



NORTH SHORE MICMAC DISTRICT COUNCIL

# STUDENT HANDBOOK

POST-SECONDARY EDUCATION  
PROGRAM



**NORTH SHORE**  
Micmac District Council

# STUDENT HANDBOOK

compiled by  
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## **The Student Handbook**

The primary purpose for the development of the Student Handbook is to familiarize you, the student, with the Post-Secondary Education Program Local Guidelines of the North Shore Micmac District Council's Post-Secondary Education Program. Any questions that you may have about the contents of this book may be addressed to the Program Manager, Hazel Francis at the address, telephone number, fax number, or email address listed on the cover of this handbook. **Students who make application for post-secondary educational financial assistance are required to read the student handbook before they sign off on the Student Declaration of Understanding on page 3 of the PSE application form.**

## **Program Responsibility**

The Post-Secondary Education Program of the North Shore Micmac District Council currently provides post-secondary educational student support for members of the following communities.

Buctouche First Nation

Eel Ground First Nation

Eel River Bar First Nation

Fort Folly First Nation

Indian Island First Nation

Pabineau First Nation

## **Post-Secondary Education Policies and Guidelines**

### **Eligibility Criteria for Post-Secondary Student Support**

To be eligible to apply for financial assistance under the North Shore Micmac District Council's Post-Secondary Education Program an applicant:

1. must be a registered Status Indian and a member of one of the following member bands (Buctouche, Eel Ground, Eel River Bar, Fort Folly, Indian Island, and Pabineau First Nations). The applicant must show proof of status, Status Indian card and,
2. must have resided within Canada for twelve consecutive months prior to the date of application; and,
3. must be enrolled or accepted for enrollment in an eligible post-secondary program of studies offered at an accredited post-secondary institution. See Annex 1.

Post-secondary student support will be provided to eligible post-secondary students within the limits of funds provided by Aboriginal Affairs Northern Development Canada. All applications will be reviewed based upon a funding "priority" system established by the North Shore Micmac District Council (see "Funding Priorities", page 6). If the funding required to support eligible applicants exceeds current post-secondary education operating budget, lower priority applications may be deferred and re-assessed for sponsorship in the next operating year. ***To be considered "deferred", a student has to submit an acceptance letter along with their post-secondary education application for funding form.***

### **The "Post-Secondary" Domain: Limits of Support**

A program is classified as "post-secondary" provided that it meets the following criteria:

1. The program is one academic year or more in duration;
2. The normal entrance requirements are high school completion;
3. The program leads to a certificate, diploma, or degree; and

4. The program is not classified as trade or vocational.

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### **“Post-Secondary Education,” .... Defined**

“Post-secondary education” has been defined by Indigenous and Northern Affairs as a program of studies offered by a post-secondary institution, for which completion of secondary school studies or equivalent is a prerequisite. *Refer to the student’s province or territory of residency Ministry of Education for information on student admissibility to a program of study, see Annex 1.*

### **“Post-Secondary Institutions,” ..Defined**

“Post-secondary institutions” are defined as degree, diploma, or certificate-granting institutions, which are recognized by a province, including affiliated institutions or institutions delivering, accredited post-secondary programs by arrangement with a recognized post-secondary institution. It is important to note that although some colleges and universities may provide programs at the trade and vocational level, these programs are not classified as post-secondary level education. *For a list of accredited Canadian post-secondary institutions in your province or territory, please consult the appropriate provincial or territorial Ministry of Education website for their list of certified institutions. See Annex 1.*

### **Levels of Post-Secondary Study**

Post-secondary student support is provided for four levels of post-secondary study, which are as follows:

- Level I: Community College and CEGEP certificate or diploma programs;
- Level II: Undergraduate university degree programs (certificate, diploma, degree);
- Level III: Advanced or professional degree programs, or master programs;

Level IV: Doctoral programs.

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### **Limits of Assistance for Community College and University Programs**

- a) **Assistance for travel and living expenses may be provided to students to complete one program at each Level.** Level 2 may include assistance for an additional degree program at the bachelor level. **However, sponsorship will be dependent upon the NSMDC's Post-Secondary Education budget at any given year.**
- b) The duration of assistance in (a) will accord with the official length of the program as defined by the post-secondary institution in which the student is enrolled, while the student is in good standing at the institution.
- c) **Students enrolled in Levels 1 and 2 may be assisted for up to one additional academic year per level if such an extension is approved in writing by the institution's dean or the head of the department.** *For example, a student enrolled in a 4-year undergraduate program and needs year 5 to complete their program of studies must submit an extension letter.* Students enrolled in Level 3 may be assisted for up to one additional academic year for medical or personal reasons. It is the student's responsibility to provide an extension letter for an additional academic year of study.
- d) Students may be assisted in Level 1 studies after dropping out of Level 2 studies. If a student resumes Level 2 studies, the previous time spent at Level 2 will be counted for assistance purposes.
- e) Students who have completed a level 2, 3, or 4 program, **with or without assistance from this program,** are ineligible for program assistance for lower levels.
- f) Student support will not exceed the limits set out in the paragraphs above. Where students change programs within one of the levels, the academic years 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.

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### **Funding Priorities**

The North Shore Micmac District Council reserves the right to make sponsorship decisions based upon the following priorities:

- i) **Priority One:** any eligible applicant who is presently enrolled in post-secondary studies, having successfully completed the previous term in post-secondary studies, and is continuing his/her studies. This includes the student who completes an undergraduate degree and continues on to post-graduate studies without a break in studies. This also includes the student who completes a community college, UCEPP, or CEGEP program and continues on to an undergraduate degree program without a break in studies. Students who cease to attend because of medical reasons, which can be documented by a valid medical certificate, will be considered “priority one” when they reapply.
  
- ii) **Priority Two:** any eligible applicant whose application for assistance has been “deferred,” or refused due to a lack of program funding in the previous year, and is reapplying for support. *To be considered “deferred”, a student has to have submitted their letter of acceptance, along with their NSMDC PSE application form.*
  
- iii) **Priority Three:** any eligible high school graduate or mature student wishing to enroll in college, university, or a UCEPP program for the first time.



- iv) **Priority Four:** any eligible applicant who has previously completed an undergraduate degree, community college certificate, a CEGEP program and has taken a break in studies and wishes to return to post-secondary studies. A student who has dropped out of college or university, but wishes to return to post-secondary studies will have to have met the guidelines outlined in their Agreement. Any monies owed to NSMDC PSE Program would have to be recovered before their application is considered.

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### **Types of Financial Assistance**

- 1) **Tuition Support:** includes student fees for registration, tuition, and initial professional certification and examination fees. *It does not include the Health and Dental fees.*
  
- 2) **Books and Supplies:** includes the costs of books and supplies, which are listed as REQUIRED by the post-secondary institution. RECOMMENDED books are not covered by the NSMDC post-secondary program.
  
- 3) **Travel Support:** available once every semester, to students who are required to live away from their permanent place of residence to attend college or university. Travel support is equal to the cost of return transportation from the student's place of residence to the nearest Canadian post-secondary institution, which offers the approved program of studies selected by the student. *Seasonal travel is calculated using the most cost-efficient mode of public transportation.*
  
- 4) **Living Allowance:** support for living expenses is provided to full-time students at a rate not exceeding those listed on Page 10. Living Allowance support is distributed to students on a monthly basis to cover such things as food, shelter, daily transportation, daycare, rental and miscellaneous expenses.

- 5) **Tutorials:** financial assistance for individual or group tutoring is available to all NSMDC sponsored students. The following page outlines how this assistance may be accessed.

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### **Tutorials**

Financial assistance for individual or group tutoring is available to all North Shore Micmac District Council sponsored students. To those students, who find themselves struggling with some of the material covered in a given course, it is recommended that tutoring assistance be pursued.

The following three steps must be followed to access funding for tutorials:

1. Contact the Post-Secondary Education Manager to:
  - (a) discuss your request for tutoring assistance,
  - (b) locate an appropriate tutor, and
  - (c) be designated a specific number of tutoring hours for the course you are encountering difficulties with.
2. Proceed with your tutoring session(s).
3. Once your tutoring sessions are finished, have your tutor complete and submit a "Tutorial Invoice Form" to our Post-Secondary office for an approval for payment. A Cheque will be forwarded to your tutor in

payment of the invoice submitted. You can download the “Tutorial Invoice” form from our website at [www.nsmdc.ca](http://www.nsmdc.ca) under DOWNLOADS. We also have “Tutorial Invoice Forms” at your disposal. If you require copies of this form, please contact our office and we will have them mailed to your local address or faxed to you.

Many students tend to wait until just before the mid-term or final exams are upon them before deciding to seek help from a tutor. In many cases, these last-minute attempts to cram two to four months of work into a couple of study sessions are unproductive. Be sure to seek out a tutor as soon as the need arises. It can make a tremendous difference in your final grade. Remember, the earlier you seek help, the greater your chances of success will be.

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### **Full-Time/Part-Time Studies**

Students are classified as “full-time” provided they maintain a minimum course load of 12 credit hours per academic term (every four months), 24 credit hours for the academic year. The only exceptions to this rule will be for:

- (a) First-year mature students, who will be expected to maintain a minimum of 1 ½ credits (9 credit hours) per academic term; and,
- (b) Students who require less than 2 credits in a given term to graduate.

Full-time students are eligible to receive tuition, books and supplies, travel and living allowance support while they are enrolled in an approved program of post-secondary studies.

**NOTE:** Students who are employed on a full-time basis, or taking on-line courses while attending studies on a full-time basis are ineligible for living allowance support. Although they many carry a full-time course load, they will be sponsored, as a

part-time student and will be entitled to support for tuition and compulsory fees and required textbooks and supplies **only**.

**Part-Time Studies:**

Students are classified as “part-time” if they do not maintain the minimum course load required for “full-time” enrollment.

Part-time students are eligible to receive support for tuition and compulsory books and supplies **only**.

**LIVING ALLOWANCE RATES**

	<b><u>Maximum Monthly Allowances</u></b>	<b><u>Maximum Monthly Allowances for High Rental Areas</u></b>
(a) Single Student living With employed parent	\$290.00	\$460.00
(b) Single Student	\$675.00	\$675.00
(c) Married student with Employed spouse	\$675.00	\$ 675.00
Plus -1 dependent	\$850.00	\$ 850.00
-2 dependents	\$1,030.00	\$1,030.00
-3 dependents	\$1,205.00	\$1,205.00
-\$50.00 per month more for each additional dependent		
(d) Married student with		

Dependent spouse	\$895.00	\$ 895.00
Plus -1 additional dependent	\$1,045.00	\$1,045.00
-2 additional dependents	\$1,205.00	\$1,305.00
-3 additional dependents	\$1,355.00	\$1,505.00
-\$50.00 per month more for each additional dependent		
(e) Single parent with		
-1 dependent	\$1,045.00	\$1,045.00
-2 dependents	\$1,205.00	\$1,305.00
-3 dependents	\$1,355.00	\$1,505.00
-\$50.00 per month more for each additional dependent		

### **High Rental Area Living Allowance Subsidy**

The living allowance subsidy for high rental areas is available to two categories of students:

1. Married students with a dependent spouse and two more dependents and
2. Single parents with two or more dependents

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High-rental areas are identified and revised annually based upon the Canada Mortgage and Housing Corporation's rental survey. A fixed rental subsidy is universally applied to all areas identified as high-rental areas.

At this time, the following cities have been classified as high-rental areas:

Halifax, Barrie, Oshawa, Ottawa, Peterborough, Thunder Bay, Metropolitan Toronto, Windsor, Calgary and Vancouver.

### **Academic Probation/Dismissal/Withdrawal Policy**

#### **Academic Probation:**

Any student, whether full-time or part-time, whose grade point average has fallen below a 2.0 (C) in any given year of study, will be placed on “Academic Probation.”

### Terms of Probation:

A student placed on academic probation will be expected to do the following:

1. Contact the N.S.M.D.C.’s Post-Secondary Program Manager to:
  - a) discuss plans of improving his/her GPA
  - b) provide detailed information (i.e., course syllabi, term papers, exam marks, etc.), when requested to do so, to determine academic problem areas to ensure that counseling may proceed as required.
2. Maintain regular contact with N.S.M.D.C.’s Post-Secondary Program Manager until he/she has successfully managed to achieve a grade point average of 2.0 (C) or better.
3. Enroll in a study skills program if offered at the respective college or university where the student is attending, if asked to do so.

All students placed on academic probation will be expected to improve their academic standing with their college or university to a 2.0 (C) average in order to maintain continued sponsorship. If at the end of a given term a full-time student has not made the required improvement, he or she will be required to withdraw from their program of studies (academic dismissal) for a period of not less than 12 months and sponsorship will be discontinued. Students can continue independently provided the institution considers them enrolled.

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### **Academic Dismissal**

Should an individual be required to withdraw from studies, an individual will be required to wait a minimum of 12 months before a new application for sponsorship through the North Shore Micmac District Council will be considered.

### **Voluntary Withdrawal**

Students, who voluntarily withdraw from their program of studies or drop from “full-time” to “part-time” studies, whether permanently or temporarily, must contact our office

immediately. *Students will be required to all financial assistance paid out to them if they quit, fail, or are terminated from their program of studies.*

## **Post-Secondary Sponsorship**

### **The Annual Application Process**

All new applicants must submit both a fully completed “Application for Post-Secondary Educational Financial Assistance” form and an official “confirmation of acceptance” letter at a recognized post-secondary institution in order to be considered for sponsorship. You may download the NSMDC PSE Financial Assistance application form from our website at [www.nsmdc.ca](http://www.nsmdc.ca). If you are a continuing student, you will be required to submit an official transcript of final marks from your previous term of studies. If you are re-enrolling after being away from your studies for a semester or more, you will be required to include with your application and transcript of marks an official confirmation of acceptance/re-enrollment from the institution you plan to attend. Please note that any monies owed to NSMDC PSE Program per your last Agreement will have to be repaid in full before your application is considered. A separate application must be submitted for:

- a) Fall and/or Winter
- b) Intersession and/or Summer Session studies.

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### **Spring and Summer Studies**

Some university and college campuses offer credit courses during the spring and summer months. While most take the summer off, every year we have a small number of students enrolled in spring and/or summer studies. **However, sponsorship is dependent upon the NSMDC’s Post-Secondary Education Program budget at any given year.**

There are a few simple rules that must be taken into account before one considers enrolling in spring and/or summer courses. To be sponsored to attend spring and/or summer session a student:

- a) must have obtained a GPA (grade point average) of 3.0 (B) or above throughout the previous Fall and Winter terms (and previous Spring and Summer, if applicable),
- b) must enroll in coursework that contributes toward the certificate, diploma, or degree sought,
- c) cannot repeat a course failed in the previous Fall and/or Winter term(s) and,
- d) must enroll in a minimum of one (1) full-credit or two half-credit courses for every two months of study to be considered a “full-time” student. **Students who elect to engage in a less demanding workload will be classified as “part-time students.**

### **Application Deadlines:**

The following application deadlines apply to all students. You are advised that funding may only be provided for applicants who have met these deadlines.

- |    |                                |                        |
|----|--------------------------------|------------------------|
| 1. | Fall and Winter Sessions:      | June 15 <sup>th</sup>  |
| 2. | Intersession (May & June)      | April 15 <sup>th</sup> |
| 3. | Summer Session (July & August) | June 15 <sup>th</sup>  |

Applications received after their respective deadlines will be considered only after all others are processed and the availability of funds is secured. It is recommended that all applicants do not withhold their applications pending receipt of the required supporting documentation (i.e., transcripts, letters of acceptance, etc.). Applications may be submitted without these documents; however, all supporting documentation must be submitted before final approval is granted.

### **Transcripts**

Upon completion of each term (Fall, Winter, Intersession, and Summer Session) a transcript of your final marks must be forwarded to our office for review. Marks are



online usually within a short time at the end of each term. The deadlines for submission of transcripts are as follows:

Fall Studies (September to December)	January 15 <sup>th</sup>
Winter Studies (January to April)	May 15 <sup>th</sup>
(January to May)	June 15 <sup>th</sup>
(January to June)	July 15 <sup>th</sup>
Intersession (May and June)	July 15 <sup>th</sup>
Summer Session (July and August)	August 25

To ensure that there is no suspension of sponsorship, it is recommended that each student meet the above deadlines for every term wherein studies are undertaken.

### **Cash Flow: Tuition, Books & Supplies, and Living Allowance, & Seasonal Travel**

#### **Tuition**

The North Shore Micmac District Council pays tuition for sponsored students directly to the Universities and Colleges where students attend. A “Letter of Sponsorship” is sent to those institutions attended by our students and an account is established between the Post-Secondary Education Program and the institution and payments for tuition and compulsory fees are issued as required. *The North Shore Micmac District Council is not responsible to pay for the Health and Dental Insurance and it is your responsibility to “opt-out” by contacting the institution’s student services and/or the business office. Students who do not opt-out will be responsible to pay these charges.*

#### **Book and Supplies**

Funding for compulsory books and required supplies is not issued at the beginning of each semester. *It is your responsibility to have sufficient resources to pay for your books and supplies up front and you will be reimbursed upon submission of receipts and syllabuses. These should be submitted within 15 days of the start of your studies.*

## **Living Allowance**

Support for living expenses is provided to “full-time” students at a monthly rate not exceeding the currently established maximum levels (page 10). Those full-time students who are eligible to receive a regular monthly living allowance will be required to establish a bank account for computerized monthly transfers.

## **Seasonal Travel**

Seasonal travel funding is issued to eligible students before each semester begins: at the end of August for the fall semester and at the end of December for the winter semester.

## **Living Allowance Deposit Schedule**

For any month, living allowances are deposited into eligible students’ accounts on the last Wednesday of the previous month. All students must submit a *direct deposit* form in order to receive any financial support.



**North Shore Micmac District Council**  
**Title: Grievance Policy for Students**

The Grievance policy is designed to provide an orderly and effective process for the consideration and resolutions of student grievances. A student should discuss his/her complaint with the NSMDC PSE Program Manager in order to give the Program Manager an opportunity to address the student's concerns and perhaps resolve the issue before a grievance is presented.

1. Should a student have a grievance, he/she may file a grievance with the General Manager. Such a grievance shall:
  - 1.1. Be filed within 14 days being informed of the relevant decision, discipline or action,
  - 1.2. Be submitted by the student on his/her own behalf,
  - 1.3. Be submitted in writing clearly stating the action or decision of concern together with the student's grounds for the grievance.
2. Upon receipt of such a grievance the General Manager shall:
  - 2.1. Provide the Grievor with receipt of his/her grievance,
  - 2.2. Investigate the complaint with the Manager of Post-Secondary Education and/ or other individuals as warranted,
  - 2.3. Provide the Grievor with his/ her findings and conclusions, in writing, within 15 working days of receipt of the grievance,
  - 2.4. Provide the Manager of Post-Secondary Education with a copy of the same.
  - 2.5. If warranted, provide copies of all relevant material to the CEO for any further action.

**Note:** Notwithstanding the right to grieve, as noted above, it should be understanding that such a process does not carry the authority to change the federal government's post-secondary funding policies and guidelines. Lack of funds does not constitute grounds for grievance.

## Scholarships, Bursaries, and Awards

### N.S.M.D.C. Post-Secondary Educations Program Academic Awards:

1. **Academic Achievement Award:**

May be awarded to continuing or graduating full-time students enrolled in Level 1 or Level 2 programs who have successfully complete a full year of study, having achieved a sessional grade point average of B (3.0) or above. Sponsored students may submit an application for an Academic Achievement Award at the end of every school year and are eligible to receive a **maximum of \$1,000.00 annually. The AAA scholarship is dependent upon the NSMDC's Post-Secondary Education Program budget at any given year.**

2. **Incentives for students enrolled in Level 3 Programs:**

Students enrolled as full-time students in a Level 3 degree may receive an incentive, subject to a **maximum of \$1,500.00**. This incentive will only be provided once. Students will be eligible for this incentive upon commencement of the second year of the degree, or upon successful completion of the degree. Again, student must have achieved a grade point average of B (3.0) to be considered for this award.

3. **Strategic Studies Scholarships in Level 3**

To encourage students to engage in studies that directly contribute to achieving a self-government and economic self-reliance, the NSMDC may award a strategic studies scholarship to students who are enrolled full-time in a program of studies in the areas of commerce, public or business administration, physical science, mathematics and computer sciences, forestry and engineering. The amount of the scholarship awarded may be up to a **maximum of \$3,500 annually**.

4. **Graduation Award:**

May be awarded to all Level 1, 2, and 3 students who engage in studies that directly contribute to First Nations achieving self-government and economic self-reliance, or to recognize academic achievement. The amount of this award will depend on the length of the program of studies. Thus, a student

who completes a four-year program will most likely receive a sum greater than one that completes a one-year program Applicants may receive a **maximum of \$500.00.**

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### **Award Distribution Strategy**

A number of considerations are taken into account in determining the actual sum of each “Academic Achievement”, Strategic Studies Scholarship” and “Graduate Studies” award granted (e.g., one’s cumulative grade point average, sessional grade point average, year of study, individual course marks, number of courses taken in a given year, etc.). **In addition to these academic variables, fluctuations in program revenue/expenditures and the number of eligible applicants from year to year must be considered.** The application deadline for the above four awards is June 30<sup>th</sup> of each year. Applications must include an “official” copy of their transcript of marks.

### **Other scholarships, Bursaries, and Awards available to Native Students**

1. **Aboriginal Bursaries Search Tool Link –**  
<http://www.aadnc-aandc.gc.ca/eng/1351687337141>. The Aboriginal Bursaries Search tool is a searchable list of more than 750 bursaries, scholarships and incentives across Canada, offered by governments, universities and colleges, private and public companies, individual Canadians, organizations and others. The majority of bursaries on this list target Aboriginal students but could vary by group such as First Nation, Metis or Inuit. Also, some bursaries are specific to a region, place of residence, a school, or field of study.
2. **Heroes of Our Time Scholarships –** Their website is [www.afn.ca](http://www.afn.ca). Application deadline is June 1<sup>st</sup>.
3. **Indspire.** Their website is [www.indspire.ca](http://www.indspire.ca). Application deadlines are August 1<sup>st</sup>, November 1<sup>st</sup>, and February 1<sup>st</sup> of each year.

- 4. Foundation for the Advancement of Aboriginal Youth** – For further information, or if you have any questions, please phone or email them at: Application deadline is October 15<sup>th</sup> of each year.

Phone: 1-866-566-3229 Fax: 416-961-3995

Website: [www.ccab.com](http://www.ccab.com)

Email: [faayinfo@ccab.com](mailto:faayinfo@ccab.com)

- 5. RBC Royal Bank Aboriginal Student Awards Program** – apply on-line @ [http://www.rbc.com/careers/aboriginal\\_student\\_awards.html](http://www.rbc.com/careers/aboriginal_student_awards.html) . The application deadline is January 31<sup>st</sup> of each year.

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### **Awards offered by Post-Secondary Institutions**

Many scholarships, bursaries, medals, and prizes are awarded to the general population of most post-secondary institutions throughout Canada. These awards are often advertised in the school calendars. Additional information regarding these awards can often be obtained from the campus registrar or your faculty advisor.

**Annex 1 - List of Provincial/Territorial Ministries of Education Web links**

**Atlantic**

New Brunswick Department of Education

Newfoundland Department of Education

Nova Scotia Labor and Advanced Education

Prince Edward Island Innovation and Advanced Learning

**Québec**

Ministère de l'Enseignement Supérieur, Recherche, Science et Technologie du Québec  
*web site not available in English*

**Ontario**

Ministry of Education and Training

**Manitoba**

Ministry of Advanced Education and Literacy

**Saskatchewan**

Ministry of Advanced Education

**Alberta**

Ministry of Education and Training

**British Columbia**

Ministry of Education



**Yukon**

Department of Education

**Northwest Territories**

Department of Education, Culture and Employment

**Nunavut**

Department of Education