

# POST-SECONDARY COMPLETION INCENTIVE GUIDELINE

## ATHABASCA CHIPEWYAN FIRST NATION

### *Table of Contents*

- 1 Guideline Purposes
- 2 Definitions
- 3 Program Description
- 4 Forms
- 5 Review and Amendment
- 6 Coming into Force



### 1. Guideline Purposes

- 1.1. The purpose of the Post-Secondary Completion Incentive is to support Athabasca Chipewyan First Nation (ACFN) Members who have successfully completed a post-secondary program from an accredited institution.

### 2. Definitions

#### 2.1. In this Policy:

- 2.1.1. "**Bachelor's Degree**" is an undergraduate academic degree awarded by colleges and universities upon completion of a field of study (4-6 years).
- 2.1.2. "**Chief and Council**" means the governing body of the "First Nation" duly elected in accordance with the "First Nation's" customary election laws then in force.
- 2.1.3. "**Certificate**" means a document certifying that an individual has fulfilled the requirements of and may practice in an educational field (Program is between 8 – 12 months of schools).
- 2.1.4. "**Diploma**" means a document giving by an educational institution certifying that the individual has completed a two-year study (2-year program).
- 2.1.5. "**Doctoral Degree**" the highest earned academic degree in post-secondary. Doctoral degree typically takes involve 3 to 5 years of study, including a thesis.
- 2.1.6. "**Education Coordinator**" means a person employed by ACFN who implements the incentive to students.

- 2.1.7. "**Educational Institution**" means an eligible educational institution offering higher education beyond high school. It is any accredited college, university, trade school, or other post-secondary educational institution.
- 2.1.8. "**First Nation**" means the Athabasca Chipewyan First Nation.
- 2.1.9. "**Guideline**" means this Post-Secondary Completion Incentive Guideline.
- 2.1.10. "**Master's Degree**" graduate-level degree which requires 2 years of study after completing a bachelor's degree.
- 2.1.11. "**Member**" means a person who has been recognized as a "Member" by the "First Nation" pursuant to the applicable Membership Law or Code in force at the relevant time regardless of residency.
- 2.1.12. "**Parchment**" means a copy of the certificate, diploma or degree presented to the student on completion of the program.
- 2.1.13. "**Post-Secondary Studies**" means a program of studies, offered by an accredited post-secondary institution, for which completion of high school studies or its equivalent is a pre-requisite.

### 3. Program Description/Guidelines

- 3.1. The graduate must have completed a Program from an Accredited Educational Institution. Approved institutions can be found at the following website: [List of designated educational institutions - Canada.ca](http://www.education.ca/list_of_designated_educational_institutions)
- 3.2. The student will complete the *Post-Secondary Completion Incentive Guideline Application* form, the direct deposit information, and submit a copy of their parchment.
- 3.3. If eligible, the student will be awarded a **one-time** Post-Secondary Completion Incentive for the following categories:
- Certificate – 1 year or less \$750.00
  - Diploma – 2 years \$1000.00
  - Bachelor's Degree – 4 years or more \$1500.00
  - Master's Degree \$2000.00
  - PHD/Doctoral Degree - \$3000.00

### 4. Forms

- 4.1. Qualified Individuals must complete the Post-Secondary Completion Incentive Guideline Application Form.

**5. Program Funding**


5.1. This program will be administered based on funding available in ACFN’s Post-Secondary Education funding.

**6. Review and Amendment**

6.1. This guideline may be reviewed, amended, or discontinued by the Chief and Council at any time without notice to members.

**7. Coming into Force**

7.1. This guideline is approved by the Chief and Council and effective as per motion passed at the ACFN Chief and Council Meeting on May 19, 2022.



Chief Allan Adam



Councillor Tim Flett



Councillor Cody Marcel



Councillor Flossie Cyprean



Councillor Teri Villebrun



**Post-Secondary Completion Incentive Application Form  
ATHABASCA CHIPEWYAN FIRST NATION**

I \_\_\_\_\_ am a member of the Athabasca Chipewyan First Nation and

have completed a \_\_\_\_\_ in \_\_\_\_\_  
(certificate, diploma, etc.) (name of program)

at the \_\_\_\_\_.  
(name of accredited institution)

Please describe your long term career plan:

---

---

---

---

---

**Supporting Documentation Required**

- Parchment for the program completed
- Direct Deposit Info

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**ATHABASCA CHIPEWYAN FIRST NATION**  
**Post-Secondary Completion Incentive Application Form**

**DIRECT DEPOSIT INFORMATION**

Please submit a **“VOID” cheque** for the bank account you would like to receive your Post-Secondary Completion Incentive.

*Please forward this information to the following address:*

Athabasca Chipewyan First Nation  
ATTN: Education Coordinator  
PO Box 366  
Fort Chipewyan, AB  
TOP1B0

Fax: (780) 697-3500  
Email: [education@acfn.com](mailto:education@acfn.com)