



POST-SECONDARY POLICY

EDUCATION

**RATIFIED BY CHIEF & COUNCIL ON
NOVEMBER 12, 2009**

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Post-Secondary Funding Policy

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1.0 PREAMBLE

Presently, Indian and Northern Affairs Canada (INAC) allocate funds on a national level for post-secondary funding. These funds are then distributed to the regional level (provinces). Each region then decides how to allocate the funds. B.C Region has implemented a per capita formula and the population of each Band determines the level of post- secondary funding.

INAC has given individual Bands the option to administer their education budget using the existing INAC policy or to develop their own education policy. This policy has been developed by the Lower Nicola Band to administer the post-secondary education program. Chief and Council has approved this policy.

2.0 Chief and Council

Chief and Council will approve the annual Education budget and approve any amendments to the Lower Nicola Post- Secondary Funding Policy.

3.0 APPLICATION INFORMATION

All funding applications will be accepted by the deadline and proceed through the selection process by the last Friday of May each year. All applicants will be notified by the end of June each year with exception to those students who are applying for the winter semester.

It is important to send your completed application in by the **last Friday of May each year. THERE ARE NO EXCEPTIONS.** All funding applications will be reviewed by the Post- Secondary Selection Committee directly after the deadline.

All students must apply for funding each year.

Students applying for the winter semester will be put on the wait list and will be approved on budget availability. The deadline will be the **last Friday of August;** in which case the applicant will be notified by the end of September each year.

4.0 HOW TO APPLY

Obtain an “Application Package” by contacting the Education Department by phone, requesting for pick up or for it to be transmitted by facsimile. Applications can also be printed from our website at www.lnib.net.

4.1 New Students: YOUR APPLICATIONS MUST INCLUDE THE FOLLOWING

- A) **Letter of Intent** – The potential student must show commitment to clear education goals and that the Education Department is aware that the student knows what their plans are. The letter should include introducing yourself and your family, current level of education,

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what your intended course of study is and how long it will take you to reach your goals. Also include an outline of intended courses for the first two years of the program of study the using the Education Planner as a guide. **(Appendix 3)**

- B) Sponsorship Applications and Waiver Document** – it is important to complete the whole application form and provide your **current address and or telephone number where you can be reached**. Once your application has been approved for sponsorship, a signed copy to verify sponsorship will be sent to you at the address you indicated on the application form. **Please notify the Education Department of any changes between the time of the application and the start of your courses**. The Waiver portion of the application form is necessary to permit staff access to student records. It is important for funding purposes and on occasion the Education Department has a need to verify that all students are actually attending classes. If this document is not signed, your application will not be approved. **THERE ARE NO EXCEPTIONS. (APPENDIX 4)**
- C) Student Funding Contract** – This document outlines the student’s contractual responsibilities. Please read this document carefully, sign, and return to the Education Department. Once again, if this document is not returned, your application will not be approved. **THERE ARE NO EXCEPTIONS. (APPENDIX 5)**
- D) Letter of Recommendation** – A letter from someone who knows you and your commitment to your education, and what your plans are for continuing your education. If this document is not included, your application will not be approved. **THERE ARE NO EXCEPTIONS.**
- E) Transcripts** – A copy of most recent transcripts must be submitted with the application. This includes any previous transcripts from any program taken prior to this application. Please include copies of any certificates, diplomas and etc... That you have currently been awarded. Transcripts or a record of marks will also be required at the end of each completed semester.
- F) Acceptance Letter** – Students must have a letter of acceptance from the Post-Secondary Institute for which they are planning to attend. This letter must state your program start date and completed program end date.
- G) Career Counselling** – Student must have completed a session with a Career Counsellor or Academic Advisor prior to handing in their application to the Education Department.
- H) Interview** – All new applicants student must arrange for an interview with the Lower Nicola Indian Band Education Department for his/her staff delegate.
- I) Labor Market Research** – Please provide the labor market information relative to your career goals. This is a benefit to you and will help to determine the type of job you would qualify in the work force once you have completed your education. This information can be obtained by going to www.workbc.ca

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4.2 CONTINUING STUDENTS:

- A) Sponsorship Application and Waiver Document** – It is important to complete the whole application form. It is also important that you provide your current address and/or telephone number where you can be reached. Once your application has been approved for sponsorship, a signed copy to verify sponsorship will be sent to you at the address you indicate on the application form. The waiver portion of the application is necessary to permit staff access to student records. It is important for funding purpose and on occasion the Education Department has a need to verify that all students are actually attending classes. If this document is not signed, your application will not be approved. **THERE ARE NO EXCEPTIONS. (Appendix 4)**
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- C) Transcripts** – A copy of most recent transcripts must be submitted with the application. This includes any previous transcripts from programs taken prior to this application. Please include copies of any certificates, diplomas, etc. that you have currently been awarded. Transcripts or records of marks will also be required at the end of each completed semester.
- D) Acceptance Letter** – Students must have a letter of acceptance from the Post-Secondary Institute for which they are planning to attend. This letter must state your program start date and complete program end date.

5.0 SELECTION COMMITTEE

Each year a selection committee is structured by the Education Department. The Selection Committee is responsible for reviewing complete Post- Secondary Funding Application. The Education Department reviews all applications, and in turn, brings forth his/her recommendations to the Selections Committee of the final selections. The committee will select students for sponsorship (depending on budget) and also select and rate students for the Wait List.

The Selections Committee will include the following members:

- Lower Nicola Indian Band Councilor – Education Portfolio
- Lower Nicola Indian Band Elder
- Lower Nicola Indian Band Business Owner
- Lower Nicola Indian Band Post-Secondary Graduate
- Lower Nicola Indian Band Education Department Manager and/or Career Counsellor

Prior to the Selection Committee meeting, the Education Department will have completed interviews with any NEW applicants only. The selection committee will meet once in June to review the submitted applications for Post-Secondary funding. Any applications for review, after this, will be done by the Education Department and will be based on the available budget and the individual student file (if

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existing), as outlined in the policy. All applications will be sent a letter one week after the selection committee has made their decisions of whether they have been accepted or denied for post-secondary funding.

6.0 Priority List

A priority list is established each year to assist the Education Department and a Selection Committee in determining who will receive funding. Priority will be given to students who pay part of their own education (tuition or living allowance) for the duration of their program. The priority list will be established on the following basis:

- 1) **Continuing Students** – Students who have attended school on a full-time basis and have successfully completed all courses of their program.
- 2) **High School Graduating Students – (within the last 18 months)**
 - a) Students who have graduated from secondary school with a Dogwood Diploma;
 - b) Students who have completed twelve years of education in the public school and who are eligible to attend a post-secondary institution;
 - c) Students who have equivalent training or education (i.e. GED)
- 3) **Trades/Technology Vocational Students** – Students entering in eligible certification/diploma trades programs.
- 4) **Motivated Students** – Students that forfeit their living allowances and seeking assistance for the tuition and books only.
- 5) **Mature Students** – Students who have been out of school for at least one full academic year.
- 6) **Part-time Students** – See types for sponsorship
- 7) **Graduate Students** – Masters or Doctoral Programs – qualifying year only.

7.0 WAIT LIST

Applications packages must be received by the last Friday of May each year. Any applications received later or incomplete will be put onto a waiting list according to date received and eligibility. This wait list of students will be created each year by the Selection Committee. Students whose name is on the wait list will be notified of their position and as spaces become available they will be sponsored for that term(s).

This wait list will be affected by varying factors such as the number or returning students, student success, and the amount of funds available to the Band. This selection of students will only occur if a currently sponsored student withdraws from his/her studies. If students on the wait list are not sponsored they must re-apply.

8.0 STUDENT ELIGIBILITY FOR SPONSORSHIP

Registered members of Lower Nicola Band are eligible for sponsorship for their education, which may include books, living allowance and tuition.

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Present sponsorship for Post-Secondary funding will depend on all/any educational sponsorship in the past (regardless of year). All past sponsorship and grades will be considered by the Selection Committee in determining further sponsorship.

Secondary School students currently enrolled in secondary school applying for sponsorship, must be able to submit an interim statement for their grade 12 subjects. This will be determining factor when the final decision is made regarding will receive sponsorship.

Academic Success; means that a student has successfully:

- Completed all academic prerequisites of the program to which admissions is sought; or
- Submits proof of successfully completing all academic prerequisites prior to the next entry date.
- Completion of the required credits per term for either a full time or part time student.

If your records indicate that you have a history of not completing programs, courses or have been previously funded by the Lower Nicola Indian Band, your application will 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 may involve a probationary period.

Academic probation is defined as students with a poor academic standing in the previous year that have been placed on probation by the college/university. Please note that a student funded under the Lower Nicola Indian Band will be placed on probation by the Education Department, based on poor academic performance. The Education Department will sign a contract with the student to ensure future success of the student. Such students will not be guaranteed sponsorship by virtue of changing their program of studies or institutions.

9.0 TYPES OF SPONSORSHIP

Full Time Student – A student in each term or semester takes a minimum of 60% of the course load of the program or as defined by the department and the institution.

Part Time Students – A student who takes less than 60% of the required course load as outlined by the department and institution in a term (semester).

International Sponsorship – Please note that students wishing to study at the post-secondary level outside of British Columbia are entitled to do so, but such student will receive their living allowance in Canadian funds, equivalent to what students studying in BC receive. Tuitions fees will be paid only to a maximum cost for a similar program in BC nearest to the student's place of residence at the time of the application and will be paid in Canadian funds. Tuition fees will be paid to the maximum allowable amount. It then becomes the student's responsibility to pay any additional costs (e.g. Currency exchange). International students must have a Canadian bank account for direct deposit purposes.

10.0 STUDENT RESPONSIBILITY

Students will be responsible for submitting a monthly attendance report to the Education Department. **If the student fails to contact the Education Department by NO LATER THAN THE 15th OF EVERY MONTH, their monthly living allowance will be withheld until the student contacts the Education Department (Appendix 15).**

Students will sign and return any additional education documents as may be required by the Education Department.

Before continuing funding can be provided, all students will be responsible for submitting their school transcripts to the Education Department within sixty days after each completed semester. If the full-time student becomes part-time student during the course of the semester, the student must inform the Education Department of the change from full-time to part-time status. A reminder, that part-time students are eligible for the costs related to tuition and books only, no living allowance expenses.

All students who do not complete their course of studies, without reason, must reimburse the Education Department 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 Education Institution must be brought before the Education Committee within 30 days of leaving the said institution.

11.0 LEVELS OF FUNDING

Tuition Fees: (per year)

Fees will be paid directly to your institution to the maximum amount of:

- \$3,800.00 – for college tuition and mandatory fees. (Medical and Dental fees are the responsibility of the student)
- \$5,000.00 – for University- e.g. Bachelor of Arts tuition and mandatory fees (Medical and Dental fees are the responsibility of the student)

Students are expected to pay the balance of tuition costs above this amount. Student's attending out-of-country will be expected to pay exchange costs. The Lower Nicola Indian Band will not pay for audited or previously funded course.

12.0 FUNDING LIMITATIONS FOR FULL TIME STUDIES

Diploma/Certificate Program – 6-24 months depends upon the program requirements of the College or University.

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Bachelor Degree Program – 32 months with the exception allowed for students who demonstrate health or other valid reasons for taking a 12 credit semester, in which case, the maximum allowable funding period is 40 months.

Summer Students – Students capable of taking summer courses on a full-time basis are encouraged to take this option. This will need to be included in your initial application, and be pre-approved by the Selection Committee before the academic year begins. **For example:** if you are going to be attending the Summer Semester, then this will need to be attached with your application package that you hand in by the last Friday of May of the previous year.

Masters and Doctoral Degree Program -8 months, for the qualifying year only, covering only the tuition and books to the maximum allowable though the policy.

The Lower Nicola Education Department will not pay for **audited courses**.

University College Entrance Program (UCEP) – The Lower Nicola Education Department will cover ONE academic year of College Prep or University College Entrance Program. **However**, the applicant must have been out of the school system for a minimum of 3 years to qualify for this funding through the Lower Nicola Indian Band.

Part-Time Students: Part-time students will not be sponsored for living allowance. The LNIB Education Department will cover costs for tuition and books only.

13.0 DEFERRED STUDENTS

Sponsored students may take up to one (1) year to defer their studies. Students must be in good academic standing and have permission from the Education Department.

Students who have been approved in one year and withdraw their application to start in the fall, need to re-apply the following academic year.

14.0 PERSONAL CHALLENGES

Students must be aware that should their studies be seriously affected by personal crisis, such as a death in the family, accident or any illness, are advised to seek counselling support. Students **must** notify the Education Department in writing of their situation as it occurs, and may need to defer their studies if needed.

15.0 LIVING ALLOWANCES

Student Living Allowance per month	Full-Time
Single	\$1200.00
Married with working spouse	\$1100.00
Married/Single with 1 dependent	\$1500.00
Married/Single with 2 dependent	\$1600.00
Married/Single with 3 dependent	\$1700.00
Married/Single with 4 dependent	\$1800.00

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Married/Single with 5 dependent	\$1900.00
Married/Single with 6 dependent	\$2000.00
Each additional dependent	\$125.00
Room and Board (i.e. Single at home)	\$1200.00
Single away from home (in larger city)	\$1350.00
Supplement per child under 5 years	\$50.00

Dependent Spouse: Husband or wife who is unable to work (e.g. children) this spouse will be added as an additional dependent.

Dependent: child or student under 19 years of age and in school full-time.

16.0 BOOKS AND SUPPLY ALLOWANCE

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

	<u>Fall Term</u>	<u>Winter Term</u>
Full-time student	\$600.00	\$600.00
Part-time student	Actual cost	Actual Cost

Sponsored students must provide proof of mandatory book and supply costs.
Summer students will need to apply for assistance if required.

17.0 TUTORING ASSISTANCE

Students requiring tutoring in any of the courses leading to the completion of their program(s), are required to have their Academic Advisor make such recommendation in writing to the Education Department. Approving the costs and the tutoring arrangements will be made between the advisor and the Education Department.

18.0 TRAVEL ASSISTANCE

Students who must travel a distance of more than 100 kilometers and are living away from their normal place of residence are eligible for reimbursement of travel costs twice each year to the closest public post-secondary institution offering their program of study. Reimbursable travel expenses will normally be the lowest priority for funding.

19.0 EMERGENCY CONTINGENCY FUNDING (ECF)

Contingency assistance may be paid to eligible full time students to defray costs associated with emergency or special situations not covered by other provisions of this policy. Contingency assistance may be provided for the following:

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- 1) Practicum Assistance (one-time only): if the Practicum is outside of their educational institute, the student will be responsible for their own airline or travel costs. The Band will pay for their tuition, living allowance, and books and supplies, if not funded by the university.
- 2) Course Required Workshops and Seminars: A letter must be submitted to the Education Department at least a month in advanced outlining the type of assistance required. A letter from the attending institute must accompany the request verifying that the trip is part of the program curriculum.

Rates for students attending additional trips:

Meals:	Breakfast: \$10.00 per day
	Lunch: \$10.00 per day
	Dinner: <u>\$20.00 per day</u>
	Total: \$40.00 per day

Mileage: 0.25 cents per kilometer

Accommodations: At Cost

- 3) In the event of a death or illness in the immediate family (father, mother, child, spouse, brother or sister), full time students and dependents are eligible to receive one round trip at the rate most appropriate for travel. (Refer to page 15 (19.0.2). Students must apply through the Education Department for any emergency contingency funding assistance.

20.0 GRADUATION ASSISTANCE FOR SPONSORED STUDENTS

Assistance must be requested one month in advanced of a graduation ceremony. Proof of graduation and documentation must be submitted for assistance.

Certificate or 1 Year Program	\$100.00
Diploma or 2 Year Program	\$250.00
Degree or 4 Year Program	\$500.00
Master's Program	\$750.00
Doctorate Program	\$1000.00

21.0 SCHOLARSHIP AND INCENTIVES

Please request scholarship information from your counsellor or advisor. The Lower Nicola Education Department will forward any information to students as they receive the information. The Lower Nicola Indian Band presently receives scholarship monies from Spectra Energy for students in applied sciences. Please contact the Education Department for more information and applications.

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In recognition of academic achievement, the Lower Nicola Indian Band may award incentives to full-time students who have achieved or improved in their program of study.

21.1 Spectra Energy Scholarship – Awarded End of June – Each Year

\$5,000 awarded annually- the scholarship will be shared equally among approved candidates.

Application Requirements:

- 1) Lower Nicola Band Members – Post secondary students in the science or technology field.
- 2) Student must be taking (5) courses or 15 credits or more per semester.
- 3) 3.25 Grade Point Average (GPA), between a B and a B-. Showing proof of this by submitting transcripts as well.
- 4) Each student is required to submit a cover letter, outlining his/her academic goals, achievements and future goals.

Start Selection Process:

Student must submit the following:

- 1) Completed Student Application
- 2) Cover Letter of academic goals achievements and future goals
- 3) Student Academic Transcripts
- 4) An actual photo of yourself that we can enter into the newsletter of the Lower Nicola Band as well as Spectra Energy's Newsletter.

22.0 APPEAL PROCESS

A student who believes that he/she has been unjustly treated with regard to the application of the Lower Nicola Band post-Secondary Policy has the right to appeal, within (15) consecutive days after receiving letter of denial.

Procedures for Appeal:

- 1) The student discusses with the Education Department in an attempt to resolve any dispute with regard to the Post-Secondary Policy.
- 2) If a satisfactory resolution is not achieved and the student wishes to pursue the matter, he/she should discuss it with the Lower Nicola Band Executive Director.
- 3) If a satisfactory resolution is still not achieved and the student wishes to pursue to matter further, he/she must submit a formal appeal (**Appendix 8**) to the executive Director for consideration by the Appeals Committee.
- 4) The Executive Director will arrange with the Appeal Committee and the student, the date, place and time of the appeal hearing.
- 5) Decisions (by majority) made by the Appeal Committee will be final and made within 30 days of the receipt of Appeal.
- 6) The Appeal Committee will submit a report on the appeal hearing to the student, the Education Department, Band Council and the Lower Nicola Band Office will keep a copy on file.

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The Appeal Committee shall have the following membership:

- Executive Director
- Elder
- Past Post-Secondary Student – Lower Nicola Band Member or
- Person Selected by Student – not an immediate family member

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