

Timiskaming First Nation Education Department



POST-SECONDARY STUDENT SUPPORT PROGRAM AND UNIVERSITY and COLLEGE ENTRANCE PREPARATION PROGRAM (PSSSP-UCEPP)

POLICY AND PROCEDURES GUIDE

FOR

TIMISKAMING FIRST NATION ADMINISTRATORS AND STUDENTS

Approved by TFN Chief and Council on May 3rd, 2005

Page 16 amended on July 28th, 2005

Page 16 amended on August 18th, 2006

Page 16 amended on January 15th, 2007

Document updated on December 2nd, 2008, February 2009

Document updated and approved by Chief and Council on July 18th, 2011

Page 10 amended on December 2011

Amended July 2015

Amended June 2016

Executive summary

There has been a large increase in the number of First Nation students attending post-secondary institutions on a national level. This policy and its content originate from the Indigenous Northern Affairs Canada (**INAC**) and the Post-Secondary policy of November 2003. Its content is designed to deliver the Post-Secondary Student Support Program (PSSSP) in a fair and equitable manner to TFN's current and future post-secondary students. In April of 2016, a revised National Guideline for the Post-Secondary Student Support Program (PSSSP) was put in place by INAC. A need to once more adapt our policy for our members was necessary. Every year INAC reviews their Post-Secondary Student Support Program and we must meet the minimum standards of their program. Starting April 1st 2017, this policy may be amended if needed, every year at the same date.

The regulations of this present policy and procedures guide were developed for everyone and hopefully for every situation. Although there were some changes in INAC's policy, these changes are not fully reflected in this policy. This policy describes what the TFN's PSSSP will fund for full-time and part-time students: tuition fees, books, travel, and a living allowance for full-time students only. There are several sections pertaining to the types of support, the schools that can be frequented and the responsibilities of each student. To better track our students and to comply with Audit Canada's requirements, the student must complete a variety of forms. Another section of the policy deals with student misconduct and how it is handled. We fund Canadian institutions, however request to study at International institutions will be sent to INAC to be considered. Funds will be granted in Canadian dollars and a limit for expenses is set according to this policy.

If an individual wishes to pursue higher learning, they must complete all necessary application forms. Applications are valid for two (2) semesters at a time (e.g.: Fall and winter). Applications must be sent for the following two (2) semesters. Once in school, they must submit all documentation to the Education department before **and after** approval for funding. Documents not submitted in time **will halt all funding.** The ESSA should be able to access any and all information from the student's file. There are several check lists for students to consult as they complete the application process. Students **must** continue to submit as they continue in their program of study so funding from TFN continues.

*Use of the masculine is to lighten the text

TABLE OF CONTENTS

Executive summary	1
Table of contents	2
Definitions	3
1. Introduction	5
2. Eligibility for post-secondary funding	6
3. Students are required to...	6
4. Applying for funding	7
5. Funding Support	8
6. Funding priority	9
7. Levels of Post-Secondary Education	10
8. Funding for all accepted applicants	10
9. Funding for full-time students	12
10. Funding for part-time students	13
11. Funding for correspondence, video-conference or online	14
12. UCEPP	14
13. Responsibilities	15
14. Program transfers/withdrawals	16
15. Misuse of financial support deemed negligent	17
16. Policy Assessment	17
17. Appeal	18
18. Contact information.....	18

DEFINITIONS

INAC: Indigenous and Northern Affairs Canada

EPSI: Eligible Post-Secondary Institution

ESSA: Education Support Services Administrator

EAC: Education Advisory Committee

PSSSP AND UCEPP: Post-Secondary Student Support Program and University/College Entrance Preparation Program

TFN: Timiskaming First Nation

Adult Education Graduate: A student who has completed the requirements for their high school equivalency, and will be **considered as a secondary school graduate**.

Eligibility: Conditions to meet regarding status requirements as described under the TFN Post-Secondary Student Support (PSSSP)

Eligible post-secondary education studies: A program of studies offered by a recognized eligible post-secondary institution which includes at least one academic year (as defined by the said institution) and for which completion of secondary school studies or its equivalent is recognized by the Canadian post-secondary institution.

Eligible post-secondary institution (EPSI): A recognized Canadian educational establishment listed with INAC. These institutions grant degrees, diplomas or certificates which are recognized by a Canadian province or territory.

Eligible student: A student who is a registered member of Timiskaming First Nation, has resided in Canada for 12 consecutive months prior to the date of application for funding and has been accepted by an EPSI.

Continuing student: A student who has some accreditation and is continuing his current course of study within the same field, with less than 2 years of absence at the same level or higher.

Deferred student: A deferred student is one who has applied for funding but because of funding shortages (or proof of acceptance from the

institution), the student has been put on a waiting list. **This student must reapply annually.** Deferred students requests will be analysed as to whether this student has prior studies at the same level for the application of program requested, whether they have been funded by TFN or from elsewhere. All deferred students will receive correspondence about the refusal and the reason.

Dependents: A child or children under the age of 18 for whom the student is the custodial parent. Legal proof must be provided: original birth certificate with health card and attestation that the child is under the applicant's care. All original documents will be returned to the owner immediately.

Full-time studies: A student who is enrolled in 100% of their course credits as specified by their program of study or 80% under special approved circumstances by the TFN education department, or with proof by the Dean of the department of study. TFN must be advised in advance. Anything less is considered part-time. Only special education students will be considered.

Funding limitations: Annual funding requirements are based on amounts received by the TFN from INAC. Funding is limited to the number of eligible students by priority and budget. A maximum amount is defined for each component of the funding allowed. Student priority must be used to determine acceptance for the funding process. All submissions for funding for **August/September and January** must be received by **May 1st** with supporting documents. The **official acceptance** letter from the institution can follow at a later date, as long as it is handed in before the semester begins.

Living allowance: The sums allocated to a **full-time** post-secondary student who is registered and attending an EPSI. Funding will be provided only for courses that are part of the program in which the student is registered. If on or applying for social assistance, students must inform their social assistance program contact person and the same for students who are on unemployment.

Mature student: A student who is defined as such by an eligible post-secondary institution and has not accessed post-secondary funding before.

Negligent or misuse of funding: This occurs when a student continues to collect full-time financial support when their situation has changed (withdrew, changed from full-time to part-time studies, etc.) and the

student **has not reported the changes** to the TFN Education department. All sums will be required to be paid back to TFN.

Returning student: A returning student is one who is continuing in a post-secondary program, after an absence of more than two (2) years. This student has started a program but did not continue for valid reasons (ex: birth of child, illness) and is going to finish the program, or go to the next level within the same field of study. Students who have 1 year or less of studies may return in a different field of study. Otherwise, stacking provision will be applied (see page 7).

Secondary school graduate: A student who has completed all secondary school requirements and has their diploma.

Traditional territory; lands as defined by Timiskaming First Nation Lands and Membership Department

Tuition and student fees: Payments required by an EPSI for a student to take courses towards accreditation for the program in which the student is registered and student fees are for payments required to access student services offered by the EPSI. No tuition will be paid for extra courses or retake of courses to better the marks. This is the student's responsibility. Special Education students will be considered, case by case.

1. INTRODUCTION

This document describes the policy for administering the Timiskaming First Nation Post-Secondary Student Support Program (PSSSP) and University/College Entrance Preparation Program (UCEPP)

The objective of the PSSSP/UCEPP policy is to ensure that a maximum number of TFN registered members are able to achieve their academic goals through funds available for this program.

Timiskaming First Nation Chief and Council have adopted this policy and have mandated the Education department to follow the regulations herein to ensure fair and objective decisions for all students.

In summary, the sponsorship process is simplified as follows: TFN members requesting post-secondary funding are provided with a copy of this policy. Their applications are then submitted to one or more EPSI. Upon conditional confirmation of acceptance or enrollment, funding

requests are then submitted to the ESSA and Cc'd to the Education Director by **May 1st** of each year. The application is reviewed according to priority and available funding. The student is notified as soon as possible whether or not their application has been retained, but no later than July 30th. If rejected, written reason (s) will be provided to the student. The student may submit an appeal to EAC through the education director. Students will not receive funding until official proof of future attendance is forwarded to TFN's Education Department and all completed application forms, and documents are received. If none have been received two (2) weeks before the start date, the student's name will go on a waiting list until the beginning of the program date. If no proof has been received by the start date of the program, the student's application will be officially rejected for that school year.

.....

2. ELIGIBILITY FOR POST-SECONDARY FUNDING

To receive financial assistance and to continue to receive it, the applicant must:

- a) Must be a registered member of the Timiskaming First Nation and listed on TFN's membership registry as defined by the Indian Act. The student must be residing in Canada for the past twelve (12) consecutive months at date of application.
 - b) Be currently enrolled or accepted as a full or part-time student with a letter of acceptance from the student's chosen EPSI that is part of INAC's list. The student has completed and submitted all required forms to TFN; the student must also provide required information throughout the approved time period to keep their file current and to continue to receive funding. Example: schedules, transcripts with student's name, semester and EPSI's identification, and all other type of information that may be requested by ESSA from TFN.
-

3. STUDENTS ARE REQUIRED TO:

- a) Respect the policies of this guide and the people dealing with them at all times.

- b) Submit an official report of their final grades and an original final transcript of courses and diploma as soon as available at the end of their program of studies. The name of the student, date of instructions and EPSI's name must appear on the schedule and transcript. All originals will be returned to the student.
- c) Send in all required documents on time (receipts, mid-term marks/end of semester transcripts, and proof of attendance, enrolment status and care of dependants under the age of 18) and continue to send in required documents, as soon as possible, as program progresses. Failure to do so will result in a stoppage of funding with prior notice.

4. APPLYING FOR FUNDING

ALL STUDENTS ARE REQUIRED TO APPLY EACH YEAR. All applicants are required to meet or speak to the ESSA regarding their choice of study. A copy of this policy and required forms will be supplied to all applicants at that time.

The TFN Education department will approve, defer or reject the application no later than two (2) weeks prior to commencing. The applicant will be informed in writing of the decision.

Late submissions may risk being rejected and student asked to reapply before the next **May 1st** deadline.

In order to meet the **May 1st** deadline for applying for funding, applications can still be submitted without the official letter of acceptance which can be forwarded immediately upon receipt but no later than two (2) weeks before the program begins. Proof of a conditional acceptance or enrollment note can also be sent to the Education Department followed by a copy of the schedule for the semester.

5. FUNDING SUPPORT

There are different levels of funding support depending on the situation. Students are required to identify the type of funding being requested on the *Application Form*. If the number of eligible student applications exceeds the available funding allocated to TFN, then the selection priority criteria will prevail. A student may receive

partial funding only but if extra funds become available throughout the school year, increase in funding for this student will be a priority.

5.1 Stacking provisions

This is when a student has transferred from one FN to another or is a new member and funding was obtained from another FN or elsewhere and they are now seeking funding from TFN. TFN will not fund for the equivalent period at the same level of education.

5.2 Special cases

- **Eligible by INAC Native based institutions**
- **Eligible by INAC Private Institutions**
- **Eligible by INAC International Post-Secondary Institutions**

Timiskaming First Nation Education department and administration strongly support all educational endeavours whether or not they are Aboriginal programs and institutions or other credible institutions. These applications will be considered for funding on a case by case basis. Funding will only be accepted for institutions recognized by INAC.

In the event of application approval, funding will be issued in Canadian funds at the equivalent rate of the maximum allowable tuition fee according to this policy from TFN (see ANNEX), to the institution of choice. A living allowance will be paid in Canadian funds as outlined in this policy. If the amounts permitted by TFN are inferior to the actual costs, it is incumbent upon the student to seek additional funding to cover the balance. Travel expenses must be discussed with TFN if it is an International Post-Secondary Institution. If these institutions are in partnership with a Canadian Institution, the travel may be according to the distance of the Canadian Institution.

5.3. Summer studies:

Students are permitted summer studies only if the regular program requires such measures. Students must send their program schedule when applying the first time. No summer courses will be permitted unless it is part of the regular program.

All summer courses are the student's responsibility for funding if the student failed or withdrew from a course without valid reason and did not inform the Education Department of TNF when this

occurred. If the reason is valid and professional proof is provided to TFN when the withdrawal occurred (example: medical reason), TFN can provide for that student. Special education students will be considered on a case by case basis.

6. FUNDING PRIORITY

The first choice for all categories listed below will be for TFN members residing within the traditional territory of TFN. All other TFN members will be selected afterwards, according to the categories listed below.

Category 1

- Recent continuing student in current accepted program and advancing to the next level in a related field of study

Category 2

- Deferred student that has re-applied for the present year and was considered a recent graduate at the time of first application. If already attending an EPSI since the 1st application, this student should be studying in the same program or a related field as when studies began and will be considered as a continuing student in the future.
(Reminder: All deferred students must re-apply every year to be considered)
- Recent secondary school graduate/adult education graduate

Category 3

- Deferred returning student/deferred mature student
 - Returning student/mature student
-

7. **LEVELS OF POST-SECONDARY EDUCATION:**

Assistance can be provided at five (5) levels of post-secondary education:

LEVEL 0: UCEPP (1 year program)

LEVEL 1: College certificate (1 year program)

LEVEL 2: CEGEP/College diploma

LEVEL 3: University certificate (Prov. of Quebec only, 1 year program)

LEVEL 4: University degree (Bachelor's)*

LEVEL 5: University degree (Master's)

LEVEL 6: Post-Graduate degree (Doctorate)

*The student may include assistance, at the bachelor level, for an additional degree as a prerequisite to an undergraduate degree. Proof of pre-requisite must be supplied by EPSI (E.g.: Bachelor of Education in Ontario requires a previous Bachelor). This request should be mentioned with the first Bachelor request on the statement of intent application program page only.

.....

8 **FUNDING FOR ALL ACCEPTED APPLICANTS:**

8.1 **Tuition and student fees**

Tuition and student fees will be paid by TFN education department according to the maximum amount listed in the attached ANNEX. ESSA will issue a confirmation letter of sponsorship to the EPSI for the student and a copy will also be sent to the student. The sponsorship letter will confirm payment for tuition/student fees by TFN. Any amounts over the sum permitted will be at the expense of the student. These fees will be paid by TFN directly to the institution as soon as the invoice from the institution is received at TFN. Students can also send the statement of the tuition amount owed from their on-line EPSI site. If using the statement for payment, the student must send to TFN the receipt of payment as soon as possible. An e-mail copy will suffice.

Applications fees are the responsibility of all students.

8.2 Bus Pass:

When your student fees include a bus pass, you can pick it up at your EPSI. TFN will fund a monthly **bus pass** upon receipt of original invoices for students whose tuition fees do not include bus pass service. It is recommended that students purchase bus passes directly from their educational institution, when possible, as there are often rebates. A maximum is allowed per full month, for full-time students (See ANNEX). Part-time student's bus pass reimbursement will be evaluated, case by case.

TFN **will not fund** parking and gas for students.

8.3 Contingency Funding (For full and part-time students)

Contingency funding provides financial support to students for costs that are related to emergencies. Each case will be evaluated and proof of need must be sent in with the request. Funding will be dealt with as soon as possible.

8.4 Special funding for full and part-time students

The student must apply in writing to the ESSA, describing in detail their purpose and necessity for the course. A letter of support from the EPSI should also be attached to the application with the name and telephone number of a contact person and their role in this request. Approvals for such requests are **subject to availability of funds** and on the merit of the request. Once sponsorship is approved the student must supply receipts to the ESSA for reimbursement. Requests must be sent in at least three (3) weeks before the need for funding with supporting documents. (*Refer to Special funding page in application form*).

Any student who receives special funding and does not complete their program of study must reimburse these funds in their entirety. Legal action will be taken if a student refuses to reimburse these amounts.

.....

9. **FUNDING FOR FULL-TIME STUDENTS:**

9.1 **Living Allowance**

Assistance for travel and living expenses is provided for students to complete one program at each level. These programs must be in the same field. Students at Level 5 and level 6 will receive a living allowance for a maximum of 4 semesters, per level, as a full-time student and according to the institution's registrar's student status.

a) Students enrolled in Level 2 may be assisted for up to one additional academic year if such an extension is necessary and sanctioned in writing by the Dean of the EPSI or Head of department. Students enrolled in all levels may be assisted up to one additional academic year for medical reasons with justification from a medical professional or for personal reasons with proof and accepted by the Education Department of TFN. All extensions must be approved by TFN before this can occur.

b) Students who have completed a level of study, with or without financial assistance from the TFN education department are ineligible to receive additional assistance at that same level or lower.

c) Students who become eligible for assistance and who have previously completed a portion of post-secondary studies without assistance from the TFN education department may receive help for the remainder of the duration of their program of studies. No retroactive payment will be distributed.

d) Living allowance is to be used for accommodations, food and sundry items. Direct deposits will be advanced to the students for the following month on or about the 26th of each previous month.

The amount of living allowance will only be increased if there are dependent children involved. Legal proof must attest to this situation whether it be a copy of income tax assessment or report, a court order or any other relevant documentation. A copy of the long form birth certificates of the children must be supplied for the applicant's file before the children are considered as part of the allowance.

See Rates for monthly living allowance for full-time students in ANNEX

9.2 Books

An advance per semester will be allotted for full-time students. Students are required to submit all receipts to the TFN Education department along with a book list provided by the institution. If a student exceeds this amount, reimbursement will be awarded once all receipts have been submitted to the TFN education department. All receipts should be handed in **no later than a month after purchasing the book(s)** or denial of reimbursement is possible. In the event that the receipts do not total the advance, no reimbursement will be required.

See Rates for books for full-time students in ANNEX

9.3 Travel Allowance

Full-time sponsored students can claim one round trip travel from home to their EPSI, per semester. Transportation methods covered are those that are the most cost effective. The amount for the trip will be given in advance to the student with the previous month allowance.

10. FUNDING FOR PART-TIME STUDENTS

Students interested in part-time studies must request financial assistance by the **May 1st** deadline up to the maximum allowed in this policy. Requests beyond this date will be considered based on availability of funds. The following expenses will be considered for part-time students:

10.1 Living Allowance

There is **no living allowance allocated** for part-time studies.

10.2 Books

An advance will be allocated for books per semester .A book list must be submitted per semester. If the costs are higher, the difference of the cost with the advance will be reimbursed once receipts have been received. All receipts should be handed in **no later than a month after purchasing** the book(s) or denial of reimbursement is possible.

See Rates for books for part-time students in ANNEX

11. FUNDING FOR CORRESPONDENCE, VIDEO-CONFERENCE OR ONLINE

Each request will be considered on a case by case basis in order to be eligible for this type of education at the post-secondary level.

11.1 Living Allowance

There is **no living allowance allocated** for this type of studies but exceptions can be made if it is for medical reasons with proof.

11.2 Books

An amount will be advanced with proof of need for the course(s). A book list must be submitted. All receipts must be **handed in within one month** of purchase or repayment may not occur.

11.3 Travel

One round trip per semester for exam purposes to the nearest exam location is permitted. Proof of necessary travel is required. The least expensive mean of travel will then be reimbursed.

12. UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAMS (UCEPP)

Students applying for assistance in the UCEPP are required to obtain, from the EPSI offering the program, a statement attesting that the UCEP will provide the student with the necessary courses to attain the academic level for university or college entrance, and state whether it is a full-time or part-time program. It should also state that the student will be eligible to be accepted as a student for a regular university or college credit program upon successful completion of the UCEPP course of studies.

Limits for assistance for UCEPP: The maximum allotted time to complete a UCEPP is one academic year (as defined by the institution offering the program) or in the case of part-time students, the equivalent of one academic year.

The financial support for tuition, travel and living costs for UCEPP will be the same as that provided under the PSSSP. (See ANNEX)

13. RESPONSIBILITIES

The applicant **must read and sign the *Student responsibility form* before being considered for funding.** By doing so, the student then agrees to:

- a) Represent TFN in a positive and holistic manner at all times
- b) Take an active interest in their studies and perform to the best of their abilities
- c) Attend classes regularly
- d) Successfully complete their program of study
- e) Submit a copy of the full program with list of courses to be taken, also send a registered class schedule to the ESSA within 2 weeks of receipt at each semester and notify the ESSA of any changes. The schedule must show the student's name, semester and the institution's identification
- f) Submit a transcript of marks at the end of each semester to the Education department within 1 week of release from their EPSI.
The transcript should clearly indicate their name, the name of the institution and the semester's date. At the end of the program, **an official transcript** must be sent to the Education department and a certified copy of the Diploma obtained. All original transcripts and certified diplomas will be returned to the student immediately
- g) Provide their school e-mail address to the Education department within 2 weeks of the start of classes
- h) Send an e-mail to the Education department one week prior to the end of each sponsored semester to report on school progress
- i) Carefully read and comply with all conditions contained in this guide
- j) Immediately notify the ESSA in writing of any program or course transfers or withdrawals, change of address, phone number or e-mail.
- k) Immediately notify the ESPI of any withdrawals or change from full time studies to part time studies
- l) Correspond with the ESSA at all times in a positive manner
- m) When leaving institution, provide ESSA with an e-mail address where TFN'S Education Department can contact you

Students who do not abide by these requirements may see their funding ceased

.....

14. PROGRAM TRANSFERS/WITHDRAWALS

14.1 Transfers

- a) A student is allowed one program transfer at either the College or University level (during funding period, during the first year of study or if the student has used less than the equivalent of one full school year (no more than 2 semesters completed). The student must immediately notify TFN's education department of the transfer and the reason for the transfer, plus supply detailed course information for the new program prior to being granted funding as a continuing student.

A new application form must be completed.

- b) The student must immediately notify TFN education department if status from full-time to part-time has occurred.

14.2 Withdrawals

Students are encouraged to seek a transfer rather than withdrawing, if their new choice of program is for the following school year. TFN considers the student withdrawn from a program if they have:

- a) Immediately notified TFN Education department upon withdrawal and specify reasons leading to this decision.
AND
- b) Gone through the proper steps prescribed by the EPSI to officially withdraw from a program.

The student will be required to repay any unused portion of funding advance from the time of withdrawal. (Example: The student received a travel allowance to return to the institution plus an advance for books and allowance, but withdrew before returning. These amounts would be owed to TFN.

If the withdrawal is deemed to be for medical or compassionate reasons, with proof, the Education department will allow the student to reapply without restrictions.

If the student withdraws a second time for medical reasons, this student must submit a medical attestation that indicates that the student is able to resume his/her studies.

If the student withdraws from a program and there is no medical or compassionate reason, the student will be required to undertake career counselling through an education plan mutually agreed upon between the student and the EPSI. This student's

Category may change depending on each case. This must be done prior to accessing funding in the future, If the student withdraws for a second time and there is no medical or compassionate reason, they will be suspended from financial support from TFN until their file can be evaluated.

15. MISUSE OF FINANCIAL SUPPORT THAT IS DEEMED NEGLIGENT

A student is considered negligent when any of the following occur:

- a) The student provides misinformation or neglects to report according to the above item # 14 of TFN policy.
- b) A student continues to collect financial support from the TFN for education purposes and has not reported that they have either withdrawn or rarely attends school or has quit school.
- c) A student was exited.
- d) A student continues to collect full-time financial support from TFN but has become a part-time student and has failed to report the change to TFN's ESSA.

15.1 Consequences of negligent misuse of funding

If a student is found negligent in any of the above circumstances, the following will occur:

- a) Funding will be discontinued immediately and the student will be notified (letter, telephone, email, etc.).
- b) The student will be required to reimburse all funding support received or funds paid in relation to their file for the period which the negligent activity occurred.
- c) A student who does not totally reimburse TFN as required within a 24 month period will be barred from further funding, pending repayment. Negligent activity can only happen once. After, there is no more funding.

16. POLICY ASSESSMENT

- a) This policy should be assessed every year. Any type of amendment to this policy must be presented to Chief and Council.
- b) Students are encouraged to provide written input in regards to the policy assessment no later than December 30th of each year for consultation purposes.
- c) Any amendments to this policy and procedure guide will be published and available to all TFN students.

17 APPEAL

A subcommittee will be formed comprised of 3 active members from EAC. This subcommittee will receive grievances pertaining only to Post-Secondary funding allocations. This subcommittee will discuss and respond to the person presenting the grievance. Once a decision has been reached, a written copy of the final decision must be sent to the complainant and to the Education Director. In all cases, the recommendations made by the Subcommittee are considered final. All appeal procedures will be presented in writing to the Sub-Committee and all subsequent members. These procedures must be respected at all times. Send the appeal to the Education Director who will forward the appeal to EAC. All appeals must be in no later than 2 weeks after the letter of decision has been sent out. The hearing will be done within a week after the receipt of the appeal. There is no appeal against refusal of assistance because funds are not available.

18. CONTACT INFORMATION

Address: Timiskaming First Nation
24 Algonquin Avenue
Notre-Dame-du-Nord, QC
J0Z 3B0

Telephone: 819-723-2335

Fax: 819-723-2353

E-mail addresses: Education director: arline.chasle@atfn.ca
ESSA: allan.mclaren@atfn.ca