in the province/territory where the student is residing is responsible to review and assess the student applications for funding.

## 4.2 Eligible Students

*Recipients are required to demonstrate the eligibility of students to receive funding.*

To be eligible for funding, students are:

- Treaty/registered First Nation individuals who have been resident in Canada for 12 consecutive months prior to the date of application for funding; **or**
- Inuit who are resident in Canada for 12 consecutive months prior to the date of application for funding but who reside outside their territory and are no longer eligible to be funded by their territory (proof of refusal is required); **and**
- Can provide documentation indicating that they have been accepted by an eligible post-secondary institution into either a degree, diploma or certificate program, or a UCEP program (see also 4.3 and 4.4); **and**
- Maintain satisfactory academic standing within that institution (as per the institution's definition of satisfactory academic standing).
- **UCEP students** must also obtain from the post-secondary institution offering the program a statement that attests the UCEP program will provide the student with the necessary courses to attain the academic level for university or college entrance and that the student will be eligible to be accepted as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

Funding is limited and not all students may be funded. Partial funding may be provided. Applications to ISC's programs are valid for one school year only. For information on how to apply, see the [Post-Secondary education](#) page.

### NOTE:

- **Bill C-31 and C-3 Registrants:**

- Bill C-31 and C-3 Registrants: People who gain Indian status by virtue of the 1985 revision of the *Indian Act* (Bill C-31) or the *Gender Equity in Indian Registration Act* (Bill C-3).
- A person whose application for Indian status is in process is not eligible to apply for support until he/she has a letter from the Indian Registry confirming Indian status or that his/her name is formally entered in ISC's Indian Register.

- **Inuit:**

- Inuit students who have been residing **outside** of the Northwest Territories or Nunavut for 12 consecutive months could be eligible for funding through the PSSSP or the UCEPP. These are the 12 months immediately prior to the date of submitting an application, e.g., (for example), an application dated May 5, 2013 requires the student to have been a resident of Canada, outside Northwest Territories or Nunavut from May 2012 to April 2013. Inuit students residing in these territories are eligible for funding support from their respective territorial governments and not from these programs.

- **James Bay and Northern Quebec Agreement (JBNQA) and Northeastern Quebec Agreements (NEQA):**

- The Cree School Board, Kativik School Board and the Central Quebec Regional School Board each operate programs of post-secondary student financial support. These programs are resourced by ISC consistent with the JBNQA and the NEQA.
- Students who are eligible for support under these programs cannot apply for support under PSSSP or UCEPP unless they have been outside of their territory for more than 10 years.

- **Northwest Territories Students:**

- The Government of the Northwest Territories provides grants and bursaries to residents of the Northwest Territories (NWT). Students eligible for NWT support cannot receive funding from PSSSP or UCEPP.

- **Proof of refusal:**

- The recipient must not accept applications from people whose band or community is in the Northwest Territories or Northern Quebec unless the student can provide a statement from the Northwest Territories government or the Cree or Kativik or Central Quebec Regional School Boards that the student is not eligible for this support from these organizations because he/she has not met their residency requirement. Recipients must not accept applications from students who have been refused support from the Cree or Kativik or Central Quebec Regional School Boards and Northwest Territories Government respectively for reasons other than residency requirements.

- **Exemptions to the 12 Month Residency Requirement**

- Students who are normally resident in Canada but who for the purpose of attaining post-secondary education (whether through PSSSP or at their own expense) have been living outside of Canada for all or part of the year prior to the application for support. For students attending these post-secondary institutions outside Canada, the residency provision applies only to their first year of studies.
- Employees of the federal or provincial governments appointed to foreign posts and the dependent children who accompany the employee(s) abroad.
- Students who, under the authority of provincial or territorial child welfare legislation, were placed outside of Canada in a foster home, an institution (e.g., (for example), a group home), or through an adoption and have returned to Canada.

Where there is doubt that the student meets the residency requirement, the student will be required to provide a notarized statement which establishes his/her residency in Canada for the 12 month period preceding the date of application.

### 4.3 Eligible Programs

Under the PSSSP and the UCEPP, an eligible program of studies (e.g., (for example) trades, sciences, arts) is a program:

- For which the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution or the provincial/territorial ministry of education, is required; **and**
- Delivered at an eligible institution as defined in section 4.4, *Eligible Institutions*.
- UCEP programs must provide the student with the necessary courses to attain the academic level for university or college entrance.

Refer to the Ministry of Education in the student's province or territory of residency for information on student admissibility to a program of study (See Annex 2).

**Delivery method may be in-classroom, e-learning, distant learning, or virtual learning as long as it meets all eligibility criteria.**

### 4.4 Eligible Institutions

Eligible post-secondary institutions are degree, diploma or certificate granting institutions that are:

- Recognized by a province or territory (in Canada or abroad); **or**
- Educational institutions recognized to deliver post-secondary programs by arrangement with an eligible post-secondary institution.

A list of eligible Canadian post secondary institutions is available. This list is effective as of April 1, 2015 for new PSSSP/UCEPP students and will be updated and adjusted as necessary on an ongoing basis.

A list of eligible foreign post-secondary institutions is available. This list is effective as of April 1, 2015 for new PSSSP/UCEPP students and will be updated and adjusted as necessary on an ongoing basis.

If the program of studies is in a foreign institution, the student must provide evidence that it is recognized in Canada as an acceptable post-secondary program of studies.

### **ADDITIONS TO APPROVED LISTS OF POST-SECONDARY INSTITUTIONS**

Where the institution selected by the student is not listed on the Annual Register of PSE Students, ISC's regional office in the region where the institution is located, will request documentation from recipients to formulate a recommended action as per section 4.4, *Eligible Institutions* of the National Program Guidelines, to the Education Branch, Headquarters for discussion.

## **5. Program Requirements**

When locally administering the PSSSP and the UCEPP, recipients (as defined in section 4.1, *Eligible Recipients*) must meet the following minimum standards:

- Provision, administration and distribution of funding, within the recipient's budgetary envelope, to eligible post-secondary education students as per the maximum amount payable outlined in section 6.2, *Maximum Amount Payable to Students*;
- Development and implementation of local operating guidelines in accordance with National Program Guidelines (Note: Until local program guidelines are in place, National Program Guidelines will apply);
- Implementation and administration of a selection priority criteria that is publically available;
- Development and implementation of rules for deferring applications in situations where there are more eligible students than funds available; and
- Implementation and administration of an appeal process that is publically available.

### **5.1 Local Operating Guidelines**

Recipients may issue local program guidelines for the administration of the PSSSP and the UCEPP provided that they are consistent with the guidelines set out in this document. These guidelines must include priority Selection criteria, and rules for deferring applications in situations where there are more eligible applicants than funds available. All prospective student applicants must have access to these guidelines, along with a formal process to appeal and to gain additional information on funding decisions.

**NOTE:** Local guidelines may also include rates and allowances for amounts payable to students, provided that they do not exceed the maximum amount payable set out in section 6 *Eligible Expenditures* and section 6.2 *Maximum Amount Payable to Students*.

## 5.2 Potential selection priorities

The following is a list of examples of potential selection priorities currently used by some First Nations (other criteria may be applicable as well):

- Continuing students (students already being funded through PSSSP or UCEPP);
- High school graduates;
- Deferred students (eligible but not funded in the past due to limited funding);
- Recent PSE graduates who wish to further their studies;
- New students already studying at a post-secondary level;
- Returning students; and/or
- Part-time students.

## 5.3 Appeal Process

To ensure fairness and equitable treatment under the PSSSP and the UCEPP, recipients must have an appeal process in place that is accessible to students and that is publically available. The appeal process must include the existence of an impartial appeal board; specific time frames for the appeal hearing to be set and for decisions to be made; and a governance process confirming that the recipient will abide by the appeal board's decision(s).

### NOTE:

- When an application is approved, rejected or deferred, students must be informed, in writing, if their application for support was approved, or the reasons for rejecting or deferring the application.
- Where a student is convinced that the local or national program guidelines are not being fairly applied to his or her situation then the student shall have access to an appeal hearing.
- There is no appeal against refusal of assistance because funds are not available.
- The appeal board's ruling must be consistent with the intent of the PSSSP and UCEPP National Program Guidelines.
- The appeal board's decision is final.
- A student may not appeal to ISC the administrative decisions and appeal rulings made by the local appeal process.

## 6. Eligible expenditures

Eligible expenditures for PSSSP and UCEPP are:

- The actual cost of tuition and other compulsory student fees;
- Initial professional certification and examination fees;

- Books and supplies required by the student for their program of study;
- Official transcript fees;
- Application fees;
- For full-time students only, as defined by the post-secondary institution, regional living allowances for the student, and if applicable, each dependent up to the maximum of those established by the Canada Student Loan Program (CSLP) as amended from time to time. Refer to the [CSLP Needs Assessment Tables for Student Loans](#) for further information;
- For full-time students only, as defined by the post-secondary institution, the actual cost of one return trip to the student's permanent place of residence from the nearest Canadian PSE institution that offers the program of studies selected by the student, every 16 weeks (not more than two trips per academic year) for the student and, if applicable, for each dependent;
- Students taking classes through distance education or e-learning who are **required** to travel to another location to complete their required exams may be eligible for travel support. However, requests for accommodations such as taking the exam in the local school under the supervision of a teacher or school principal should be first examined to minimize travel costs;
- Tutorial, guidance and counseling services for students enrolled in the PSSSP or the UCEPP;
- Scholarship and incentive payments (as outlined in Section 6.4, *Scholarships and Incentives*); and
- Administration costs (as outlined in Section 6.3, *Administration Costs*).

**Part-time students**, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and the actual cost of books and supplies which are listed as required by the post-secondary institution but they are not eligible for living allowances or travel costs.

## TRAVEL SUPPORT FOR STUDENTS

- Travel support does not include moving expenses such as the removal of household effects.
- Students may select any recognized post-secondary institution for their studies. However, travel support is normally restricted to the travel costs to the Canadian post-secondary institution nearest to the student's place of residence which offers the least expensive comparable program. Travel support may be provided to the institution selected by the student if one of the following conditions is met:
  - The required program of studies is not offered at the Canadian post-secondary institution nearest the student's home;
  - The program of studies selected is not available in Canada;
  - The student cannot gain admittance to the Canadian post-secondary institution nearest the student's home.

It is strongly encouraged that recipients ensure students always seek economic means for travel. The cost of travel, meals and accommodation should not exceed the rates set for government travel in the Treasury Board of Canada Secretariat's *Travel Directive* where possible. Rates are



periodically updated throughout the year. For further information, please consult [the travel section of Treasury Board of Canada Secretariat's website](#).

### Living allowances

- The living allowances will be paid in Canadian dollars regardless of the location of the institution.
- Living allowances are paid for Christmas and study breaks. Additional time may be allowed for students to settle into accommodation at the place of study at the beginning of the academic year and to move out at the end of the academic year.
- The recipient may provide to students an advance of the living allowance e.g., (for example), rent advances.
  - Where a student is provided an advance, the recipient may spread the adjustment over the payment periods of the academic year and make the appropriate deductions from the living allowance for each payment period.
- Where two students are married to each other, and have no dependents, the living allowance for each will be calculated as a married student with an employed spouse.
- Where two students are married to each other and have dependents, one of them will be designated as a married student with an employed spouse with dependents; the other will be designated as a married student with an employed spouse.

## 6.1 Eligible Tuition

Tuition support may be provided under the following conditions.

- Students attending Canadian public institutions at the actual tuition rate, including compulsory student fees charged by the institution for a Canadian student; or
- Students attending private or foreign post-secondary institutions at the same tuition rate, or the tuition rate that is the least amount, including compulsory student fees, charged by the public or private Canadian institution nearest to the student's place of residence (i.e. (that is) residence at the time of application) which offers the least expensive comparable program; or
- Students enrolled in a foreign institution at the actual tuition rate, including other compulsory student fees charged by the foreign institution, when it is demonstrated that there is no comparable program available at an institution in Canada.

### Canadian PUBLIC Post-Secondary Institutions

- The student will provide documentary evidence of tuition, registration and mandatory student fees.
- In exceptional circumstances, tuition support may be paid directly to the student as opposed to directly to the post-secondary institution.

## Private and Foreign Post Secondary Institutions

- For support purposes, students may enrol in any private post-secondary institution recognized by the provincial or territorial Ministry of Education or in an acceptable program of studies in a foreign institution (see Section 4.4, *Eligible Institutions* of the National Program Guidelines).
- A program of studies at a private or foreign institution is comparable to a program of studies at a Canadian public institution when the following conditions are met:
  - The minimum academic prerequisites are equivalent;
  - The number of credit hours are equivalent to within 10%, i.e. (that is), a 20 credit hour program is equivalent to another program which has between 18 to 22 credit hours; and
  - The course content generally covers the same subject matter.
- The student will provide documentation which identifies the most comparable program in the nearest Canadian public institution to his/her place of residence. The documentation must include registration, tuition and mandatory student activity fees of the Canadian public institution.
- In some cases an institution in the United States of America may be nearer to a student's home than a Canadian institution. If the United States' program of studies is eligible per the National Program Guidelines, it may be cost effective and less disruptive for a student to enrol in the United States' institution.

### An example of Calculating Tuition for Private or Foreign Institutions:

A student living in Ottawa and enrolling in an equivalent business administration program at St. Lawrence College, New York must provide documentation of the registration, tuition and mandatory student fees for the business administration program at in Algonquin College, Ottawa. If the St. Lawrence College tuition is \$1000 U.S. and the Algonquin College is \$700 Canadian, the tuition support provided to the student will be \$700 Canadian.

## 6.2 Maximum Amount Payable to Students

The maximum amount payable per full-time student under PSSSP or UCEPP cannot exceed \$50,000 per year. On an extraordinary and justified basis, the maximum amount payable per year for a student in an advanced or professional degree program (e.g. (for example) dentistry, medicine) or a Masters or Doctoral program may exceed \$50,000 up to a maximum of \$85,000. Such awards may be granted by special request on a case-by-case basis only and considered when a graduate student has extraordinary circumstances that warrant the setting aside of the standard policy on maximum amounts payable.

The maximum amount payable per year to one full-time student from the PSSSP or the UCEPP covers only the eligible expenditures listed in Section 6, *Eligible Expenditures* (whether the method of delivery is in the classroom, through distance education or e-learning).

**Part-time students**, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and the actual cost of books and supplies which are listed as required by the post-secondary institution but they are not eligible for living allowances or travel costs.

**NOTE:** This is a maximum allowable payment per student. No student is **automatically entitled** to this amount. The maximum amount was established to ensure that the most extreme circumstances could be funded as necessary. The actual amount of funding available to a student will depend on the overall amount of funding available in the program and for each recipient.

### 6.2.1 Limits of Assistance

Assistance can be provided at four levels of post-secondary education:

**Level 1:** Certificate / Diploma;

**Level 2:** Undergraduate Degree Program;

**Level 3:** Graduate Degree / Advanced or Professional Degree;

**Level 4:** Doctoral Degrees.

1. Financial assistance for tuition, compulsory student fees and required books and supplies may be provided to students enrolled in all four levels.
2. The duration of assistance may exceed the official length of the program as long as the student is in satisfactory academic standing at the institution as per the institution's definition of satisfactory "academic standing".
3. Where students change programs within one of the levels or temporarily pause their studies, the academic years or semesters used for each program within each level will be counted for assistance purposes. Students who become eligible for assistance and who have previously completed a portion of post-secondary studies without assistance from this program may receive assistance for the balance of their program of studies but will not be reimbursed for previous expenses.
4. If the demand from eligible students exceeds the funding available, priority selection criteria will apply.
5. Students receiving funding from the PSSSP or UCEPP must declare support received from this program as a source of income if applying for social assistance.

### 6.2.2 Limits of assistance for UCEPP

For all UCEPP students, the maximum time limit for financial support will be two (2) academic years (as defined by the institution offering the program) or in the case of part-time students, the equivalent of two (2) academic years or a maximum of 24 months. At the end of each term (or part of the academic year, as defined by the institution offering the program), continued financial support for the term will be subject to receipt of a statement from the institution confirming the successful completion of the first term.

Students receiving UCEPP funding must declare the support received from this program as a source of income if applying for social assistance.

The support for tuition, books and supplies, travel and living costs for full-time students in the UCEPP may be the same as that provided under the PSSSP.

## 6.3 Administration Costs

Administration costs must not exceed 10% of the sub-total amount requested before administration costs. The program's Data Collection Instrument (DCI) will automatically calculate the amount.

Eligible administration costs include only the actual costs associated with administering PSSSP/UCEPP funding. Eligible expenditures could include the following costs:

- Salaries and benefits of personnel directly employed in the administration and delivery of the funding. In the case of multiple responsibilities, the portion of the salary to be included under administration costs should be proportional to the amount of time spent fulfilling PSSSP/UCEPP duties;
- Materials and resources required for the management of funds;
- Rent and utilities;
- Printing and communications costs;
- Travel and accommodation;
- The collection, maintenance, and reporting of data and information in accordance with program and financial reporting requirements; and
- Costs associated with ensuring that personal information is appropriately managed and safeguarded during its collection, retention, use, disclosure and disposal.

**For travel and accommodation:** It is strongly encouraged that recipients always seek the most economical means for travel. The cost of travel, meals and accommodation should not exceed the rates set for government travel in the Treasury Board of Canada Secretariat's *Travel Directive*. Rates are periodically updated throughout the year. For further information please consult [the travel section of the Treasury Board Secretariat of Canada's website](#).

**Further distribution of funds by ISC's funding recipients:** When a funding recipient further transfers, to a Third Party, funds that were received under this program, the 10% allowed for administration costs must be divided between the parties, as agreed to between the parties. The total administration costs retained by all parties must not exceed 10% of the sub-total amount requested before administration costs.

## 6.4 Scholarships and Incentives

Under PSSSP, recipients may provide scholarships and/or incentives for students to engage in studies that directly contribute to First Nations achieving self-government and economic self-reliance, or to recognize academic achievement. Scholarships and incentives may be available to a maximum of five per cent of the PSSSP-funded student population, as described below. One

scholarship will be available where the five percent maximum is less than one student. Students receiving a scholarship will be determined by the recipient. A local process for awarding scholarships will be established by the recipient and must be made publically available.

The recipient may provide the types of scholarships and incentives listed in this section. Eligible students may be awarded either one Strategic Studies Scholarship or one Academic Achievement Scholarship in an academic year.

#### 6.4.1 Academic Achievement Scholarship

In recognition of academic achievement, the recipient may award scholarships to students in Level 1 and Level 2 enrolled as full-time students and who have achieved a grade average of B or higher in their program of studies:

- Students currently receiving support under the PSSSP may be eligible for scholarships in recognition of academic achievements.
- The amount of scholarship awarded by the recipient will be up to a maximum of \$1,000 annually.
- Students may be eligible for the scholarship upon successful completion of each year of their program of studies, and awarded at the beginning of the next school year.
- Scholarships will not be awarded for the additional academic year provided for Level I and Level II students.

#### 6.4.2 Strategic Studies Scholarships in Level 2

In order to encourage students to engage in studies that directly contribute to First Nations achieving self-government and economic self-reliance, the recipient may offer incentive scholarships.

- Students who are currently receiving financial support under the PSSSP and who are enrolled as full-time students in a program of studies determined to be in demand locally, regionally or nationally are eligible for the Strategic Studies Scholarships.
- The amount of the scholarships awarded by the recipient may be up to a maximum of \$3,500 annually.
- Eligibility for the scholarship will be conditional upon successful completion of one year of the program of study and continuation in it. The scholarship will be awarded annually at the beginning of each year and thereafter in accordance with the length of the program as defined in *Limits of Assistance* in section 6.2.1.

#### NOTE:

- The scholarship is for a full academic year commencing in September. There will be no partial awards of this scholarship. For example, a student who enrolls in January will not be entitled to half of the scholarship.

- The Strategic Studies Scholarship will not be provided for an additional academic year due to approved extension for medical or personal reasons as outlined in section 6.2.1, *Limits of Assistance*.
- Examples:
  - A student who has completed the first year of the program of studies and who is continuing into the second year may receive the scholarship;
  - A student who has completed the first year in a Level II program of studies but is not continuing in the same program cannot receive the scholarship;
  - A student in a four year program of studies who has completed the third year and is continuing in the fourth year may receive the scholarship;
  - A student in a four year program of studies who has completed the fourth year cannot receive the scholarship.
- In selecting students for a Scholarship in Recognition of Academic Achievement, the recipient must verify that these students have not been selected for a Strategic Studies Scholarship.

### 6.4.3 Incentives for students enrolled in Level 3 or 4 programs

Students enrolled as full-time students in a Level 3 or 4 academic program may receive an incentive once at either level from the recipient, subject to a maximum of \$1,500. This incentive will only be provided once. Students will be eligible for this incentive upon commencement of the second year of the academic program, or upon successful completion of the degree.

#### NOTE:

- See limits of assistance (Section 6.2.1) for a description of Level 3 and 4 programs.
- In calculating the level of support for a student enrolled in the second year of a Level 3 program of studies, the recipient will include this incentive in the support.
- Students who have completed two or more years of their program of studies at Level 3 without support from PSSSP may receive the incentive upon commencement of the first year they are supported by the program. For example, a student who completes two years of his/her Level 3 program of studies without support but who applies for and receives support for his/her third year, may receive the incentive for that year.
- In the case of a professional degree, the level equivalent to a Masters degree is the first two years of the professional degree program. The level equivalent to a doctoral degree is the third and subsequent years of the professional degree programs.

## 7. Funding

### 7.1 Funding approaches

Transfer payments to funding recipients will be made in the form of a Set, Fixed, Flexible or Block contribution, or of a Grant, depending on the eligibility of the recipient and of the service to be delivered. The funding approach used to transfer the funds will be identified in the recipient's signed funding agreement. Your regional office can inform you about eligibility for these different funding approaches.

## **7.2 Use of unexpended funds**

As most of the following requirements related to the management of funding approaches are specific to this program, recipients must read this section in conjunction with the provisions for the management of funding approaches set out in their funding agreement.

### **7.2.1 Set contribution funding**

Unexpended funds remaining at the end of each fiscal year must be reimbursed to ISC.

### **7.2.2 Fixed contribution funding**

Unexpended funds may be retained by the recipient when all program, service, project or activity delivery requirements identified in the funding agreement have been met in the fiscal year for which the funding was provided. Under meeting those requirements, the unexpended funds may be retained and used for the eligible program expenditures of this program outlined in these national program guidelines.

Unexpended funding in a fiscal year that remains unspent at the end of the following fiscal year must be reimbursed to ISC.

### **7.2.3 Flexible Contribution Funding**

During the period of the funding agreement or the program, service, project or activity, the recipient may retain unexpended funding remaining at the end of each fiscal year for use in the next fiscal year to further achieve results toward the program, service, project or activity objectives funded.

Any unexpended funding remaining at the expiry of the funding agreement or the completion of the program, service project or activity must be reimbursed to ISC.

## **7.3 Redirection of funds under Flexible contribution funding**

The recipient can redirect funding received through a Flexible transfer among the cost categories of this program (eligible expenditures as established in these national program guidelines).

## **8. Monitoring and Accountability**

Funding recipients must deliver the programs in accordance with the provisions of their funding agreement and the program delivery requirements outlined in these National Program Guidelines while also ensuring that the necessary management controls are in place to manage funding and monitor activities. Funding recipients are required to exercise due diligence when approving expenditures and must ensure that such expenditures are in accordance with the eligible expenditures set out in these National Program Guidelines.

ISC is committed to providing assistance to recipients in order for them to effectively carry out obligations under these National Program Guidelines and funding agreements. Regional offices and other departmental contacts are available to answer questions and provide guidance related to ISC programs and funding.

To ensure that program delivery requirements are being met, that funds are expended on the intended purposes, and that ISC's accountability to Parliament is being met, activities including audits, evaluations, as well as desk and on-site compliance reviews will be conducted with all funding recipients.

Note to Recipients: refer to Annex 3 for more information concerning student record files requirements.

- The Department's collection and use of personal information and other records for the purposes of program compliance reviews will be limited to what is necessary to ensure program delivery requirements are met.
- The Department is responsible for all information and records in its possession. The confidentiality of the information will be managed by ISC in accordance with the *Privacy Act* and other related policies on privacy. Recipients are responsible for the protection of personal information per the privacy legislation, regulations and/or policies that govern them up to the point that it is transferred to ISC.

## 9. Reporting Requirements

The reporting requirements (program and financial reports) are listed in the recipient's funding agreement, and details on these requirements are available in the [Reporting Guide](#). Recipients are responsible for ensuring that reporting requirements are met and reports are accurate and submitted on or before the established due dates. Recipients who have access to the [ISC Services Portal](#) can access the reporting forms by opening a session on the Portal. If you do not have access to the Portal, contact your [regional office](#).

Recipients must report on all funds received and expended, including the use of unexpended funding they were allowed to retain to use in the following fiscal year.

Recipients shall use these guidelines in conjunction with their Funding Agreement with respect to reporting requirements.



## 10. Contact Information

For further program information, please visit the [Post-Secondary Education](#) page.

The regional offices coordinates can be found on the [Regional Offices](#) page.

You can also write to:

Education Branch  
Indigenous Services Canada  
10 Wellington Street  
GATINEAU QC (Quebec) K1A 0H4  
[aadnc.education-education.aandc@canada.ca](mailto:aadnc.education-education.aandc@canada.ca)

These National Program Guidelines can be consulted in the [Education Programs - National Program Guidelines](#) page of ISC's website and through the *View Instructions* button on the first page of this program's Data Collection Instrument (DCI).

## Annex 1- Glossary

### Term

### Definition

#### **Academic year**

is as defined by the post-secondary institution.

#### **Band**

as defined by the *Indian Act*.

#### **Canadian public institution**

is a post-secondary institution that receives the majority of its funding from federal and provincial governments.

#### **CÉGEP (Collège d'enseignement général et professionnel)**

is an abbreviation of Collège d'enseignement général et professionnel. CÉGEP (Collège d'enseignement général et professionnel)'s operate in Quebec.

#### **Dependent**

means a person who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of income allowed for a dependent spouse by Canada Revenue Agency.

#### **Dependent Spouse**

means a person who is married to the student or a person who has lived with the student as husband or wife for a period of at least one year prior to application for educational support. This

person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by Canada Revenue Agency.

### **Full-time students and Part-time students**

are as defined by the post-secondary institution. Note that short term intensive summer programs may qualify at full time.

### **Post-secondary education**

means a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent is a prerequisite.

### **Post-Secondary institutions**

are degree, diploma, and certificate granting institutions which are recognized by a province or territory and include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution.

### **Private post-secondary institution**

is a Canadian or foreign post-secondary institution which receives the majority of its funding from sources other than governments.

### **Program of Studies**

includes all post-secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree. Programs less than one academic year which are prerequisites to post-secondary programs of at least one academic year are included.

### **Recipient**

is an administering organization in receipt of funds intended to finance the PSSSP and UCEPP in accordance with the National Program Guidelines. This may be bands, tribal councils, First Nation education authorities, or other First Nation organizations which have responsibility for the administration of the program or a portion of it.

### **Resident**

means an eligible Treaty / Status Indian or Inuk who has resided in Canada for twelve consecutive months prior to application. This also includes students who have been living outside Canada as a result of their studies.

### **Semester**

refers to a part of the academic year, as defined by the post-secondary institutions. Semesters usually cover the periods from September to December, January to April, and May to August.

### **Student**

is an individual who has successfully applied to be funded under the PSSSP or UCEPP and fulfills the conditions of the programs in order to receive financial support to successfully attain a post secondary diploma, degree or certificate.

## **Treaty / Status Indian and Indian**

means a person whose name has been entered in the Indian Registry maintained by Indigenous Services Canada as defined by the *Indian Act*.

# **Annex 2 - List of Provincial/Territorial Ministries of Education Weblinks**

## **Atlantic**

- [New Brunswick Department of Post-Secondary Education, Training and Labour](#)
- [Newfoundland and Labrador Department of Advanced Education, Skills and Labour](#)
- [Nova Scotia Department of Labour and Advanced Education](#)
- [Prince Edward Island Department of Workforce and Advanced Learning](#)

## **Quebec**

- [Ministère de l'Éducation et de l'Enseignement supérieur](#)

## **Ontario**

- [Ministry of Advanced Education and Skills Development](#)

## **Manitoba**

- [Ministry of Education and Training](#)

## **Saskatchewan**

- [Ministry of Advanced Education](#)

## **Alberta**

- [Ministry of Advanced Education](#)

## **British Columbia**

- [Ministry of Education and Training](#)

## **Yukon**

- [Department of Education](#)

## **Northwest Territories**

- [Department of Education, Culture and Employment](#)

## **Nunavut**

- [Department of Family Services](#)

## Annex 3 - Student record files

STUDENT INFORMATION	YES	NO	NOTES
Name of applicant			
Indian registry Number			
Canadian Residency			
Address and Contact Information			
Marital Status			
Dependents information			
Previous Education History			
Proof of Admission			
PSE Eligible Institution			
Eligible Program of Studies			
Length of Program			
Required Books/Supplies list			
Academic Standing			
Tuition and fees receipts			
Books and Supplies receipts			

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