



**Post-Secondary  
Education  
Policy and  
Procedures  
Manual**

Revised: May 2020

Adopted by the Chief & Council on: 26 June 2020



## Table of Contents

|  |    |
|--|----|
| 1.0 VISION STATEMENT AND POLICY OBJECTIVES .....                         | 5  |
| VISION STATEMENT .....   | 5  |
| POLICY OBJECTIVES .....  | 5  |
| 2.0 AREAS OF RESPONSIBILITIES .....                                      | 5  |
| 2.1 Student Responsibilities .....                                       | 5  |
| 2.2 Education Manager Responsibilities .....                             | 6  |
| 2.3 General Manager Responsibilities .....                               | 7  |
| 2.4 Chief and Council Responsibilities .....                             | 7  |
| 3.0 ELIGIBILITY REQUIREMENTS.....  | 7  |
| 4.0 APPLICATION PROCESS.....   | 8  |
| 4.1 Application Deadlines.....   | 8  |
| 4.2 Applications Package Content .....                                   | 8  |
| 4.3 Continuing Students Application Process .....                        | 9  |
| 4.4 New Students and Returning Students Application Process.....         | 9  |
| 4.5 Education Selection Committee .....                                  | 9  |
| 5.0 PRIORITY.....  | 10 |
| 5.1 Priority for Funding.....  | 10 |
| 5.2 Waitlist .....   | 11 |
| 6.0 ACADEMIC SUCCESS PROVISION.....                                      | 11 |
| 6.1 Annual Application Approval Process .....                            | 11 |
| 6.2 Deferred Studies .....   | 12 |
| 6.3 Personal Challenges.....   | 12 |
| 7.0 FULL TIME STUDENT ASSISTANCE .....                                   | 12 |
| 8.0 PART TIME STUDENT ASSISTANCE .....                                   | 12 |
| 9.0 UNIVERSITY AND COLLEGE ENTRANCE PREPARATION (UCEP) SPONSORSHIP ..... | 12 |
| 10.0 ONLINE DISTANCE LEARNING.....                                       | 13 |
| 11.0 CATAGORIES AND AMOUNT OF ASSISTANCE .....                           | 13 |
| 11.1 Tuition and Registration Assistance .....                           | 14 |
| 11.2 Living Allowance - Full-time Student .....                          | 14 |
| 11.3 Tutoring Expenses Assistance .....                                  | 15 |
| 11.4 Orientation Travel.....   | 15 |
| 11.5 Travel Allowance.....   | 15 |
| 11.6 Contingency Funding – Emergencies .....                             | 16 |

|      |   |    |
|------|---|----|
| 11.7 | Requests for Alternate Funding or Financial Assistance..... | 16 |
| 11.8 | Student Advances.....                                       | 16 |
| 11.9 | Parking and Bus Passes.....                                 | 16 |
| 12.0 | FUNDING LIMITATIONS.....                                    | 17 |
| 12.1 | College Preparation Program.....                            | 17 |
| 12.2 | Limits of Assistance by Level.....                          | 17 |
| 12.3 | Tuition Fees Limits.....                                    | 17 |
| 13.0 | TERMINATION OF FUNDING.....                                 | 18 |
| 13.1 | Conditions for Terminating Funding.....                     | 18 |
| 13.2 | Consequences of Misuse of Funds or Overpayment.....         | 18 |
| 13.3 | Suspensions.....  | 19 |
| 14.0 | ACADEMIC PROBATION.....                                     | 19 |
| 15.0 | STUDENT APPEAL PROCESS.....                                 | 19 |
| 15.1 | Appeal Procedure.....                                       | 20 |
| 16.0 | INCENTIVES AND SCHOLARSHIPS.....                            | 20 |
| 17.0 | AMENDMENTS TO THE SAIK'UZ EDUCATION POLICY.....             | 20 |

## **1.0 VISION STATEMENT AND POLICY OBJECTIVES**

### **1.1 Vision Statement**

Saik'uz First Nation Post-Secondary program is designed to encourage and support band members of the Saik'uz First Nation to acquire qualifications so that they may become economically self-sufficient and realize their individual potential for contribution to Saik'uz First Nation and society at large.

The program shall provide counselling and adequate financial support, as defined by the Saik'uz First Nation Post-Secondary Policy, to band members who have been accepted by an accredited post- secondary institute.

It is the belief of Saik'uz First Nation that band members have the right to receive aid in pursuing Post-Secondary education. However, it is also believed that for an individual to be successful in acquiring an education, individuals must take responsibility for setting and achieving their educational goals.

### **1.2 Policy Objectives**

- I. To encourage and support eligible band members to gain access to Post-Secondary education.
- II. To support students to graduate from their respective programs with the qualifications they require to pursue their chosen careers.
- III. To encourage students to realize their individual potentials for contribution to the community and to society at large.

## **2.0 AREAS OF RESPONSIBILITIES**

This section outlines the roles and responsibilities of the Student, Education Manager, General Manager, and Chief and Council in regard to the Post-Secondary Program.

### **2.1 Student Responsibilities**

- I. Take full responsibility for setting and achieving your Post-Secondary education goals.
- II. Provide your current mailing address, phone numbers, and bank account information.
- III. Provide written notification to the Education Manager of program changes (i.e. changing area of study) and provide an updated academic plan.
- IV. Provide written notification of course or program withdrawal. Withdrawal must be made prior to fee disbursement deadline and if withdrawal occurs after the fee reimbursement deadline students will be responsible for tuition costs.
- V. To at all times maintain full-time status (4 or more classes or 12 credits) or part-time (3 or less classes) status as outlined within this policy.
- VI. Maintain a grade point average of at least 2.0 in your program or as required by the Post-Secondary institute program guidelines, whichever grade point is higher.

- VII. In individual classes, students who are at risk of earning less than 2.7 grade points are expected to seek out tutoring services. There are several free resources available at each institution and there are also funds available for tutoring.
- VIII. Notify the Education Manager, in writing, prior to the application deadlines regarding your academic plans. This includes providing by March 31<sup>st</sup> of the school year, a written request for spring/summer enrollment, subject to Saik'uz funding availability; and to provide by June 1<sup>st</sup> of the school year Appendix 1-3 to signify your request that you be included as a continuing student for the following September enrollment.
- IX. Provide course registration documents to the Education Manager at the beginning of each semester.
- X. Communicate and correspond with the Education Manager in a respectful manner.
- XI. Request transcripts be sent to Saik'uz First Nation at the conclusion of each semester – No later than Jan 15 for September-December classes, no later than May 15 for January-April classes.

\*Unofficial transcripts are acceptable in the fall (September-December) but required after the winter session (January-April) to be considered for funding next year- official transcripts cost money and are cumulative\*

\*Discussing students to parents is a courtesy and the Education coordinator is not to take abuse from the parents\*

## **2.2 Education Manager Responsibilities**

- I. Maintain professional conduct and respect the physical, emotional, and spiritual boundaries of students, parents, staff, community members and educators.
- II. Present the annual Saik'uz First Nation education budget to the General Manager for review, including the targeted funds budget.
- III. Ensure that the education program is administered according to existing band and funding policies.
- IV. Liaise with band administration staff to review and plan community education and training priorities.
- V. Advertise for and implement an Education Selection Committee.
- VI. Provide program information to the band membership in the local newsletter and by attendance at public or community meetings.
- VII. Liaise with educators on a regular basis to support students both locally and in Post-Secondary institutions.
- VIII. Abide by the Saik'uz First Nations Local Education Agreement (LEA).
- IX. Counsel and assist students in gaining access to post-secondary education.
- X. Provide education information to students including: course calendars, bursary and scholarship information; student job opportunities; and other education related information as necessary.
- XI. Resolve conflict or misunderstandings with students and informing students of their rights and obligations in relation to the Saik'uz Post-Secondary Education program.
- XII. Encourage and support students throughout their educational journey.
- XIII. Complete required funding reports in a timely fashion.

## **2.3 General Manager Responsibilities**

- I. Ensure that the Education Manager abides by the band's Human Resources Policy in the delivery of the education program and conducts him/herself in a professional manner towards students, band employees, community members, and educators.
- II. Review the annual education and training budget and submit said budget to Chief and Council for review and approval.
- III. Liaise with the Education Manager and band employees to determine student summer employment programs.
- IV. Ensure that Saik'uz First Nation Education timelines outlined in this Policy are followed.
- V. Support students and band members by addressing concerns or grievances in relation to the Saik'uz Education program.
- VI. Mediate the Education Committee's, or Chief & Council's decisions as required.

## **2.4 Chief and Council Responsibilities**

- I. Ensure that education services and programs are made available to the Saik'uz band membership in a fair and equitable manner.
- II. Approve the annual budget for the Saik'uz First Nation education program.
- III. Liaise with the Education Manager to ensure a culturally appropriate Graduation Ceremony is planned and delivered on an annual basis.
- IV. Approve amendments to the Saik'uz First Nation Post-Secondary Education Policy and Procedures.
- V. At least one of member of Chief/Council will take part in Education Selection Committee selections.

## **3.0 ELIGIBILITY REQUIREMENTS**

This section outlines the eligibility criteria for Post-Secondary sponsorship.

Post-Secondary applicants:

- I. Must be registered Saik'uz First Nation band members or band members of Saik'uz First Nation ancestry approved by Chief and Council to attend Post-Secondary programs.
- II. Must have met university or college entrance requirements and have been enrolled in or be accepted for enrollment in a program of studies at an accredited Post-Secondary institution.
- III. Must submit a fully completed 'Application Package as described in section 4.2 Post-Secondary Application Package'.
- IV. Must be in good standing with both the post-secondary institution and the Saik'uz First Nation Education Department.

## 4.0 APPLICATION PROCESS

- I. Application packages must be sent to continuing and new applicants in a timely manner to ensure an adequate turn around period to meet deadlines set out in section 4.1.
- II. Any applications received late or incomplete will be put onto a waiting list according to date received, and student eligibility per section 5.2 (#3).
- III. September enrollment receives priority funding. Approval of sponsorship for programs beginning at a time other than September will be based upon fiscal year funding availability and the placement of the applicant in term of section 5.1.

### 4.1 Application Deadlines

Applications are listed in order of priority for enrollment consideration:

- I. **September Enrollment:** Application due on or before **June 1**.
- II. **January Enrollment:** Application due on or before October 1 for new applicants and by December 1st for returning students.
- III. **Inter-session or Spring/Summer semester:** Available for ongoing students only. Ongoing students must indicate at the start of the year if they are wanting to take inter-session studies so that the annual budget can be planned accordingly.

### 4.2 Application Package Content

All new applicants and on-going students must apply for sponsorship for each new semester. Application items must be filled out in full even though the information may be the same as the last application. The Application Package contains the following items:

#### 4.2 (a) Letter of Intent (New Students or reinstated students only)

Prospective students must write a letter to the Saik'uz First Nation Education department that includes the following information:

- I. Describe your educational goals and what you want to achieve (i.e. certificate, diploma, or degree. Indicate an anticipated timeline for completion of your goals.
- II. Provide documentation outlining your current level of education (last grade completed, college/university courses completed, and certificates or diplomas obtained.
- III. Include an outline of the intended courses for the first and second semester of study along with the name and contact information of your student intake advisor.

#### 4.2 (b) Saik'uz First Nation Post-Secondary Education Application

The application form must be filled out in full, signed and dated.

#### 4.2 (c) Post-Secondary Student Funding Contract

This contract outlines the student's contractual responsibilities. The document must be signed, dated and returned to the Education Manager.

**4.2 (d) Student Authorization/Waiver** - This document will permit Saik'uz First Nation education staff to access student records to verify student progress. The document is important for ongoing sponsorship. On occasion, the Education Manager may need to verify that students are passing courses or even provide supports communicating with their institution.

### 5.3 Continuing Students Application Process

All students who are currently enrolled in full-time Post-Secondary studies are required to renew their application for Post-Secondary sponsorship and to submit the following documents on or before the application deadlines outlined in section 4.1.

- I. Complete Appendix 1,2,3 of the Post-Secondary Application Package issued by the Education Department.
- II. **Official sealed transcript** of grades including all courses from the current year or term; faxed or copied transcripts will be processed in current term until original can be verified.

### 4.4 New Students and Returning Students Application Process

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 Education Manager to arrange a personal interview before the application deadlines outlined in 4.1.

Prior to the interview, students will be provided with an Application Package that must be completed in full before an application will be considered.

The completed package must include the following documents:

- I. Student Letter of Intent;
- II. Completed Saik'uz First Nation Post-Secondary Application Package;
- III. Letter of acceptance from the academic institution;
- IV. Transcripts from previous academic institution(s) and/or last secondary school; and
- V. Letters of recommendation from instructor(s), past or present employer(s), supported family member(s) or community leaders.

### 4.5 Education Selection Committee

An education selection committee will evaluate Post-Secondary applications according to the following criteria:

- I. Each year an ad for membership on the Education Selection Committee ("Committee") will be posted in the local newsletter and community billboards. Members will be selected and a committee set up by the Education Coordinator Manager no later than May 31<sup>st</sup>.
- II. The Committee is responsible for reviewing completed Post-Secondary application packages using the criteria outlined in the Post-Secondary Education Policy and Procedures manual.
- III. Depending on the fiscal year Post-Secondary allocation and budget, the Committee will select students for sponsorship and those to be waitlisted. Decisions will be made as a whole. Each member of the Education Selection will have 1 vote.

The Education Selection Committee will be comprised of the General Manager and the Education Manager and at least two of the following members;

- a) The band councilor holding the education portfolio and/or the Chief; and
- b) An Elder; and
- c) A community member in good standing and not in financial arrears with Saik'uz First Nation

\*Due to time constraints, there may be times where not all members of Chief and Council can be involved with the Education Selection Committee, however, they retain the right to insert themselves as they see fit\*

#### **4.6 Duties and function of the Education Selection Committee:**

**September Enrollment:** The Committee **will meet by the end of June** to view new or reinstated applications for September Post-Secondary funding. The Education Manager will arrange interview dates and times and will notify Committee members. Letters of acceptance or non-acceptance will be sent by the Education Manager to applicants no later than one week after the interview date.

**January Enrollment:** The Committee **will meet in mid-November** to interview new applicants for January enrollment. The Education Manager will arrange interview dates and times and notify Committee members. Letters of acceptance or non-acceptance will be sent by the Education Manager to applicants no later than one week after the interview date.

If an Education Selection Committee cannot be established that includes an Elder or community member, the Education Coordinator will work with the General Manager and the education portfolio holder (Chief or Councilor) to complete activities described in this section (4.6).

#### **5.0 PRIORITY**

When fiscal year funding is limited, applicants for Post-Secondary sponsorship must not only meet the minimum eligibility requirements; applicants will also be ranked according to the following priorities to determine who receives funding for that fiscal year.

##### **5.1 Priority for Funding**

The applicant must be a registered Saik'uz band member. Priority will be given to applicants in the following order:

- 1 **Previous Year Students:** Students who were enrolled in Post-Secondary studies the previous year and are in good standing with both the University/College they are attending and are not in financial arrears with Saik'uz First Nation.
- 2 **Secondary School / College Entrance Prep Program:** Students who graduated from secondary school or a college entrance preparation program in the preceding year and who are continuing in a Post-Secondary program of studies. This includes students who have graduated from Grade 12 and who are entering college or university without a break in their studies.

- 3 **Grade 12 Graduate:** Students who have graduated from Grade 12, have had a break in their studies AND who have not previously received Post-Secondary funding.
- 4 **Undergraduate Degree Program:** Students who have completed an undergraduate degree program and are continuing on to an advanced degree program without a break in their studies.
- 5 **Funding Limitations, Deferred Applications:** Students whose applications for financial assistance were deferred the previous year for lack of funds and who are re-applying for Post-Secondary funding.
- 6 **Part-time Studies:** Saik'uz Band Members who are applying for part-time Post-Secondary studies.
- 7 **Incomplete Program:** Students who have previously received Post-Secondary funding but did not complete their programs. The circumstances under which a student did not continue his/her Post-Secondary studies will be a factor in the Education Selection Committee's or Education Manager's recommendation for approval of the application for assistance.
- 8 **Location of the Post-Secondary institution:** Priority will be given to accredited public Post-Secondary institutions within British Columbia. Students are expected to attend the nearest institution that offers their chosen program of studies.
- 9 **Economic, Social Benefits:** Recommendation for approval by the Education Manager will also depend on the economic or social benefit of the applicant's intended program of studies to the community. Students can indicate on their letter of intent whether they wish to be considered for economic and/or social benefits. These students will be expected to negotiate a working contract of at least 2 years, provided that the employment opportunity exists at the time of completion.

## 5.2 Waitlist

- I. The *Application Process* in section 4 will be followed; any applications received late or incomplete will be put on the waitlist that will be established each school year, beginning **June 1st**.
- II. A student whose name is placed on the waitlist will be notified by the Education Manager of their position on the waitlist.
- III. This waitlist will be affected by factors such as the number of continuing students, number of graduating students, student success, and the amount of fiscal year funding available.

## 6.0 ACADEMIC SUCCESS PROVISION

### 6.1 Annual Application Approval Process

Academic success will be factored into the approval process on an annual basis. Students with a high scholastic standing will be granted a higher position on the priority list than other students in the same category. It must be kept 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. Students on track to earn less than 2.7 grade points in a class should inform the Education Manager AND seek out tutoring services immediately.

## 6.2 Deferred Studies

Sponsored students may defer their studies for up to one year and may defer their studies **once** during their participation in the Saik'uz First Nation Education program.

The student must be in good academic standing by maintaining the educational institute's required GPA and have submitted a written request to the Education Manager to defer their studies.

## 6.3 Personal Challenges

Should a student's studies be seriously affected by personal crises, such as death in the family, accident, sickness, or other emergency, the student is advised to notify the Education Manager regarding the situation. Students are encouraged to seek counseling for support of grief and loss.

## 7.0 FULL-TIME STUDENT ASSISTANCE

To be considered a full-time student during each semester, the applicant must meet the following criteria:

The applicant must be carrying a full course load as defined by both the Saik'uz Education policy and the educational institution (Minimum of 4 classes or 12 credits per semester).

Full-time students **will receive**:

- I. Tuition Assistance as outlined in section 11.1.
- II. Funds for books, supplies, and mandatory equipment as outlined in section 11.1
- III. Travel assistance to and from university as outlined in section 11.6.
- IV. Living allowance as outlined in section 11.2.
- V. Contingency funding as per section 11.7.
- VI. Reimbursement for registration and/or application fees – for selected students ONLY. Prospective students are not entitled to this support until they receive confirmation of funding.
- VII. Students may be eligible to apply for scholarship incentives, as outlined in section 16.

## 8.0 PART-TIME STUDENT ASSISTANCE

Part-time students may be supported if their program of studies is of at least one academic year in duration and/or leads to a certificate, diploma or degree.

Part-time students may receive assistance for tuition, the cost of mandatory books and supplies, emergency contingency funding and appeal funding only. Assistance is subject to fiscal year funding availability and the band's priority list in section 5 of this Policy.

## 9.0 UNIVERSITY AND COLLEGE ENTRANCE PREPARATION (UCEP) SPONSORSHIP

See section *12.1 College Preparation Program* outlines the sponsorship requirements for College Preparation programs.

- I. UCEP students may be both part-time or full-time students and must be enrolled in a University and College Entrance Preparation (UCEP) program of an accredited 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.
- II. Mature Students: UCEP students must qualify under the mature student admission requirements of the post- secondary institution they wish to attend.
- III. UCEP students must provide a written statement from the Post-Secondary institution offering the UCEP program that outlines and proclaims 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 accredited college or university credit program upon successful completion of the UCEP program.
- IV. UCEP students may be funded according to either sections *7. Full-time Student Assistance*, or *8. Part-time Student Assistance*, depending on their enrollment.
- V. All UCEP students who do not complete their course of studies without notification and approval from the Education Manager, must reimburse the Saik'uz Education Program for all costs incurred on the student's behalf. No future Post-Secondary student financial support will be available until full reimbursement is made.
- VI. A second year of UCEP funding may be considered, on a case by case basis.

## **10.0 ONLINE DISTANCE LEARNING**

The band may consider online distance learning from accredited training or educational institutions.

The band may pay for tuition fees, upon written request from the student. Payment may be made by the band from the PGNAETA training budget, or the Social Development TESI budget, depending on the student's education or training program (e.g., ABE – Adult Basic Education upgrading program).

Online distance learning student support is subject to fiscal year funding availability.

## **11.0 CATAGORIES AND AMOUNT OF ASSISTANCE**

There are different categories and amounts of funding available for students based on distinctions outlined in the levels of education and student status, as outlined in *12.0 Funding Limitations*.

Categories of funding may include the following:

- a) Tuition Fees
- b) Living Allowance
- c) Book Allowance
- d) Supplies/Equipment Allowance

- e) Tutoring
- f) Travel (Seasonal)
- g) Contingency Funding

### 11.1 Tuition, Books and Registration Assistance

Financial support includes:

- I. Application fees
- II. Registration and student fees,
- III. Tuition, and
- IV. the actual cost of books to a maximum of \$800 per semester and required supplies to a maximum of \$200 per semester. Institution invoices and receipts are required.

Requests from students enrolled in specialized programs that require more expensive books, supplies, and/or equipment will be considered on an individual need basis.

The cost of tuition and registration fees will be paid by Saik'uz First Nation to the institution in which the student is enrolled. In the event the student pays the registration fees, the student will be reimbursed upon submitting a receipt to the Education Manager.

Students will receive an advance for books and supplies if no book store account can be set up at their respective university or college. Students must provide receipts to the Education Manager for reimbursement of books and supplies purchased.

### 11.2 Living Allowance - Full-time Student

A student must be a full-time student to receive a living allowance. If a student withdraws from a course during a term, thus resulting in less than a required course load, the living allowance will be discontinued.

Living allowances are expected to cover normal daily living expenditures such as food, lodging, and local travel. Living allowances are not issued to cover personal debts incurred prior to or during student attendance at Post-Secondary institutions. This includes, but is not limited to credit card payments, vehicle loans, outstanding personal debts and outstanding rental arrears to the band.

**Direct Deposit:** Living allowances are direct deposited to the student's bank account. The student must provide financial institution information to the Education Manager during the Post-Secondary application process.

The maximum level of living allowance is determined by the following current Education Schedule of Living Allowance. Dependents of a student shall only be those children of the student. Dependents are defined as the student's minor children to age 18 years who resides in the same residence as the student.

#### Living Allowance Levels

|                              |                  |
|------------------------------|------------------|
| Single Student no dependents | \$1600 per month |
| Student with one dependent   | \$2000 per month |
| Student with two dependents  | \$2200 per month |

Students with more than two dependents      \$75 per child

**Dependents:** Students with children who require childcare may be eligible for additional support. Students with children requiring day care are to first arrange funding through the Affordable Child Care Benefit (ACCB), a program through Government of BC. This arrangement should be made prior to the school year. If students access the Affordable Child Care Benefit and find that it does not fully cover costs related to child care, they can provide proof of their yearly income (and of their spouse's, if applicable) to be eligible for an additional \$200 per month

**Dependents:** Students are required to contact the Education Manager, in writing, when there is a change in the number of their dependents; i.e., students must provide proof of birth and band registration of their child. The Education Manager will then adjust the monthly living allowance.

**Requests will not be back-dated;** it is the student's responsibility to maintain on-going liaison with the Education Manager regarding changes to dependents.

**Schedule of Living Allowance:** Students attending school from September-April will receive 1/4 month (\$400) of living allowance on the third Tuesday of August, full portions (\$1600) from September-April, and an additional 1/4 month (\$400) of living allowance May 1<sup>st</sup> given that they are completing the semester.

### 11.3 Tutoring Expenses Assistance

Students requiring tutoring in any of the courses leading to the completion of their programs are required to advise the Education Manager to obtain permission to employ the services of a tutor.

1. Students are to pay the fee and submit all receipts to the Education Manager for reimbursement; or
2. Students may request, in writing, to have the tutor invoice the band directly; all costs must be pre-approved by the Education Manager.

### 11.4 Orientation Travel

The Education Selection Committee will review student orientation travel requests and make recommendations to cover travel (equivalent to Greyhound rates) and meals for the student to attend an orientation with the Post-Secondary institute, but only if it is a requirement of the institute.

This trip will not count as one of the two allowable trips per semester as outlined in 11.6 below.

### 11.5 Travel Allowance

**Seasonal Travel:** When a student must change his/her place of residence as a part of the student's continuing studies in order to attend a Post-Secondary institution, and the distance is greater than 250 kilometers, the student will be eligible for a travel allowance of \$0.50/kilometer or the amount of the cheapest flight as deemed by the education manager at the time of travel. Travel allowances are meant for travel, not for moving, which is why

the Education Manager will select the cheapest of the two options. Travel can be requested in the form of 1 round trip or two 1-way trips.

Travel costs will be paid in full Via Direct Deposit.

**Compassionate Travel:** In the event of a death or illness in the immediate family (father, mother, brother, sister), and extended family members (foster: parents, brothers, sisters), full-time students are eligible to receive one return trip home at the same rates as outlined under 'Seasonal Travel'.

## **11.6 Contingency Funding – Emergencies**

Funding may be provided on an individual basis. Requests must be in writing; it will be the student's responsibility to have relevant information and documents provided to the Education Coordinator to make decisions regarding contingency funding. Students should also seek assistance from within their institution.

## **11.7 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. The Education Manager will review the request and make recommendations to the General Manager 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, including the student's past record of financial dealings with the band, their maturity as a student as assessed by the Education Manager, and the student's past academic record.

The Education Manager will only approve a request for alternate funding if the granting of the request is within the parameters of the ISC National Program Guidelines and band financial policies.

Requests for financial assistance will normally only be accepted from "senior students", i.e. students in the last two years of an undergraduate degree program, post-graduate students, or students in the last semester of a diploma or certificate program.

## **11.8 Student Advances**

There will be no student advances. Student allowances will be direct deposited; therefore, student advances will not be authorized. Budgeting is the student's responsibility.

## **11.9 Parking and Bus Passes**

**Parking Passes:** Students are expected to provide their own parking passes in urban areas. Students are required to check with the Post-Secondary institution regarding parking fees and passes.

**Bus Passes:** The cost of public transportation is often included in the tuition fees in the form of bus passes. If not, students are expected to provide their own bus passes in urban areas.

## 12.0 **FUNDING LIMITATIONS**

### 12.1 **College Preparation Program**

The band will sponsor students for two years, or four semesters, of college preparation for 12 courses or 36 credit hours at the rate of the closest public institution. If a student chooses to attend another institution, it is the student's responsibility for any additional costs incurred.

### 12.2 **Limits of Assistance by Level**

**Level 1:** Community college, vocational or technical institutes and CEGEP diploma or certificate programs. Students registered in a Level 1 program are eligible for a maximum of 24 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 4 academic years of assistance to complete an undergraduate program leading to a Bachelor degree.

A 5<sup>th</sup> year of assistance can be granted, pending the approval of the Education Manager. Students interested in this should make a request in writing (include reasoning why). Such a request should be made on the letter of intent so that the Education Committee can have their say in the manner.

**Level 3 Professional/Masters, Graduate/Post-Graduate & Doctoral Programs:** Students registered in a Level 3 program are eligible for assistance for a period equivalent to how long it would take to complete their program if taken at a full-time pace. For example, Masters programs = 2 years, Juris Doctor Program = 3 years, PHD = 5 years, etc.

An extra year of assistance can be granted, pending the approval of the Education Manager. Students interested in this should make a request in writing (include reasoning why). Such a request should be made on the letter of intent so that the Education Committee can have their say in the manner.

**Program Changes:** Changing programs uses up student months within each of the levels.

**\*\*\*There is an absolute maximum of 10 academic years or 20 semesters of funding for any given student\*\*\***

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

### 12.3 **Tuition Fees Limits**

Due to the high costs associated with vocational or technical programs, those Colleges and University institutions that are the closest to the student will be considered the highest priority.

All other institutions that are deemed higher caliber of academic learning will be considered on a case-by-case basis.

**Out of Country:** Students attending out of country programs will be expected to pay exchange costs. Additionally, Saik'uz will only provide tuition support equivalent to the amount the selected program would cost in Canada. It is the student's responsibility to provide figures of what the tuition costs would be in at least 2 Canadian institutions.

**Payment – Tuition Fees:** Tuition fees will be paid directly to the college or university by the band's Letter of Sponsorship that is faxed to the institution by the Education Manager. The Education Manager's or his/her designates' approval signature must be on the Letter of Sponsorship prior to faxing.

### **13.0 TERMINATION OF FUNDING**

In the event a student does not honor their Saik'uz First Nation Education Post-Secondary contract, Saik'uz First Nation Education department reserves the right to cease payments to the student for reasons, but not limited to, the following:

- I. Change of status from full-time to part-time without the student informing the Education Coordinator, in writing.
- II. Failure to meet the minimum grade expectations required either under this policy (2.0 or greater) or that of the Post-Secondary institute, whichever grade level is higher.
- III. Non-attendance of classes that results in a recommendation by the Education Manager to terminate sponsorship.
- IV. Misconduct and contravention of the educational institution's student by-laws, rules, and regulations that results in the institution's dismissal of the student.
- V. Misuse of funding.
- VI. Failure to submit required documents in a timely manner. (i.e. transcripts, appendix 1-3, etc.)

#### **13.1 Conditions for Terminating Funding**

Student suspensions from education programs and cessation of funding by the Saik'uz Education department will automatically be issued for:

- I. Dishonesty.
- II. Harassment, including sexual harassment of any students or educators.
- III. Withdrawal from a program without notification to the Education Coordinator.
- IV. Violation of the express or implied conditions of the institute's education program, or the program of studies amounting to misconduct, noncompliance, or willful disobedience.

#### **13.2 Consequences of Misuse of Funds or Overpayments**

Any overpayment that results from unauthorized change from full time status to part-time or the contravention of the 'Post-Secondary Student Funding Contract' and/or this 'Saik'uz First Nation Post-Secondary Education Policy' will have to be repaid by the student.

**Outstanding Payments:** Students who want to return to Post-Secondary studies, but owe money to the Saik'uz Post-Secondary Education Program must first make arrangements to repay their outstanding debt before any future Post-Secondary funding is provided. Payment options must be discussed with the Education Manager.

### 13.3 Suspensions

- I. Suspensions from the Saik'uz Education program will be in effect for not less than one semester and not more than five calendar years.
- II. The Education Selection Committee has the right to revoke or change the conditions of any suspension imposed by the Education Manager. A written rationale will be provided that will be placed in the student's education file.
- III. 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 the educational institution's academic achievement.

### 14.0 ACADEMIC PROBATION

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 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.

Students who receive failing or incomplete marks on more than 25% of their courses will be placed on band imposed academic probation unless the student arranges otherwise with the Education Manager – this means reaching out as soon as you realize you are at risk, not waiting until grades are posted to explain yourself. Students placed on academic probation may also be required to participate in a study skills program offered by their educational institution.

Students placed on band-imposed academic probation will be required to sign a letter stating that they must achieve a passing grade on all courses in the following semester. The student will also agree that failure to meet the requirements of this agreement letter will result in suspension from full sponsorship until they successfully complete any failed or incomplete courses (or their equivalents) on their own. Band-imposed academic probation will go into effect as soon as the letter is sent out, regardless of whether the student chooses to acknowledge it or not.

### 15.0 STUDENT APPEAL PROCESS

The Saik'uz First Nation Post-Secondary Policy dictates that students receive fair and equitable treatment. However, should any student be concerned that the preceding policies and guidelines have not been fairly applied to his or her situation, s/he may appeal in the following manner:

**Funding Limitations:** Every student has a right to appeal decisions regarding funding; however, in cases where a student application has been refused because of lack of funds, the appeal will not be considered.

### **15.1 Appeal Procedure**

- I. Students must submit their grievance, in writing, to the Education Manager within 10 calendar days after receiving notice of suspension. The Education Manager is obligated to meet with the student and endeavour to resolve the problem, whether in person or by teleconference. The student has the option to have an advocate or support person present.
- II. If the student is not satisfied with the decision of the Education Manager, the student must submit, in writing, the details of their grievance, to the General Manager not more than five (5) calendar days after meeting with the Education Manager.
- III. The student's grievance will be reviewed by the General Manager, who will consult with members of the Education Selection Committee, if time permits. The student must participate in a scheduled meeting with the General Manager, in person or by teleconference, to provide clarification and answer questions regarding the grievance. The student has the option to have an advocate or support person present. The General Manager will make a decision regarding the grievance within three (3) business days.
- IV. The decision made by the General Manager will be final.

### **16.0 INCENTIVES AND SCHOLARSHIPS**

The Saik'uz Education Department may have incentives and scholarships for Post-Secondary students who successfully complete their certificate, diploma or degree programs. Students will be notified by January whether there will be scholarships or not.

### **17.0 AMENDMENTS TO THE SAIK'UZ EDUCATION POLICY**

- I. Recommendations for amendments to this policy may be submitted by Saik'uz First Nation band members or band employees and are to be submitted to the Education Manager by December 31<sup>st</sup> of each year.
- II. The Education Coordinator will present the recommendations to the General Manager for review. All amendments will be ratified by Chief and Council.
- III. Policy updates will be sent by the Education Manager to students attending Post-Secondary educational institutes.
- IV. Any policy amendments approved by the Saik'uz First Nation Chief and Council will take effect immediately.