

PETER BALLANTYNE CREE NATION



POST SECONDARY STUDENT SUPPORT PROGRAM

POLICY MANUAL

Revised and amended

June 30, 2015

This PSSSP Policy Manual provides information about the Peter Ballantyne Cree Nation administration of the Post Secondary Student Support Program. It is issued under the authority of the Chief and Council of the Peter Ballantyne Cree Nation.

All students are REQUIRED to read and retain this policy manual for reference purposes. It outlines the terms and conditions by which the student and the PBCN will work together in furthering the individual and collective educational goals of band members belonging to the Peter Ballantyne Cree Nation.

The Peter Ballantyne Cree Nation has adopted this Post Secondary Student Support Program Policy Manual which is available for review on request.

Mail: Peter Ballantyne Cree Nation
Post Secondary Student Support Program
P.O. Box 2320
Prince Albert, SK S6V 6Z1

Walk-in: Chief Joseph Custer Reserve #201
2300 - 10th Avenue West
Peter Ballantyne Post Secondary Office
Prince Albert, SK S6V 6Z1

Phone: (306) 953-4409 or toll free 1-877-953-4409

Fax: (306) 953-4405

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1.0 **INTRODUCTION**

- 1.1 The Peter Ballantyne Cree Nation (PBCN) asserts that Post Secondary education is a Treaty Right and nothing in its acceptance of administrative responsibility for the Post Secondary Student Support Program (PSSSP) abrogates that right or the trust responsibility of the Government of Canada towards Treaty First Nations.
- 1.2 The Post Secondary Student Support Program supports all PBCN Treaty / Status First Nation students in pursuing post secondary studies in recognized and authorized post secondary institutions, based on eligibility and availability of funds.
- 1.3 The objectives of the Post Secondary Student Support Program are to encourage and support qualified, eligible students to acquire university, technical institute, college or professional qualifications so that they can become economically self-sufficient and develop their individual potential to further their own aims and contribute to the progress of the First Nations community, the Province and Canada.

2.0 **DEFINITIONS**

- 2.1 "Academic year" is as defined by the Post Secondary institution, but will not be less than eight months in duration.
- 2.2 "Dependent Spouse" means a person who is married to the student or a person who is cohabitating with the student 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 the Canada Customs Revenue Agency.
- 2.3 "Dependent" means a person other than a spouse, who is dependent upon the student as defined by Canada Customs Revenue Agency and who does not receive income in excess of the level of income allowed for a dependent by Canada Customs Revenue Agency, with a residency provision whereby a "dependent" has to be living with and be supported by the student.
- 2.4 "Full time Students" and "Part time Students" are defined by the Post Secondary institution which they are attending.

- 2.5 "Immediate family" includes spouse, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, step-mother, step-father, parent surrogate, grandparent, or any relative permanently residing in the student's household or with whom the student resides.
- 2.6 "Post Secondary Education" means a program of studies, offered by a recognized post secondary institution, for which completion of secondary school studies (Grade 12) or its equivalent is a prerequisite.
- 2.7 "Post Secondary Institutions" are degree, diploma, and certificate granting institutions which are recognized by provincial authorities and include educational institutions affiliated with, or delivering accredited programs by arrangement with, a post secondary institution. The Post Secondary Office will maintain a national list of recognized Canadian post secondary institutions.
- 2.8 "Program of Studies" includes all post secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree. Programs e.g., pre-Law, less than one academic year which are prerequisites to post secondary programs of at least one academic year in duration are included.
- 2.9 "Private Institution" is a Canadian or foreign Post Secondary institution which receives the majority of its funding from sources other than governments.
- 2.10 "Public Institution" is a Post Secondary institution which receives the majority of its funding from Federal and Provincial governments.
- 2.11 "Semester" refers to a part of the academic year, as defined by the Post Secondary institution. Semesters usually cover the periods from September to December, January to April, and May to August.
- 2.12 "Treaty/Status First Nation" means a person whose name has been entered in the PBCN First Nation Register in accordance with the Indian Act and/or a person recognized as possessing Band membership status in accordance with the laws of the Peter Ballantyne Cree Nation.

3.0 **ELIGIBILITY FOR PSSSP SUPPORT**

- 3.1 The student must be a registered treaty Indian of the Peter Ballantyne Cree Nation. PBCN Members must be resident in

Canada for 12 consecutive months prior to the date of application for funding. **(According to AANDC Guidelines)**

- 3.2 Students who have transferred to the Peter Ballantyne Cree Nation from another First Nation must wait for a period of three years from the date of transfer before being eligible for PSSSP funding.
- 3.3 The student must be enrolled in a program of at least 8 months duration that leads to a recognized certificate, diploma or degree and which has grade 12 or its equivalent as an entrance requirement.
- 3.4 Support will be provided for within the limits of funds available in accordance with PBCN funding arrangements. If demand for funding exceeds availability, applications will be deferred according to prioritization rules set out in Section 4 and in the PSSSP/ AANDC Operating Guidelines.
- 3.5 Applications must have been received at the PBCN Post Secondary Office by the deadline dates set in the PBCN PSSSP Policy Manual.

4.0 **PRIORITIES FOR APPROVAL OF APPLICATIONS**

Priorities for approval of applications for student living expenses shall be based on the following categories with Group 1 being the first set of applications to be approved, Group 2 to be the second considered, Group 3 to be the third considered.

Only applications received within the deadline dates will be considered for the current intake. DEADLINE DATES ARE: May 31st for September (Fall Semester) enrolment; November 15th for January (Winter Semester) enrolment; March 31st for Spring or Summer Semester.

These categories may be modified in PSSSP Operating Guidelines in accordance with the types of applications received for any specific intake or to accommodate specific PBCN initiatives. Students will be notified of any changes.

Group 1 - These Categories will be considered together.

- 1.1. Continuing Full Time and Part Time students with minimum grade average requirements for program completion.
- 1.2. (a) New high school graduates/ABE 12

(b) Grade 12 /ABE 12/GED 12 graduates, who are entering regular Post Secondary Programs, but have not received funding previously.

- 1.3 Self funded students who become eligible for support and who have previously completed a portion of Post Secondary studies without support from this program (e.g.: student loan). * There will be no reimbursement for previous study.

Group 2 - These categories will be prioritized separately within the group.

2. Students in professional degrees as defined by our policy and scholarship criteria.
 - 2.1 Students entering higher program level in the same educational path.
 - 2.2 Combination degrees such as B.A.-LLB or B.A.-M.D., B.ED-M.ED. PhD
3. Students returning to the same program, including required to discontinue and readmitted by the institution, who are returning after a leave of absence for authorized medical reasons, with grade requirements similar to the continuing students in Group 1. Depending on the type of leave/absence, this will be dealt with on an individual basis.

Group 3 - These categories will be prioritized separately.

- 4.a) Students considering attending private or foreign Post Secondary institutions should note that they will be eligible for tuition support at no higher than the rate charged by the public institution nearest to the student's Canadian place of residence which offers a comparable program at the time of application.
- b) Students enrolled in foreign institutions will be eligible for tuition support at the actual tuition rate charged by the foreign institution where no comparable program is available at an institution in Canada. The onus for showing that no comparable Canadian program is available will be on the student.
5. Students who voluntarily withdrew from their programs in the previous semester without following proper procedures as outlined in the PSSSP policy manual.

5.0 **LIMITS OF SUPPORT**

5.1 Support for post secondary funding will be provided for four levels of Post Secondary education and limits are placed on the duration of support according to the level of program the student is enrolled in. Assistance will be provided to students to complete only one program at each of the following levels.

Assistance will not exceed the yearly amounts set out in the AANDC National Guidelines.

Level I Technical Institution or Community College program: 1 to 2 academic years depending on the institution's normal program duration.

Level II University Undergraduate Programs (i.e. - B.A, B.Comm, B.Ed, B.ISW, B.Science): Academic years based on the university's normal program duration. Maximum 40 months.

Level III a) University Professional Programs (i.e. - M.D., LL.B): Duration of support will be in accordance with the university's normal program duration.

b) Graduate Programs (i.e. - M.Ed., M.A., and Ph.D.): Duration of support will be in accordance with the university's normal program duration; however, reasonable limits may be established on the basis of individual need. All applications will be dealt with on an individual basis.

Level IIII University or College Entrance / Preparation programs: (maximum of 2 semesters (8 to 10 months).
● Must not have been financially supported previously by AANDC for post – secondary programs (exemptions to this condition may be made for extenuating circumstances)

5.2 Students may be assisted in Level 1 studies after dropping out of Level 2 studies if not previously funded for Level 1. The previous time spent at Level II will be counted for support purposes.

5.3 Duration of assistance will be in accordance with the minimum

full-time requirements of the program as defined by the Post Secondary institutions.

- 5.4 Students may be assisted for up to one additional academic year of 8 months per level for authorized and documented medical, academic or personal reasons.
- In cases where the need for an additional year is academically based, a letter from the dean or the department head will be required in support of the application for funding.
 - Those applicants who request more than one additional academic year, with the supporting letter from the dean will be referred to the Funding Appeal Process prior to approval of additional funding.
- 5.5 Level III funding arrangements will be dealt with on an individual basis and arrangements will depend upon the program and institution; however maximum cumulative total years of support as outlined in 5.1 will be adhered to.
- 5.6 Students who have completed a Level II program, with or without support from this program, are ineligible for Level I program support.
- 5.7 Students who have completed a Level III program, with or without support from this program, are ineligible for Level I or Level II program support.
- 5.8 Support will be approved for a university academic year which is normally eight months. On-campus students may be supported in intersession / summer school if funding permits. Students for whom intersession or summer school attendance is a compulsory aspect of their program will receive normal levels of support for these sessions. Support for students attending other Post Secondary institutions, e.g. SIAST, will be for the normal academic year as set by the institution.
- 5.9 Students must reside in the community where the institution is located. Fiscal resources will not be provided for students who commute.

6.0 **TYPES OF SUPPORT AND ALLOWANCES**

6.1 **Tuition and Book Support**

- a) Includes student's fees for registration, tuition, initial professional certification and examination fees, and reasonable cost of books and supplies which are listed as required by the Post Secondary institution.
- b)
 - i) Tutoring fees will be paid by PSSSP only if these services are not offered free of charge by the students institute. Tutors can be used 3-4 hours per week and not to exceed \$20.00 - \$25.00 per hour. If the tutoring is done in a group setting, rates will be determined on an individual basis.
 - ii) The Tutor can be a 4th year student or a grad student within the same discipline that the student is studying in. The tutor must provide a resume. The student must request the tutor services in writing and the tutor must be approved by the institution and PSSSP before any tutoring is accessed.
- c) Students who receive scholarships or bursaries to attend Post Secondary institutions will be eligible for funding from the PSSSP Office.

6.2 **Travel Support**

- a) Students will be eligible for travel support for one round trip per semester for the student and dependents, if their permanent address is different from their study address, at a rate established in the PBCN PSSSP Policy Manual.
 - The rate effective July 2014 will be 44 cents per kilometer for the use of private vehicles.
 - Out of province students will receive travel support at the same rate they would receive if they were attending the provincial public Post Secondary institution nearest to their permanent homes offering a comparable program.
- b) Students on summer programming will not be eligible for summer travel (year end and fall return); the exception being students who are required to attend an extended semester and this is supported by documentation from the institutions' advisor.
- c) New students and graduates may be eligible for additional time to move from the student's home community to the community where the Post Secondary institution is located.

This would be payable at the start of a students' program and upon graduation providing the student is returning to his or her original address.

6.3 Part time Studies Support

- a) When a student in attendance at a Post Secondary institution studies for what is deemed less than full time by institution which offers the program (correspondence, online, or other distance education courses), that student will be eligible for financial assistance for books, supplies and tuition fees. Students must follow the same admission procedures as full time students.
- b) Travel support may be provided to Part Time Students required to travel for exams, internships, seminars. This must be supported by documentation from the institution.

6.4 Living Allowance

- a) The living allowance rate structure and entitlement will be set annually in the PBCN PSSSP Policy Manual. For the current year the rates are attached to this Handbook as Appendix A.
- b) Students with children, birth to 12 years will receive an additional \$150. Added to the monthly living allowance.

6.5 Allowances for Special Needs Students

Students with special needs (i.e. physically disabled) requiring additional assistance related to their Post Secondary programs shall have their requests considered on an individual basis. Supporting documentation from a medical physician is required.

6.7 Graduation Assistance and Graduation Bursary

- a) Graduating Post Secondary students are eligible for assistance and bursary based on two funding levels according to the length of the program and type of certificate as listed below:

	Assistance	Bursary
10 months to 12 months	\$ 150.00	\$ 150.00
2 year certificate/diploma	\$ 300.00	\$ 300.00
3 - 4 year degrees	\$ 500.00	\$ 500.00

Post-graduate/Masters/PhD \$ 500.00 \$ 1,000.00

It is the responsibility of the graduating student to submit a written request to the Post Secondary Office, when applying for graduation assistance and bursary. All requests have to be accompanied with a supporting letter from the Institution indicating that the graduating student has in fact met all the successful requirements for convocation as per the Institutions policies and guidelines. All requests should be submitted 3 weeks prior to graduation day

7.0 **INCENTIVES AND SCHOLARSHIPS**

The PBCN, in conjunction with the PBCN's Education Board, provide scholarships as incentives, to encourage strategic studies, or to recognize academic or personal achievement. Any incentives and scholarships programs established by PBCN will be publicly advertised among eligible students.

Deadline date for submission of scholarship applications for all categories is October 31st. Scholarship applications can be obtained at the Post Secondary Office.

- a) Two (2) Personal Performance and Achievement Scholarships for Institutes:

Year 1	\$ 500.00
Year 2	\$ 500.00

Eligibility:

Peter Ballantyne Cree Nation Post Secondary funded students that are enrolled in a full time program of study at an Institute. E.g. Saskatchewan Institute of Applied Science and Technology, Saskatchewan Indian Institute of Technology. Have demonstrated a high level of academic achievement (75% & over) Have demonstrated leadership commitment and dedication in their program of studies.

- b) Four (4) Personal Performance and Achievement Scholarships for Universities:

Year 1	\$ 750.00
Year 2	\$ 750.00
Year 3	\$ 750.00
Year 4	\$ 750.00

Eligibility:

Peter Ballantyne Cree Nation Post Secondary funded students

enrolled in a full time program of study at a University. E.g. University of Saskatchewan, University of Regina and have demonstrated a high level of academic achievement (75% or over).

- c) Two (2) Personal Performance and Achievement Scholarships for Community Based Programs:

Any Community Year 1	\$ 500.00
Any Community Year 2	\$ 500.00

Eligibility:

Peter Ballantyne Cree Nation Post Secondary funded students that were enrolled in a community based programs as listed above. Have all demonstrated a high level of academic achievement (75% & over). Must be enrolled in all classes offered as part of the program.

- d) One (1) Academic Excellence Scholarship for Institutions/
Universities. Any year \$ 1,000.00

Eligibility:

Peter Ballantyne Cree Nation Post Secondary students that were enrolled in an Institute or University and have achieved academic excellence (85%).

- e) One (1) Strategic Studies Scholarship Any year \$ 1,000.00

Eligibility:

Peter Ballantyne Cree Nation Post Secondary Students that were enrolled in a program which will directly contribute to the advancement of self-sufficiency of our First Nation. Programs of study which are encouraged. E.g. Law, Medicine, Sciences and others as outlined in the PSSSP AANDC operating guidelines. Successful completion of academic year or program in the previous academic year.

Total scholarships to be awarded for the previous academic year
\$ 7000.00

- A. Personal Performance and Achievement
Scholarships for Institutions 2 x \$ 500.00 \$ 1,000.00

B.	Personal Performance and Achievement Scholarships for Universities	4 x \$750.00	\$ 3,000.00
C.	Personal Performance and Achievement Scholarships for Community Based Programs	1 x \$ 500.00 1 x \$ 500.00	\$ 500.00 \$ 500.00
D.	Academic Excellence Scholarships for Institutes and Universities	1 x \$ 1000.00	\$ 1,000.00
E.	Strategic Studies Scholarships	1 x \$ 1000.00	\$ 1,000.00

8.0 **ACCOUNTABILITY BY STUDENTS AND t**

- 8.1 Students will be closely monitored for attendance by the PSSSP staff. All students are required to submit a DECLARATION OF FULL TIME STUDENT STATUS form to the PSSSP office by the 15th of every month for the academic period for which their funding was approved. Failure to do so will result in an automatic hold being placed on the following month's living allowance. The Post Secondary Office will distribute this form to all new and continuing students.
- 8.2 Every effort will be made by the Post Secondary Office to recover overpayment to students who misuse funding by not fulfilling the terms of the PBCN PSSSP policy manual, or who misrepresent their marital, dependent or program status on application.
- 8.3 When misuse of Post Secondary funds is discovered, the Post Secondary Office will adopt the following procedures:
 write a letter to the individual stating the findings;
 If the student is, in fact, found to be misusing funding, the Post Secondary Office will suspend that student from further funding or take other corrective action.
 Arrangements, satisfactory to the Post Secondary Office, for the 100% repayment by the student of overpayments received will be a condition of any future funding.
- 8.4a) Any student who quits or withdraws from classes or from their program must inform the Post Secondary Office prior to formal cancellation of classes/program. Failure to notify the PSSSP Office will result in a one year or more waiting period prior to funding being approved. Depending on the type of leave/absence, this will be dealt with on an individual basis.

- b) Any student who withdraws (dropped classes), or NP's (no paper) without a valid documented medical reason, where a tuition fee has been charged will be responsible for repayment of that amount. Depending on the type of leave/absence, this will be dealt with on an individual basis.
- 8.5a) Any student that is required to discontinue (RTD) or is expelled from their program of studies by their University or Institution may be eligible for funding when re-instated by the institution or when the PBCN PSSSP waiting period has expired.
- b) Failure to notify the PSSSP Office will result in a one year or more waiting period prior to funding being approved. Depending on the type of leave/absence, this will be dealt with on an individual basis.
- 8.6 Students are responsible for library fines and deferred exam fees. Students must make sure that all payments are made before registering for a new semester. Each situation will be dealt with on an individual basis.

9.0 FUNDING APPEALS PROCESS

- 9.1 Every student has a right to appeal the Selections Committee decision regarding funding, except when refusal of assistance is because funds are not available. Note: A student may not appeal to AANDC the administrative decisions and appeal rulings made by the local appeal process.
- 9.2 The matter, if unresolved after discussion with the Post Secondary Coordinator, can be appealed to the Selections Committee who must reply in writing within 7 days.
- 9.3 If misuse of funding is suspected, the student will be notified in writing in accordance with subsection 8.2 above. If there is no response, funding will be terminated. The student may appeal within 14 days.
- 9.4 The student has a right to attend the appeal hearing in person or by a designate, but no professional legal counsel will be permitted at appeal hearings.
- 9.5 PSSSP Policies and AANDC Operating Guidelines will be strictly followed.

10.0 **GRIEVANCE PROCEDURES**

If a student, or a group of students, has a grievance regarding the Post Secondary Office that is not about funding, the grievance procedure shall be as follows:

- 10.1 The student(s) submit by registered mail a written report and supporting documentation to the PBCN Regional Board. The students will send copies to whomever they feel requires knowledge of the situation expecting that appropriate confidentiality will be maintained.
- 10.2 The PBCN Regional Board has 14 days from the receipt of the report to make their decision. It is understood that a decision can be rendered / recommended in less than 14 days.
- 10.3 If the grievance is not resolved to the satisfaction of the student(s), the PBCN Regional Board must submit the grievance to the PBCN Chief and Council. Their decision, which is final for all parties, must be made at their next scheduled meeting.
- 10.4 If, at any of these steps, the student(s) presence is requested, the student's travel expenses will be reimbursed or covered according to Operating Guideline rates.

11.0 **OBLIGATIONS OF STUDENTS**

- 11.1 It is understood that the PSSSP is intended to provide support for students with a serious intent to succeed in Post Secondary education. Expectations are that the student will attend classes regularly, submit assignments as required by their programs, and commit themselves to their studies. Students are expected to conduct themselves so as to bring credit to their peers and to themselves. These will be discussed with students on an individual basis or at orientation sessions.
- 11.2 Students will be dealt with fairly and equitably under the PSSSP and are expected to fairly and equitably apply themselves to their duties as students.
- 11.3 In the event that the student, through his or her department or performance, indicates a distinct lack of possibility of success in his or her studies, and if this is reinforced by program officials at the institution being attended, it maybe necessary to reallocate financial resources by terminating the student's support and reallocating funds to other students that show a greater probability of success.

12.0 **OBLIGATIONS OF ADMINISTERING ORGANIZATION**

12.1 The Post Secondary Office will provide orientation seminars for new students at each of the four activity centers (La Ronge, Prince Albert, Saskatoon, Regina or Creighton) during the first month of the Fall semester in which there is an intake of new students.

13.0 **STUDENT REGISTRY**

13.1 The Post Secondary Office will maintain documentation with respect to student identifying information, academic record and support provided. Disclosure of academic information requires the informed consent of the student. Personal information is subject to the terms of privacy provisions.

13.2 The Post Secondary Office will maintain a student registry for statistical submission purposes to DIAND Education Branch in Ottawa as required by the Post Secondary education data and information system.

14.0 **POLICY REVIEW**

14.1 Student representatives will be asked to participate in Policy Review activities. Students will be asked, during the orientation sessions, to appoint or elect a student representative(s).

14.2 Number of Student Representatives (dependent on the number of students in each center).

La Ronge	1 student representative
Regina	1 student representative
Saskatoon	2 student representatives
Prince Albert	2 student representatives
Creighton	1 student representative

15.0 **APPLICATION PROCESS**

15.1 Applying to the Post Secondary Institution.

- a) Applying for admissions to the Post Secondary institution and program of choice is entirely the STUDENT'S RESPONSIBILITY, furthermore, any expenses incurred will be at the student's expense, all students are subject to

policies, provisions and regulations as set by the Post Secondary institutions. Students can obtain guidance from their school counseling staff or by contacting the Post Secondary Office.

15.2 Applying for PSSSP Funding

a) **Deadline Dates**

Fully completed and signed original, scanned and emailed application forms and related documentation must be received at the Post Secondary Office by the following deadline dates: No faxed applications will be accepted. Late applications will not be considered for funding.

- **For Fall Semester** (September) commencement - **MAY 31st**
- **For Winter Semester** (January) commencement - **NOVEMBER 15th.**
- **For Intersession and Summer School** commencement **MARCH 31ST**

All students must reapply for funding on an annual basis.

- b) Documentation required prior to final approval of the student's application for support will include: Letter of acceptance from the Post Secondary institution; copy of student's Treaty status card; copy of hospitalization card for self and any dependents, if applicable; transcript of marks for previous year (Grade 12 marks for new applicants); transcripts of marks for any training courses taken, Child Tax Benefit Notice (CCTB) and letter of intent. Additional documentation may be required in specific cases.
- c) Obtaining PSSSP funding application forms: These will be made available through your School Guidance Counselor, by contacting the Post Secondary Office or on the Peter Ballantyne Cree Nation website.

15.3 Notification

- a) Applicants will be advised by the Post Secondary Office as soon as possible about the decision made regarding their applications.
- b) Students who receive additional information such as acceptance letters by their Post Secondary institution or any

other relevant information such as transcript of marks should immediately provide the Post Secondary Office with originals which will be returned to the student upon request.

- c) All documentation must be received at the PSSSP Office prior to the release of the first months Living Allowance.

Appendix A: (Policy Manual)

LIVING ALLOWANCE RATES

Monthly
Allowance

- i) Single student living with employed parent 469
 - ii) Single student as per student loan rates
 - iii) Married student with employed spouse 950
 - with 1 dependent 1050
 - with 2 dependents 1,135
 - with 3 dependents 1,325
- For each additional dependent 55
(up to 5 dependants)
- iv) Married student with dependent spouse 1050
 - with 1 additional dependent 1,250
 - with 2 additional dependents 1,425
 - with 3 additional dependents 1,590

For each additional dependent 75
(up to 5 dependants)

- v) Single parent:
with 1 dependent 1,250
with 2 dependents 1,425
with 3 dependents 1,590

For each additional dependent 75
(up to 5 dependants)

- * Parents who have dependents aged birth to 12 years will receive an additional \$150 monthly
- * Parents with 5 or more dependants will receive the amount for 5 dependants
- * Two students married to each other; one will be EM and the other will be EM With dependants.