

Tsawataineuk First Nation Education Post-Secondary Policies

Policies Preface

This Post-Secondary Education Policy is a guide to assist staff that administer the program and provide administrative and financial support to students who are participants in the Post-Secondary Program. This policy is subject to amendment from time to time based on changes to the post-secondary system and the needs of the students and the Band

It should be noted that decisions made regarding the financial support of Band members who wish to be considered students under the provisions of this policy will be made in the best interests of the student and are contingent upon the Band's ability to fund education programs. Students should be aware that financial subsidization under this policy is provided to cover most of the costs associated with pursuing a post-secondary education, but that the funding is in no way intended to be a replacement for a wage, salary, or any other type of support payment from other sources. Part-time or casual employment during educational studies in no way disqualifies Band members from receiving financial sponsorship.

Purpose of the Policies

The Post-Secondary Education Program is designed to assist registered Band members to acquire University and professional qualifications. It is the hope of the Education Committee that such individuals will become economically self-sufficient and realize their individual potentials for contribution to the Tsawataineuk Band, to other First Nations, and to society at large.

The Post-Secondary Policies and Procedures Handbook were developed to provide students with a comprehensive, detailed guide to the Tsawataineuk Band's Post-Secondary Education Program. In this Handbook, we attempt to fully detail the Department's responsibilities to the students and the students' responsibilities to the Nation. We think that it is essential that all students fully understand their rights and responsibilities. We believe that this open administration will foster the continued development of policies and procedures that will treat all students in a consistently fair manner.

Vision Statement and Policy Objectives

Vision Statement

The Education Committee recognizes that it is extremely important that moral support, advisory services, and financial assistance be provided to Band members who want to further their education and training and who are eligible for post-secondary funding. Based on the availability of funds, every effort and provision will be made to assist Band members to successfully pursue and complete their education

Policy Objectives

To encourage and support, eligible Band members to gain access to post-secondary education and to graduate from their respective programs with the qualifications they require to pursue their chosen careers, and to realize their individual potentials for contribution to the community and to society at large.

Responsibilities

Student Responsibilities

1. To do everything possible to ensure that their education needs are being met in a positive manner
2. To provide current mailing address, phone numbers and bank account information
3. To provide written notification to the PSEP Coordinator of program changes (i.e. changing area of study) and provide an updated academic plan
4. **To provide written notice of course program withdrawal. Withdrawal must be made prior to fee reimbursement deadline and if withdrawal occurs after the fee reimbursement deadline student will be responsible for tuition costs.**
5. To at all times maintain a full course load as outlined in the Post Secondary Education Program Policy.
6. **To maintain the minimum grade point average in their program according to the program policies or the post-secondary institute program guidelines (Whichever is higher)**
7. To notify the PSEP Coordinator in writing by January 31, a request for summer spring enrolment, pending funding availability; and to provide in April of the current year a letter requesting that the student be included as a continuing student for the following September enrolment.
8. **To provide course registration documents to the PSEP Coordinator at the beginning of each semester.**
9. That student's take full responsibility for setting and achieving their post secondary education goals.
10. That student's have sought career counselling, thoroughly researched the job market, and has based their selection of post-secondary programs on the availability of employment at the conclusion of their studies.
11. That students will seek to access additional financial assistance through bursaries, scholarships, and work study programs
12. That post-secondary assistance is intended to direct education expenses only (Tuition, books and living allowance) and not for any other purpose.
13. Students will be responsible for submitting a monthly progress report to the PSEP Coordinator.
14. Students will sign and return any additional educational documentation as may be required by the PSEP Coordinator.
15. **Before continued funding can be provided, students will be responsible for submitting their official school transcripts to the PSEP Coordinator within sixty days after each completed semester.**
16. If the full-time student becomes a part-time student during the course of the semester, the student must inform the PSEP Coordinator of the change from full-time to part-time status. Part-time students are eligible for the costs related to tuition and books only.
17. Full-time Students who do not complete their courses of studies, without reason, must reimburse the Education Program for all costs incurred on their behalf. No future Post-

Secondary Student Support assistance will be available until full reimbursement is made. All reasons for leaving a Post Secondary Educational Institution must be brought before the Education Committee within 30 days of leaving the said institution.

Education Staff Responsibilities

1. To ensure that the education program is administered according to existing policies
2. To work on the annual budget
3. To work as a liaison between the Education Committee / Council and the students
4. To assist students in gaining access to post-secondary education
5. To encourage and support students throughout their educational journey
6. To ensure that monthly allowance checks are requested and sent out in time to arrive on or before the 1st of each month
7. To make recommendations on changes to the Post Secondary Education Program policies

Council Responsibilities

1. To ensure that the education staff is working for the community and that education services are made available to the entire Band membership.
2. To approve the annual budget.
3. To approve amendments to the Post Secondary Education Policy
4. To hear appeals to this policy when required to do so.
5. To appoint a representative to the Education Committee

Definitions

Definitions of the policy terms help to keep the policy interpretation consistent. Agreement on the meaning of terms is particularly important as the students may encounter a wide range of definitions at their educational institutions.

Academic Plan – the program credit requirements. Each semester, students are to comply with course requirements/ prerequisites to complete their certificate, diploma or degree in a timely manner. All registered courses must coincide with the program requirements

Academic Probation – a period of time during which a student is under strict academic guidelines, usually because of low or failing grades.

Academic Year – the academic year normally refers to two semesters with an approximate duration of eight months.

Band Member – a person who has met the requirements to become a member of the Tsawataineuk Band, as set out in the Band membership code and whose name has been entered on the Band List.

Canadian Public Institution – is a post secondary institution that receives the majority of its funding from federal and provincial governments.

Certificate – certification for completion of a college or university program.

Dependant Spouse – a person who is married to the student or a person who has lived with the student as a partner for a period of at least one year prior to application for educational support. This person is dependant upon the student and does not receive an annual income in excess of \$2,000.00

Dependants – Used to identify a person who is charged with the legal right and duty of care for a ward due to the ward's inability (due to age, or mental or physical inability) to care for himself or herself.

Diploma – refers to diploma received for completion of a college or university program.

Full-time Students/Studies – is defined as four three-credit courses per semester and a total of twelve credits per semester. In the event that the program requirements exceed this minimum for full-time status, the program requirement shall prevail. For spring and summer semesters, the course must be offered three out of four weeks per month to qualify for full-time sponsorship. If the program is less than three weeks per month than the sponsorship will be pro-rated. A minimum of six credits is required to obtain full sponsorship during spring or summer session. (Spring and summer session sponsorship is pending funding availability.)

Full Program Load – the total number of courses required in any given year to complete a program in the normal length of time prescribed by the post-secondary institution.

Harassment – unwelcome conduct which is physical or verbal in nature and which detrimentally affects the work or study environment or leads to adverse job or work-related consequences for the victim of the harassment.

Medical Release – a student who is required, for medical reasons, to be absent from classes for more than one week, is required to provide the PSEP Coordinator, within 10 days of the onset of the illness or medical condition, with a note or certificate from their or medical institution that provides details of their illness or reason for absence from classes.

Normal Program Length – the number of years normally required to complete a program as outlined in the course of studies.

Part-time Student – a student who takes less than four three-credit courses per semester; or less than six credits during spring/summer session.

Post Secondary Education – is a program of studies offered by an accredited post-secondary institute that has the completion of secondary school or its equivalent as a pre-requisite.

Post Secondary Institution – degree, diploma and certificate granting institutions that are recognized by a province and include educational institutions affiliated with or delivering accredited post-secondary programs with transferable credits by arrangements with a post-secondary institution

Private Post Secondary Institution – a Canadian or foreign post secondary institution that receives the majority of funding from sources other than the governments.

Programs of Studies – includes all post-secondary programs at least one academic year in duration, leading to a certificate, diploma or degree offered by an accredited post-secondary institute (programs

such as pre-law, which are less than one academic year and are pre-requisites into a post secondary program of at least one academic year in duration are included).

Private Institution – a private post-secondary institution that offers diploma or degree programs.

Semester – refers to a part of the academic year, as defined by the post secondary institution. Semesters usually run from September to December (fall), January to April (winter) and then a variety of spring and summer semester schedules.

Single parent student

Students who have never married, or who are separated or divorced from a spouse, or who are widowed, and who have legal and/or physical custody and responsibility for supporting their own child(ren) at least two days per week during the entire study period.

Sponsorship – provision of financial support to an individual for attending a post-secondary institution. This support may include tuition, books, living allowance, tutoring and travel allowance, as applicable.

Spouse – is a person who has lived with the student as a husband or wife for a period of not less than one year prior to application for educational aid. If the “spouse” is legally married to the student, no time factors are relevant or applicable.

Wait List – the Selection Committee will create a wait list of students each year. Students who names appear on the wait list will be notified as spaces become available. This selection of students only occurs if a currently sponsored student withdraws from his/her studies. If the students on the wait list are not sponsored they must re-apply.

ELIGIBILITY

To be eligible to receive post-secondary education financial support individuals typically must meet certain criteria surrounding membership to the First Nation and acceptance into a post-secondary institution. Individuals may also be required to submit documentation that shows that they meet the eligibility requirements.

1. Must be a status person; registered with the Band
2. Must have been a Canadian resident for twelve consecutive months prior to the date of application
3. Must have met university or college entrance requirements and have been enrolled or accepted for enrolment in a studies at a post secondary institution
4. Must submit a letter outlining:
 - a. Career and education goals
 - b. Employment trend / job availability
 - c. Previous experience in the chosen field of study
5. Steps taken to achieve university or college entrance
6. At least two letters of support
7. Must submit a completed application form
8. Must submit a records release form

9. Must provide an acceptance letter from the applicant's chosen university or college and or/a document indicating promotion and /or approval to continue studies from the post secondary educational institution which the applicant has most recently attended
10. Must provide official transcripts from the most recent secondary school and / or post secondary school attended
11. Must submit an academic plan outlining courses to be taken for the duration of the program (all courses for the program requirement to outline course enrolment and registration)

When funding is limited, applicants for post-secondary sponsorship must not only meet the minimum eligibility requirements, their ranking can be determined by a number of factors

A) The applicant must be a member of the Tsawataineuk Band. Priority will be given to applicants in the following order:

1. Students currently enrolled in a post secondary institution returning to a full time degree or diploma program (Continuing students)
2. Students graduating from Grade 12 and entering a post-secondary institution, enrolling in a full-time degree or diploma program;
3. Students who have graduated from Grade 12 the previous year and entering a post- secondary institution, enrolling in a full-time degree or diploma program
4. Community Members (people who have been living in the community for the 6 months prior to application) who haven't been funded previously
5. Community Members who have been funded in the past
6. Band members with Grade 12 equivalents who have not previously received funding from this program;
7. Band Members without Grade 12 who have not previously been funded
8. Band members who were previously funded but interrupted their studies for a good reason and wish to return to complete their initial program
9. Band members previously funded who completed a certificate or degree program and who are applying to further their education in the same field (i.e. masters, similar courses etc.)
10. Band members previously funded who completed a certificate or degree program and are applying for a different program.

Each category can be further prioritized by :

- a. consideration will be given to prior academic performance,
- b. community demand for chosen career i.e. if the band has identified a high need for electricians, plumbers etc., an application for a plumber could be approved over more common courses.)
- c. The economic or social benefit of the applicant's intended program of studies to the community of Kingcome or Band Membership – i.e. Students who plan on working for the Band after graduating from their programs provided the opportunity for employment exists.
- d. The location of the post-secondary institution – Priority will be given to the public post-secondary institutions within British Columbia. Students are expected to attend the nearest institution that offers the chosen program of studies.
- e. Students who have started to pay for their own education (the funds that have been spent to date will not be reimbursable) or students with partial funding confirmed will be given special consideration
- f. If the applicant owes the band money for previous or present education sponsorship, that person will be required to pay this debt before being considered for further funding.

- g. If academic records indicate that the applicant has a history of not completing programs or courses, their application may not be considered until all other applications have been reviewed and only then if there are funds available in the current fiscal year. Approval of an application under these circumstances will involve a probationary period.

B) The applicant must have been accepted by an accredited post-secondary institution and be enrolled in a minimum of nine credits in each semester. This applies to University and College Entrance Preparation Programs. The following years, the number of courses that a student is enrolled in is based on the institution's criteria for a full load in their program of study. This differs from the institution's definitions of a full-time student. If funds are available, a student may be funded as a part-time student during the spring semester (i.e. two subjects.)

C) The applicant provides a letter of acceptance from the institution that the student plans to attend, or a document indicating promotion and / or approval to continue studies from the education institution that the student most recently attended.

D) The applicant maintains a "C" or two (2) grade point average or equivalent standing in each term in which he/she is enrolled. If a student fails to keep this standing a letter will advise him/her that he/she is on probation and must improve his/her grades in the next term. If a student is below this standing for two consecutive terms his / her case will be reviewed by the Education Committee before he/she returns to school. The Committee has the option of discontinuing the student's aid. Interim reports are to be provided to the Committee.

Provision for Accepting Educational Aid from Other Agencies

To avoid duplication in funding, students are to accept all educational aid unconditionally available to them by other funding agencies to off set a portion or all of the financial assistance required from the program.

For a program sponsored by Human Resources Development Canada (HRDC), students should seek funding with HRDC; in cases where there is a long wait with HRDC and quick entry into the program is judged important, funds may be made available.

Government or private scholarships, bursaries and fellowships awarded based on academic performance or need do not affect the computation of aid available to the students.

Please note that students wishing to study at the post-secondary level outside of Canada are entitled to do so, but such students will receive their living allowance in Canadian funds, equivalent to what students studying in Canada receive. Tuition fees will be paid only to a maximum cost for a similar program in Canada and will be paid in Canadian funds. Travel will be to the nearest educational facility which offers their program.

Vocational Training Eligibility

For training programs of less than one year, students who are eligible for Employment Insurance benefits will be required to apply for sponsorship through Human Resources Development Canada (HRDC)

APPLICATION PROCESS

Deadlines for Application

School Start Date:	September	Deadline May 01
	January*	November 15th
	Summer Session*	Deadline March 01

*dependent on funding being available – students should try and meet the May deadline for September applications to increase chances of being funded

New Application Package Content

1. Letter of Intent – describing your educational goals and definite plans for the next academic year, current level of education, intended course of studies, and how long it will take you to reach your goals. Also, include an outline of the intended courses for the first or next year of the program of studies you intend to follow
2. Student Funding Contract – outlines the student’s contractual responsibilities and it must be signed and returned to the PSEP Coordinator
3. Student Authorization / Waiver – this document is necessary to permit education staff to access student records. It is important for funding purposes, and on occasion the PSEP Coordinator has a need to verify that students are actually attending classes.

The following must be submitted to the PSEP Coordinator

1. Photocopy of a recent status card
2. Completed Post Secondary application package issued by the Education Department
3. Letter of acceptance from the academic institution applied to
4. Transcripts from previous academic institutions or secondary school
5. Detailed letter of Intent
6. Letter of recommendation from instructor or employer

Continuing Students Application Process

Continuing students must provide the following.

1. Completed application package issued by the Education Department
2. Letter of acceptance for next academic year
3. Official Transcripts from the last term
4. Letter of intent

Selection Committee to Evaluate Application

The Education Committee is responsible for reviewing completed post-secondary application packages using the criteria outlined in the Post Secondary Policy. The committee will select students for sponsorship (depending on budget) and it will also select and rate four students for the wait list.

The Education Committee will include at least three of the following members.

1. The Band Councillor – education portfolio holder
2. Elder from the Community

3. Two Band Community members
4. Education Coordinator (facilitates meetings but does not have voting power)

The Education Committee will meet in late May/early June to review applicants for post-secondary funding. The PSEP Coordinator will arrange interview dates and times. Letters of acceptance or non-acceptance will be sent to applicants no later than one week after the interview date.

Procedure After Approval of Application

If the Education Committee has approved the application, students will then be given the annual schedule for the payment of monthly allowances. Tuition will be paid directly to the institution to which the student has been accepted. Book and supplies allowances will be paid to the student once at the beginning of the school year. Contingency and travel will be paid in equal payments included with the living allowance cheque each month.

Application for New Applicants and Returning Students

Students applying for post-secondary funding for the first time and students who wish to return to post-secondary education after an interruption in studies of one semester or more are required to contact the PSEP Coordinator to arrange a personal interview. During that interview, students will be provided with an application package that must be completed in full before an application will be considered. The completed package will include the following documents.

1. Completed and signed application form for post-secondary financial assistance
2. Completed and signed education plan for the duration of the program. This must be completed with the PSEP Coordinator or with an academic advisor from the post-secondary institution
3. Copy of the letter of acceptance from the post-secondary institution. All costs associated with applying to the post-secondary institution are the responsibility of the student.
4. A signed statement that the student has read the Post Secondary Student Assistance Policy and Procedures, fully understands the condition under which the student is receiving post secondary assistance, and agrees to comply with the conditions as set out in the policy.

Academic Success Provision

Academic Success will be factored into the approval process on an annual basis. Students with high scholastic standing will be granted a higher position on the priority list than other students in the same category, keeping in mind that those students with a full course load will normally be rated higher than those students who are enrolled in less than a full course load.

Levels of Assistance and Student Status

Full-time Student Assistance

To be considered a full-time student during the school year, the applicant must meet the following criteria: the applicant must be registered and attend classes on campus for no less than 15 hours per

week, nor less than 4 days per week. A minimum of nine credits is required or determined to be full-time as defined by the educational institute that the student is attending.

Full-time students will receive:

1. Tuition Assistance
2. Funds for Books, Supplies, and Mandatory Equipment
3. Travel Assistance
4. Living Allowance

Part-time Student Assistance

Part-time students will be supported if their program of studies is of at least one academic year in duration and or leads to a diploma, certificate or degree. Part-time students may receive assistance for tuition and the cost of mandatory books and supplies only.

University and College Entrance Preparation (UCEP) Student Assistance

UCEP students may be either part-time or full-time students and must be enrolled in a University and College Entrance Preparation (UCEP) program of a post-secondary institution. The maximum time limit for financial support will be one academic year (as defined by the institution offering the program), or in the case of part-time students, the time period equivalent to one academic year.

UCEP students must qualify under the mature student admission requirements of the post-secondary institution they wish to attend.

UCEP students must provide a statement from the post-secondary institution offering the UCEP program that a) the student can attain the academic level for university or college entrance within the period of one academic year and b) the student will be accepted as a student of a regular university or college credit program upon successful completion of the UCEP program.

UCEP students will be funded the same as and will fall under the same rules and responsibilities of either Assistance Full-time Students or Assistance – Par-time Students, depending upon their enrolment.

UCEP students cannot have been financially supported previously by DIAND or the Post-Secondary Education Program for any post-secondary program.

All UCEP students who do not complete their course of studies, without approved reason, must reimburse the Education Program for all costs incurred on their behalf. No future post-secondary student financial support will be available until full reimbursement is made.

Categories and Amounts of Assistance

Tuition Assistance

1. Tuition assistance includes students' fees for registration, tuition, as required by the post-secondary institution.
2. The cost of tuition and registration fees will be paid to the institution in which the student is enrolled.
3. Students will be subsidized up to (\$350 per semester for books and supplies.) They will be expected to provide receipts to the PSEP Coordinator for **ALL** books and supplies purchased.
4. The students must provide receipts for **ALL** their books and supplies and will be reimbursed for expenses over the basic subsidy provided there is documentation from the College or University supporting the need. Students must complete a claim form and attach all **original receipts**. We strongly encourage students to purchase used books from the college or other bookstore locations.

Full-time Student Living Allowance

1. Living Allowance are expected to cover normal daily living expenditures such as food, lodging and local travel.
2. The maximum level of living allowance is determined by the current Education Committee's Schedule of Living Allowances – Appendix A.
3. A student must be carrying a full program load to receive a living allowance. If a student withdraws from a course during a term, the living allowance will be prorated for the remainder of the term. Sponsorship will be discontinued at the end of the term.
4. The student will be required to bear the cost of repeating the course and will not be considered for renewed sponsorship until the course has been completed.
5. If claiming dependants, the student is required to provide a copy of the spouse's income tax return.
6. To be eligible to receive additional living allowance for dependants, those dependants must be living in the same residence as the student.

Special Shelter Allowance

1. When it is necessary for a student to rent accommodations in order to attend a post-secondary institution and the cost of the accommodation exceeds 25% of the total current income of the student, the student's spouse, and any dependant residing with the student, a compensatory special shelter allowance may be provided if funding available.
2. The accommodation costs include only the actual rental cost of the premises. The special shelter allowance is intended to provide basic and reasonable accommodation for the student, the student's spouse, and any dependants residing with the student. The student will be required to provide information about typical student housing costs to justify receiving the special shelter allowance.
3. Where it is necessary for a student to rent accommodation in order to attend a post-secondary institution and a damage deposit is required, the program will pay the deposit. The deposit will be subtracted from the living allowance.
4. A copy of the rental/lease agreement must be provided to the Education Coordinator to qualify for the special shelter allowance.

High Rent Allowance

1. Married students with a dependant spouse and two or more dependants, as well as single parent’s with two or more dependants, qualify for high rent if their place of study is located in a high rental area.
2. Canada Mortgage and Housing Corporation’s rental survey determine high rental areas annually.

Travel Allowance

Orientation Travel

The Education Committee will review and approve requests for travel (equivalent to Greyhound rates) and meals for the student to attend an orientation with the Post-secondary institute, only if it is a requirement of the chosen institute.

Seasonal Travel

When a student must change his/her place of residence to attend a post secondary institution and the distance is greater than 250 kilometres, the student shall be eligible for a travel allowance equal to the cost of one return trip per semester for each year the student is enrolled. Travel costs will be paid in full for the student. These costs will be based on the most appropriate method of travel.

Daily Travel

A student may receive a daily travel allowance of the cost of a monthly bus pass (up to \$100.00) per month if the student is not working full-time, and if the location of the student’s accommodation in relation to the post-secondary institute requires public transportation costs. The student is considered to have extraordinary travel costs when the daily round trip exceeds 70 kilometres.

Emergency Travel

In the event of a death or illness in the immediate family (father, mother, brother, sister), full-time students are eligible to receive one trip at the same rate as outlined under Seasonal Travel **if there is funding available.**

Book Allowance

Book allowance will be provided for full-time and part-time students in the following amounts:

	Fall Term	Winter Term
Full-time student	\$350.00	\$350.00
Part-time student	Actual Amount	Actual Amount.

Requests from students enrolled in specialized programs that require more expensive books, supplies, and or equipment will be considered on an individual need basis. If any student has legitimate books and supplies expenses over and above the amount provided, they are to submit all receipts for books and supplies purchases to the PSEP Coordinator in the winter term. **Depending on funding availability**, some or all of the additional expenses may be reimbursed.

Requests for Alternate Funding or Financial Assistance

From time to time, for a variety of reasons, full-time post-secondary students may request funding arrangements that differ from those contained in this policy. Such requests will be forwarded to the Education Manager who will make recommendations to Band Council on the advisability of supporting the request.

Approval of requests for alternate funding arrangements will be on an individual basis and will be judged on their own merits. Approval will depend upon the student's past record of financial dealings with the Band, their maturity as a student as determined by the PSEP Coordinator and their past academic record. Band Council will only approve a request for alternate funding if the granting of the request is within the parameters of Section 14 of the Band Financial Bylaw. Requests for financial assistance will normally only be accepted from "senior students", i.e. students in the last two years of an undergraduate degree, post-graduate students or students in the last semester of a diploma or certificate program.

Deferred Studies

Sponsored students may defer their studies for up to one year. The student must be in good academic standing and have made arrangements with the PSEP Coordinator.

Personal Challenges

Should a student's studies be seriously affected by personal crisis, such a death in the family, accident or sickness, they are advised to notify the PSEP Coordinator advising them of their situation.

Waiting List

A waiting list will be made each year. A student whose name is on the waiting list will be notified of their position. This waiting list will be affected by factors such as the number of continuing students, number of graduating students, student success, and the amount of funds available of the Band.

Tutoring Expenses Assistance

Students that require tutoring in any of the courses leading to the completion of their programs are required to request assistance from the Education Committee and upon approval, employ the services of a tutor, pay them their fee, and submit all receipts to the PSEP Coordinator for reimbursement. After receiving approval from the Education Committee, students may also choose to have the tutor invoice the Band directly. All costs must be pre-approved by the Education Committee.

Funding Limitations

Funding Limits

Limits of Assistance

Level 1	Diploma / Certificate	16 student months
Level 2	Bachelors Degree or equivalent	32 student months
Level 2	Honours Bachelor Degree	32 student months
Level 3	Masters Degree	40 students months
Level 3	Doctoral Degree	48 student months

College Preparation Program

The Band will sponsor students for one semester of college preparation for five courses or fifteen credit hours at the closest public institution. If a student chooses to attend another institution, it is the student's responsibility for any additional costs incurred.

Limits of Assistance by Level

Level 1 – Community college, vocational or technical institute and CEGEP diploma or certificate programs. Students registered in a Level 1 program are eligible for a maximum of 16 months of assistance to complete a program leading to a diploma, certificate or license.

Level 2 – Undergraduate Programs. Students registered in a Level 2 program are eligible for a maximum of 24 months of assistance to complete an undergraduate program leading to a Bachelor degree.

Level 3 – Graduate and Post-Graduate Programs / Doctoral Programs. Students registered in a Level 3 program are eligible for a maximum of 56 months of assistance to complete a post-graduate program, masters or professional degree.

Note: Changing programs uses up student months within each of the levels. Once a student has completed 16 months in a Level 1 program, no further Level 1 programs are available to them. Once a Level 2 program is complete, a student may not be funded for future Level 1 or Level 2 programs. Upon completion of a Level 3 program, students are not eligible for further Level 1, 2 or Level 3 assistance.

Funding will not be backdated to cover time before the Education Committee accepts a student's application for assistance.

Tuition Fees Limits

1. Students who are on probation are expected to pay ½ of the first semester's tuition fees.
2. Students attending out of country programs will be expected to pay exchange costs.
3. Audited courses will not be paid.
- 4. Failed courses or any courses that are being repeated will not be paid**
5. Tuition fees will be paid directly to the college or university by a letter of sponsorship.

Termination of Funding

Conditions for Terminating Funding

1. Dishonesty
2. Harassment, including sexual harassment
3. Intoxication or substance abuse affecting student achievement
4. Withdrawal from a program without notification to the Education Committee
5. Violation of the express or implied conditions of this program or the program of studies amounting to insubordination or wilful disobedience.

6. Suspensions shall be in effect for not less than one semester
7. The Education Committee has the power to revoke or change the conditions of any suspension, subject to these guidelines.
8. Upon reinstatement following any period of suspension, a student must be placed on academic probation for at least the first semester, in accordance with the guidelines concerning Academic Achievement.

Misuse of Band Education Funds

In the event that a student drops out and receives funds or the Band pays funds on their behalf, they are liable to repay the full amount back to the Education Department. Payment options can be discussed with the PSEP Coordinator. If repayment of fees is necessary, all/any post-secondary sponsorship will be withheld until the Education Department receives full payment.

Termination of Educational Assistance

The Education Committee will terminate educational assistance to a student who:

1. Is registered as a full-time student and does not inform the Education Coordinator in advance of any such change in status and becomes a part-time student during the course of the semester. The Student must inform the Education Committee of any change from full-time to part-time status;
 2. Is registered as a full-time student and is regularly absent from one or more of the minimum number of courses required per semester to be considered full-time by the institution. Students in this category will be considered part-time and not eligible for the student allowances. The term reports will be used to determine if this clause applies;
 3. Is successful in fewer than 75% of the courses for which the student had registered. Note: Students who would normally have their assistance terminated under this clause may request to have their assistance termination reviewed. The student must provide all of the following:
 4. A letter stating reasons for low success rate must be presented for review by the Education Committee
 5. A letter from each course professor / teacher, stating that the student had been in full attendance throughout the course and has submitted all assignments on due dates; and a letter from the Program Director indicating the student's potential to succeed in the subsequent semester.
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6. Failure due to reasons of ill health will also be considered. All requests will be reviewed and evaluated based on individual merit;
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7. The Education Committee will determine if the reasons given by the student are adequate for a second chance. An agreement between the student and the Education Committee will be signed, to ensure that the student attends regularly and submits all course requirements. If no improvement is demonstrated by the end of the next semester, the student will be asked to withdraw;

8. Students who register at a post-secondary institution and who receive the student allowance, but do not attend classes at the institution, must return to the Post-Secondary Program all allowances, which were received and/or paid, on their behalf. This includes tuition fees, books and supplies allowances, and any other monies which may have been forwarded to the student or to the institution on their behalf;
9. Full-time students who leave their program of studies prior to the completion of their semester and who wish to receive funding for future semesters must provide written proof from the institution that they were in full-time attendance during the period of the semester for which they were funded. Failure to provide such proof will result in the student being denied future funding as well as owing to the Post-Secondary Education Program all funds received and/or paid on their behalf, for the semester they did not complete; and /or
10. Students who owe money to the Post-Secondary Education Program and who wish to return to post-secondary studies and furthermore who wish to receive financial support from the Post-Secondary Education Program must make arrangements to pay back the amount owed before any future funding is provided.

Academic Probation

1. Students placed on academic probation by their educational institution will normally not be sponsored for one academic year or until they are accepted by an educational institution back into an academic program as a full-time student. Such students will not be guaranteed sponsorship by virtue of changing their program of studies or institution.
2. Students who receive failing or incomplete marks on 50% or more of their courses will be placed on academic probation. Students placed on Band-imposed academic probation will be required to sign a letter stating that unless they achieve a passing grade on all courses in the following semester they may be removed from full sponsorship until they successfully complete the course (or their equivalents) which they failed or failed to complete. Students placed on academic probation may also be required to participate in a study skill program offered by their education institution.

Student Appeals Process

Student Appeals Process

It is the policy of the Education Committee that its students receive fair and equitable treatment; however, should any student be concerned that the preceding regulations and guidelines have not been fairly applied to his or her situation, the student may appeal in the following manner.

1. Meet or contact the PSEP Coordinator within 30 days and state the grievance. The PSEP Coordinator will be obligated to discuss the student's problem and try to resolve it.
2. If the PSEP Coordinator cannot resolve the issue to the student's satisfaction, then a grievance must be submitted, in writing, to the Education Committee. The Education Committee will review all information of the student's grievance and provide a decision.

3. If the student is still not satisfied with the decision of the Education Committee, then a grievance must be submitted, in writing, to the Council of the Band. The Council will review all information of the student's grievance and provide a decision.
4. If the student is not satisfied with the decision reached by Council of the Band, they may submit a grievance, in writing, to the Band membership. The written grievance will be reviewed by the membership at the next scheduled Band meeting. The decision made by the membership in attendance will be final and legally binding on the student.

Incentives and Scholarships

Scholarships / Incentives

Academic Achievement Scholarship: \$2,000.00 (two)

1. Academic Achievement scholarships are available to full-time students in a diploma or degree program on an annual basis. There are two scholarships available of 1,000 each.
2. To apply, students are required to send a letter outlining why they feel that they have earned the Academic Scholarship along with an official sealed transcript of grades to the PSEP Coordinator no later than May 31. Faxed letters will not be accepted.
3. The Education Committee will review all applications. Priority will be given to those students who have not received the Academic award the previous year. Applications will be notified of the Committee's selection by July 30th.

Special Situations

The Education Committee reserves the right to offer bursaries to its students dependent upon the availability of funds.

Amendments to the Policies

Amendment Process

1. Amendments to the Post Secondary Education Program Policy can only be made by the Education Committee or Board.
2. All amendments must be ratified by Council
3. A quorum must be available to make changes.
4. Changes made must be unanimously agreed upon before being passed.

Changes made will be posted in the Band monthly newsletter and sent to current students who are attending post-second