
ONION LAKE EDUCATION TRUST FUND (“OLETF”) SCHOLARSHIP SELECTION CRITERIA & ADMINISTRATIVE PROCEDURES

POLICY T-003-19

Title: Scholarship Selection Criteria & Administrative Procedures

Overview: The Onion Lake Education Trust Fund (“OLETF”) sponsors a scholarship program for qualifying Onion Lake Cree Nation student sat the post-secondary education level. This policy describes the selection criteria and administrative procedures that apply to the OLETF Scholarship Program.

Background: The Onion Lake Education Trust Fund is a legally formed independent trust established by Onion Lake Chief and Council in 2017 to assist and recognize qualifying Onion Lake students financially through incentives, scholarships and award programs at the post-secondary level only

The purpose and mission of the Onion Lake Education Trust is to assist and encourage in the education development of the human resources of the Onion Lake Cree Nation with the view for members to successfully complete their education at the upgrading, college and university level and obtain a profession, occupation or skill that will benefit themselves and in turn Onion Lake Cree Nation as a whole.

The Onion Lake Education Trust Fund has its own funds and funds solicited through corporations, private individuals and groups for specific post-secondary scholarships. The Board of Trustees is responsible for the administration and awarding all of these particular scholarships. The Selection Committee of the Board make decisions based on eligibility requirements and other facts in the selection of Onion Lake students who apply for scholarships.

Selection criteria and procedures for the program are described below:

Scholarship

Eligibility Requirements:

- a. Educational Experience. Each applicant must be a graduate of a high school and/or enrolled in a full time, accredited post secondary institution.
- b. Minimum Grades. Each applicant must have earned a cumulative grade point average of 2.5. Each applicant must provide a certified or other official transcript as evidence of these grade requirements, or cause his or her school to directly provide such transcripts to the OLETF.
- c. College Attendance. The applicant must be registered to attend an accredited post-secondary institution (defined below), and must

actually do so during the proceeding academic year (when scholarships will be paid).

- d. Completion of Application. The applicant must complete the entire application required by the OLETF, including providing all documentation requested in the application or otherwise requested by the OLETF.
- e. Conflict of Interest. Any trustee with a direct family relationship with an applicant must recuse himself or herself from the review process and will abstain with their vote in relation to the specific individual applicant.
- f. Membership. All applicants must appear on the membership list controlled by the Onion Lake Cree Nation

Selection Criteria:

The Selection Committee of the Onion Lake Education Trust Fund Board of Trustees is responsible for selecting scholarship recipients from all eligible applicants. The Selection Committee of the Board of Trustees shall base its selection of scholarship recipients on the following:

- a. Eligibility. Each scholarship recipient shall meet all eligibility requirements described above and in the application forms for specific scholarships.
- b. Objective and Non-discriminatory Selection Procedure. The Selection Committee shall select scholarship recipients who, in the reasoned view of the Selection Committee are the most deserving of scholarship awards based upon the objective criteria described below. The Selection Committee shall select scholarship recipients on an objective and non-discriminatory basis, without regard to gender or any other factor.
- c. Applicant Interviews. The Selection Committee may, but is not required, to interview scholarship applicants, and may require candidates to submit written materials on matters relevant to the Selection Committee.
- d. Objective Criteria. The Selection Committee may consider the following objective criteria in selecting scholarship recipients:
 - i. Prior academic performance:
 - ii. Performance on tests designed to measure ability and aptitude for college and university work, such as the ACT and SAT examinations;
 - iii. Participation in school, extracurricular, athletic, and community activities;
 - iv. Participation in Cree cultural activities;
 - v. Recommendations from teachers, professors, Onion Lake members and or Elders in the community;

- vi. Conclusions that the Selection Committee members draw from a personal knowledge, interview, or written material submitted in the application process that demonstrate the applicant's motivation, character, ability, and potential; and
 - vii. Financial need, with an emphasis toward providing scholarships to students with financial need, but to whom other need-based assistance is unavailable or insufficient.
- e. Confirmation of Enrolment. All scholarship recipients must provide OLETF with a signed letter of Confirmation of Enrolment from their post-secondary institution before any payment can be made to the student. No exceptions.
 - f. Previous OLETF Scholarship Recipients. Eligible Onion Lake students can only receive one (1) OLETF scholarship per year. For example, those receiving a scholarship for the Fall Semester cannot apply again for the Winter Semester. No exceptions.

The OLETF Selection Committee shall apply the criteria in a reasonable and objective manner. However, the Selection Committee and the Board of Trustees are not required to place the same weight upon each criteria for each candidate, and need not determine that all criteria exist for each candidate. All decisions are final.

**General Administrative
Requirements for OLETF
Scholarships:**

"Qualifying Institution" means a vocational school, college, or university that has membership in national associations such as the Association of Universities and Colleges of Canada (AUCC) and / or the Western Association of Schools and Colleges (WASC). Since post-secondary education falls under provincial rather than federal, jurisdiction, Quality Assurance Practices for Post-Secondary Institutions in Canada by CICIC shall serve as the standard for quality assurance and accreditation for post-secondary institutions.

NOTE: Most public 4-year colleges and universities and 2-year vocational schools or community colleges meet these requirements, if they maintain a regular curriculum and schedule of classes.

Scholarship Amount and Number of Scholarships. The number and amount of the OLETF Scholarships granted, will be determined by the Selection Committee of the Board of Trustees in its sole discretion with the funds allocated and available. Scholarships provided from outside donors generally have set amounts and specific guidelines attached to them.

Direct Payment of Scholarships. All scholarship recipients shall be paid directly or if directed, to the accredited Institution in which the scholarship recipient is enrolled on the scholarship recipient's behalf.

Attendance. All scholarship recipients must notify the OLETF in writing if they withdraw from their full-time studies for any reason.

Refund of Unused Scholarships. Any scholarship funds not used for the stated purpose, or obtained fraudulently obtained shall be refunded to OLETF. If the terms of a scholarship are violated, the OLETF shall use reasonable efforts to recover any scholarship inappropriately obtained, consistent with Canadian law. Students may be disqualified from receiving any additional scholarships, incentives or awards from OLETF.

Use of Scholarship. Scholarship funds shall be used solely to financially assist the selected Onion Lake student to offset costs associated with their full-time education.

Maintenance of Records. The OLETF maintains all records pertaining to scholarships applied for and paid out to students. These records shall include, at a minimum:(a) all information the OLETF obtains to evaluate qualifications of applicants,(b) the amount and purpose of each scholarship, (c) all information identifying applicants, including information regarding their relationship to OLETF officers and directors, (d) all information in relation to the source of outside donations for scholarships, and (e) any information the OLETF obtains to determine whether a scholarship recipient is eligible or not for additional scholarships, incentives and awards.

Policy Title:	Scholarship Selection Criteria & Administrative Procedures
Policy Number:	T-003-19
Review Frequency:	Every 3 years, or earlier if needed
Approval Date:	May 24, 2019
Implementation Date:	May 24, 2019
Authority:	Onion Lake Education Trust Fund – Trust Deed 2015
Scope:	This Policy applies to Scholarship Selection and Administrative Procedures
Responsible Division:	OLETF Board of Trustees Scholarship Selection in accordance with this policy.
Superseding Effect:	This Policy supersedes all previous policies and memoranda concerning the subject matter. Only the Board of Trustees may authorize exceptions to this policy.