



Third-Party Sponsorship

RESOURCE GUIDE

FOR SPONSORS OF INDIGENOUS STUDENTS
AT WILFRID LAURIER UNIVERSITY

Indigenous Student Centre
June 2020

LAURIER 
Inspiring Lives!

Congratulations!

**You have an Indigenous Golden Hawk
admitted to Wilfrid Laurier University.**

We have compiled important, multi-campus information that will be helpful in smoothing the transition of your student to Laurier. In the following pages, you will find information on a variety of topics, including: the differences between Laurier's campuses and locations, scholarships and bursaries available to Indigenous students, third-party sponsorship information, plus a look into the resources offered at the Indigenous Student Centres. We have also provided several points of contact for the University, so that you can easily stay in contact with us.





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HOME AWAY FROM HOME

Laurier's campuses and program locations



Waterloo campus

Our campus in Waterloo houses the faculties of Arts, Education, Lazaridis School of Business and Economics, Music and Science. With a student population of over 15 500, this close-knit campus allows you to be a 10 minute walk from everything on campus. The Waterloo region is home to Canada's fastest growing technology sector. With two universities and a college, Waterloo is a vibrant, student-friendly city with plenty of off-campus housing, entertainment, dining and recreational opportunities.





Programs offered at the Waterloo campus

Ancient Studies	English (BA)
Anthropology	Environmental Science (BSc)
Applied Water Science	Environmental Studies (BA)
Archaeology and Heritage Studies (BA)	Film Studies (BA)
Biochemistry/ Biotechnology (BSc)	Financial Mathematics (BA & BSc)
Archaeology and Heritage Studies (BA)	French (BA)
Biochemistry/Biotechnology (BSc)	Geography (BA & BSc)
Biology (BSc)	Global Studies (BA)
Biology (BA)	Health Sciences (BSc)
Business Administration (BBA)	History (BA)
Business Administration (BBA)	International Education Studies (BA)
and Computer Science (BSc)	Kinesiology (BKIn)
Double Degree	Languages (BA)
Business Administration (BBA)	Law Degree (University of Sussex, UK)
and financial Mathematics (BSc)	and Arts Degree (Laurier)
Double Degree	Mathematics (BA & BSc)
Business Administration (BBA)	Medieval and Medievalism
and Math (BMATH) Double Degree	Studies (BA)
Chemistry (BSc)	Music (BMus)
Chemistry and Physics (BSc)	Music Therapy (BMT)
Christian Studies and Global	North American Studies (BA)
Citizenship (BA)	Philosophy (BA)
Communication Studies (BA)	Physics (BSc)
Community Music (BMus)	Policing (BA in combination)
Computer Science (BSc)	Political Science (BA)
Computer Science	Psychology (BA & BSc)
(BA in Combination)	Psychology and Neuroscience (BSc)
Computer Science and Physics (BSc)	Religion and Culture (BA)
Cultural Studies (BA in Combination)	Science (BSc)
Data Science (BSc)	Sociology (BA)
Economics (BA)	Spanish (BA)
Economics and Accounting (BA)	Women and Gender Studies
Economics and Financial	(BA in combination)
Management (BA)	
Education (BEd)	

Brantford campus

Our Brantford campus includes the faculties of Human and Social Sciences as well as Liberal Arts, and provides programming via the Lazaridis School of Business and Economics and undergraduate study in Social Work. The campus is home to around 3,000 students and has transformed the downtown core of the city into a thriving student community. Located 30 minutes from Six Nations and Mississaugas of the Credit First Nations, the Brantford campus has a higher number of commuter and mature Indigenous students and our programming reflects this (family socials, evening programming etc). Approximately 40% of Indigenous students are from Six Nations.



Programs offered at the Brantford campus

Business Technology Management (BBTM)
Community Health (BA)
Criminology (BA)
Digital Media and Journalism (BA)
English (BA)
Game Design and Development (BFAA)
Health Administration (BA)
History (BA)
Human Rights and Human Diversity (BA)
Humanities with Leadership Foundations (BA)

Indigenous Studies (BA in combination)
Law and Society (BA)
Law Degree (University of Sussex, UK) and Arts Degree (Laurier)
Policing (BA in combination)
Psychology (BA)
Public Health (BASc)
Social and Environmental Justice (BA)
Social Work (BSW)
User Experience Design (BDes)
Youth and Childrens Studies (BA)



Kitchener location

Laurier's Lyle S. Hallman Faculty of Social Work programming is located in a fully renovated century-old building in downtown Kitchener. Close to 300 graduate students are based in the heart of the downtown area, and are a short drive or LRT ride from Laurier's Waterloo campus.

Programs offered in Kitchener

Master of Social Work (MSW)
Master of Social Work
Indigenous Field of Study (MSW-IFS)
Doctor of Philosophy
(PhD Philosophy)



Sponsorship and financial information

Band education offices that are sponsoring students at Laurier will find important information here.



Your office will receive communications from “WLU Third-Party Sponsorships” from Service Laurier offices on the Waterloo or Brantford campus.

Tuition and student fees

All fees are assessed per term where invoices will show both tuition fees and incidental fees. Tuition fees may be based on registration status and course load, as well as residence and meal plan fees, is applicable, whereas incidental fees contribute to campus amenities and student life. Some incidental fees are compulsory for all students while others are program specific. Additionally, there may be incidental fees that are optional for students.



Sponsoring agencies should refer to online resources and notices about incidental fees which are **subject to change**. The most up-to date information can be found at: <https://students.wlu.ca/registration-and-finances/tuition-and-fees/fees-breakdown/incidental-fees.html>



The sponsorship process

1. Agencies that have not previously sponsored a Laurier student are required to submit a **Sponsor Agreement** and **Approval Request Form**.
Agencies that have not had an active sponsorship for 12 months OR have had a change in staff handling sponsorships are required to **resubmit** the Sponsor Agreement and Approval Request Form. Please contact sponsorship@wlu.ca for these forms as soon as possible.
2. Once approved as a sponsoring agency with Laurier, agencies will be assigned a sponsor Laurier ID number; currently active sponsors have an existing sponsor Laurier ID number.
To confirm your sponsor Laurier ID number, contact sponsorship@wlu.ca. All agencies are expected to reference this number as all payments will be applied to the appropriate sponsor Laurier ID number.
3. Agencies must create and submit a **Confirmation of Sponsorship Letter** and **Authorization to Invoice Form** for **each student** they wish to sponsor. Agencies issuing the Confirmation of Sponsorship Letter **must include** the following information:

<input checked="" type="checkbox"/> student's full name	<input checked="" type="checkbox"/> specific exclusions (typically health insurance, books, materials, etc.)
<input checked="" type="checkbox"/> Laurier ID number	<input checked="" type="checkbox"/> billing address
<input checked="" type="checkbox"/> duration of sponsorship by term(s) or date(s) (maximum one academic year)	<input checked="" type="checkbox"/> contact person's name, telephone number and email address
<input checked="" type="checkbox"/> what is covered	
4. Confirmation of Sponsorship letters are expected to be received at sponsorship@wlu.ca at least **two weeks prior to the term's first invoice due date**. Payments received for students where a Confirmation of Sponsorship Letter is **not on file will be returned**. One week prior to the due date, students will receive notification that their Confirmation of Sponsorship Letter has been received.

The sponsorship process continued

5. Processing of sponsorships and invoicing to sponsoring agencies will begin **after the last registration date of each term**. This is to avoid multiple amended agency invoices that are generated while students still have the ability to register and make course changes. As a result of the later invoicing, sponsored students whose Confirmation of Sponsorship Letters have been received will have any applicable **late payment fees adjusted/reversed** according to the sponsorship.
6. Once a sponsorship has been processed to the student account, students will receive a confirmation notification via their **MyLaurier** account and they can expect to see **contract credits** applied to their student account to offset their balance. **Any fees not covered by the sponsorship will remain on the student financial account for payment by the student**. Coinciding with this, the agency account will have **contract charges** applied for each sponsored student equal to the authorized sponsorship.
7. Sponsoring agencies will receive individual invoices for each sponsored student with a total balance of students' fees. These invoices will have an itemized breakdown of fees that have been invoiced to the agency. **Review Important Invoice Information (next page) prior to processing payment**.
8. Payments should reference a sponsor Laurier ID number and have itemized lines for each student that includes each student's Laurier ID number and invoice number. A separate sheet for each sponsored student should be included with payment. Sponsorship payments are to be mailed directly to Laurier using the following address:

ATTN: Student Accounts

Wilfrid Laurier University
75 University Ave. W.
Waterloo, ON
N2L 3C5

Submit Sponsor Agreement and Approval Request Form



Receive or access existing sponsor **Laurier ID** number. Confirm sponsor ID at **sponsorship@wlu.ca** to confirm



Complete and submit **Confirmation of Sponsorship Letter and Authorization to Invoice Form** for each student they wish to sponsor at **sponsorship@wlu.ca**



Ensure **Confirmation of Sponsorship Letters** are received at least **two weeks prior to the term's first invoice due date**



Processing of sponsorships and invoicing to sponsoring agencies begins **after the last registration date of each term**



Sponsorship is processed to the student accounts. **Students receive confirmation via their MyLaurier account**



Sponsor agencies receive individual invoices for each sponsored student. **Review Important Invoice Information prior to processing payment**



Forward payment, referencing sponsor Laurier ID, itemizing lines for each sponsored student with ID and invoice numbers. **Include a separate sheet for each student with payment**



! IMPORTANT INVOICE INFORMATION



Students will receive a student invoice copy in their name that is intended for **their reference only**. Students are responsible for ensuring that their invoice is accurate based on their course registration and activity.

Sponsors should not accept student copy invoices for payment to the university. Student copy invoices include adjusted balances based on any scholarships and/or bursaries awarded for the term. This amount will be inaccurate and will not match the amount that agencies will be invoiced directly. **Payments received for students where a Confirmation of Sponsorship Letter is not on file will be returned.**

Credits resulting from dropped courses and adjustments will be refunded back to the sponsoring agency at the end of each term prior to the next sponsorship cycle for the new term.



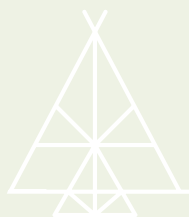
Providing a point of connection.



“It is important to have regular contact with my students to ensure they are transitioning well to University life and adapting to the academic challenges. I like the **Indigenous Student Centre** at Laurier because it provides me with a private space to meet with my students. Most students have already made the centre their home away from home and feel very comfortable visiting me here. In fact, all of my students at Laurier regularly access the services and programs offered through the centre. The environment at the centre is welcoming and I love how students, faculty and staff at Laurier all come together once a week to share lunch and make valuable connections. The Indigenous Student Centre is an amazing space with remarkable staff and it really does provide the best student experience at Laurier.”

–Education Counsellor

Southern First Nations Secretariat, commenting on the Indigenous Student Centre at the Waterloo campus



Confirm Student expenses at Laurier

Includes tuition, student fees, residence (if applicable)

Document to be requested: Student Account Summary*

Instructions: Have your student log on to their LORIS account. Select **Student Services**, then **Student Account Summary**. The student will then select the **appropriate term**.

Have students take screenshots or print this page and scan.

* Students will not have this information until after the first tuition due date.

For **estimates** required prior to September, please refer students to:

Tuition: <https://students.wlu.ca/registration-and-finances/tuition-and-fees/fees-breakdown/tuition-fees.html>

Incidental Fees: <https://students.wlu.ca/registration-and-finances/tuition-and-fees/fees-breakdown/incidental-fees.html>



Confirm Enrollment and Course Load

Includes course code, course name, associated term

Document to be requested: Student Detail Schedule

Instructions for Students to access this document: https://web.wlu.ca/learning_resources/presentations/loris-printing_timetables.pdf



HELPFUL TIPS

1. Do **NOT** request invoices from your students. They do not have access to the invoice that accurately outlines their total costs. Please wait for the invoice to come directly from Service Laurier.
2. Students will receive automatic emails from Laurier with a countdown for tuition deadlines. Please advise students with confirmed sponsorship that the sponsoring agency will settle their tuition after the last day to add/drop courses. Their LORIS accounts **WILL** show late fees after the due date but these late fees will be adjusted based on the sponsorship.

*If a student has charges on their account **NOT** covered as part of their sponsorship they will continue to be charged late fees if the charges are not paid before the standard deadline.

3. Students may view their accounts and be confused about what they are seeing. **If students are looking for explanations about their accounts, please send them to Service Laurier** or the Indigenous Student Support Coordinator on campus.

Bookstore and Book Credit Information

Sponsors that are supporting students with books/course materials via a credit at the Laurier Bookstore will need to include this as a line in their **Confirmation of Sponsorship Letter** sent to **sponsorship@wlu.ca**. Service Laurier will ensure that book/course material sponsorship information is provided to the Bookstore financial assistant.

When students are accessing their Bookstore credit, they should retrieve their course materials and at the point of checkout at the cash register, **let the staff member know that they are a sponsored student**. Staff will confirm that they are on the recipient list of sponsored students in order to complete the checkout process.



Awards and financial aid information

Below you'll find a list of scholarships available to Indigenous Laurier students on both campuses.



Laurier offers various Indigenous-specific scholarships and bursaries:

- SEEDs Program
- Yethihhretsay:rons Bursary
- Laurier Aboriginal Student Entrance Academic Scholarship (Elsaesser)
- Marie M Tizzard Memorial Bursary
- Métis Nation of Ontario Award
- Khal Hosein and Family Aboriginal Bursary
- Indigenous Student Emergency Bursary
- Sundance Aboriginal Award
- Blanche Boyden Aboriginal Student Bursary
- Cherry Award
- Grundy Scholarship
- Tehonatawenrye Award
- Social Work Aboriginal Student Prize
- Wunska Bursary Fund



Indigenous Student Emergency Bursary

The Indigenous Student Emergency Bursary is available to those who identify as First Nations, Métis or Inuit at Laurier. This bursary is designed to assist students who have been placed in serious financial difficulty due to sudden and unexpected situations. Applications are available through the Indigenous Student Support Coordinator at the Waterloo or Brantford campus.



Other Scholarship and Bursary Assistance

Students requiring specific help can access other internal and external opportunities based on your students' major, Indigenous affiliation, or campus community involvement. We recommend your student book a one-on-one appointment with their Indigenous Student Support Coordinator for help. Our office can also supply scanning, faxing, editing and postage support for applications.



HOW STUDENTS CAN **SELF-IDENTIFY**

Declaring a student has an Indigenous background, heritage or ancestry – First Nations (status or non-status), Inuit or Métis is as easy as completing the **Voluntary Self-ID** section on their LORIS account.

SPECIAL CONSIDERATION



Importance of provincial financial aid

Although students are receiving financial support from your organization, it is still important to understand how the Ontario Student Assistance Program (OSAP) can benefit students. The OSAP application provides opportunity for students to apply for student aid in the form of both a grant and loan. Students who complete the application are not required to take any of the funds they are given, although they can choose to take just a portion (i.e. take the grant, but refuse the loan).

Students may not be aware that they are missing out on opportunities by choosing to not apply for OSAP.



There are certain grants and awards available through OSAP that are not available through the scholarships and bursaries application at Laurier including the **Laurier Tuition Bursary** and the **Student Access Guarantee Bursary Program**. Students who are not applying for OSAP will not be able to access these funds.

In previous years there have been programs on campus that required students to be assessed by OSAP to determine financial need, including the Work-Study program. Although this is subject to change, there may be experiences that students are automatically ineligible for because they chose not to apply for OSAP.

Financial aid and sponsorship

Due to the timing of sponsorship processing for tuition, students will have outstanding fees at the time that OSAP is distributed. Students who are receiving OSAP will notice that their funds are automatically applied to their account at Laurier, appearing to contribute to the fees that their sponsorship will cover.



The sponsorship processing date is approximately two weeks after OSAP distribution, therefore **students need to be aware that they will be able to request their OSAP funds as a direct deposit to their personal bank accounts after their sponsorship has been processed** (typically the third week of September). Students can receive instructions and support with this process by contacting their Indigenous Student Support Coordinator.

WHO KNEW? GRANTS AND AWARDS AVAILABLE ONLY THROUGH OSAP

Laurier Tuition Bursary
Student Access Guarantee
Bursary Program

Certain grants and awards are available through OSAP that are not available through the scholarships and bursaries application at Laurier.

Consequently, there may be experiences that students are automatically ineligible for because they chose not to apply for OSAP. **Don't miss out!**



Indigenous student support on campus

Both Laurier campuses have **Indigenous Student Support Coordinators** at the Indigenous Student Centre. The coordinator's role is to provide programming and learning opportunities for students based on both academic success and cultural engagement.



Indigenous Student Support Coordinators

WATERLOO CAMPUS | KITCHENER LOCATION
TORONTO LOCATION | ONLINE LEARNING



Emily Daniel is part of the Three Fires Confederacy of Wikwemikong and Potawatomi. As the Indigenous Student Support Coordinator she is available to support Indigenous students at Laurier's Waterloo campus, Kitchener and Toronto locations and online learners by working with community and university partners. Emily also plans and coordinates academic, cultural, and social programming offered at the Indigenous Student Centre on the Waterloo campus.

CONTACT EMILY

T 519.884.0710 x4897

E edaniel@wlu.ca

BRANTFORD CAMPUS



Margaret Neveau is Anishinaabekwe from Batchewana First Nation located on the Eastern shores of Lake Superior. She has over 10 years experience providing cultural, social, physical and emotional support to students – which is vital to her role. Margaret's Anishinaabe name is Neegaabeesingkwe, which translates to mean "water that falls woman".

CONTACT MARGARET

T 519.756.8228 x5884

E mneveau@wlu.ca

ROLE OF THE Indigenous Student Support Coordinator



- Course selection and changes
- Referrals to on- and off-campus services
- Communication with third party sponsors
- Finding scholarships and bursaries
- Student well-being
- Cultural identity guidance and programming
- Academic success
- One-on-one meetings with students
- Advocating for students

Helping to navigate student life.



“As the Indigenous Student Coordinator, developing relationships with First Nations’ Education Department Counsellors is important in order to assist students by providing as much detailed information necessary for them to be successful. Education Counsellors can access information from our website, which at times can be overwhelming – counsellors facilitate funding assistance for students attending post-secondary institutions across Canada and beyond, including a range of programs at varying levels.

Having an open door policy and open lines of communication with Education Counsellors is imperative because there are so many facets of university life that an Indigenous student will have to engage with, including components that counsellors may not be fully aware of or educated about. Each student has individualized needs that Educational Counsellors are equipped to understand, but may need assistance in navigating, which is where we can help.”

–Margaret Neveau

Indigenous Student Support Coordinator
Brantford campus



Indigenous Student Centres

There is an Indigenous Student Student located on both the Waterloo campus and Brantford campus. Both offer a broad range of supportive, wholistic, cultural, and academic programs.



We are committed to fostering a positive student experience for all Indigenous students: First Nation (status and non-status), Inuit and Métis persons.

Services on both campuses assist Indigenous students from the application process through to graduation. Education, awareness resources and training regarding Indigenous culture is also provided to all students, faculty and staff who work at Laurier.

Each Indigenous Student Centre offers:

- Resource library
- Computer and Wi-Fi access
- Quiet study space
- Access to traditional medicines
- Indigenous Education Week
- Visiting Elders Program (*Brantford and Waterloo*)
- Indigenous Academic Success Program and access to peer tutoring
- Indigenous craft workshops
- Mino-Kummik Community Garden (*Waterloo*)
- Brantford Medicine Garden

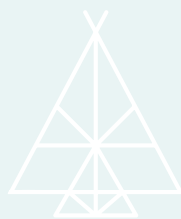


Sharing resources that help our students achieve their goals.

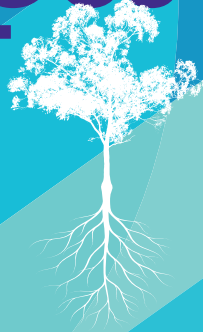


“In my time at Laurier, the Indigenous Student Centre has helped me achieve my goals of higher education. This has included attending programming, using the library to research information specific to Indigenous history, receiving personal help in areas of writing and being the place where I could drop by whenever I needed. The Indigenous Student Centre has played a pivotal role in my being at Laurier. Staff there are more than just friendly faces—they really strive to bring out the potential they see in the students that access the centre. The support and resources I have received there have gone further than the classroom. I have been given amazing opportunities to reconnect with my culture.

–Indigenous mature student



INDIGENOUS STUDENT CENTRES



OUR LOCATIONS:

WATERLOO CAMPUS
157 Albert Street

BRANTFORD CAMPUS
111 Darling Street



Finding support,
building community.

Experience Laurier for yourself!

The best way to understand your students' experience and our campus community is to see it for yourself. Visit the Waterloo or Brantford campus for a guided tour that includes the Indigenous Student Centre, or go online and explore our campuses from home.

wlu.ca/indigenous



Let us know how we can help!

For more information on how your students are doing,
visit us at the Indigenous Student Centre.

To book a space for student meetings,
please contact the **Indigenous Student Support
Coordinator** at the appropriate campus:




Margaret Neveau
BRANTFORD

T 519.756.8228 x5884
E mneveau@wlu.ca

Emily Daniel
WATERLOO

T 519.884.0710 x4897
E edaniel@wlu.ca

Connect with us!
SOCIAL

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 [wluindigenous](https://www.instagram.com/wluindigenous)



WLU.CA/INDIGENOUS

WILFRID LAURIER UNIVERSITY