



**Stellat'en First Nation
Post Secondary Program
Handbook
Policy and Application for
Support**

*Prepared by Angela Reynolds
Education/Employment & Training Coordinator
Revised January 2009*

STELLAT'EN FIRST NATION POST SECONDARY PROGRAM POLICY

Dear Student,

Congratulations on reaching the first step of your educational goals! By now you have decided to further your education and acquire the necessary skills it takes to make your personal dreams a reality.

As your education coordinator, it will be my pleasure to assist you on reaching your goals. This package was designed to best inform you of the sponsorship process and requirements, as well as to give you the opportunity to apply for sponsorship through the Stelat'en First Nation Post Secondary Program.

Please remember, it is up to you to decide where you want to go and who you want to become; so don't lose sight of your dreams. I encourage you to follow your career goals and we will be here to help you on your way!

If you need any assistance, or have questions about applying to a Post-Secondary Institution or acquiring funding, please contact me.

Sincerely,
STELLAT'EN FIRST NATION

Angela Reynolds
Education/Employment & Training

POST-SECONDARY SPONSORSHIP REQUIREMENTS

The Post Secondary Student Support Program is designed to assist registered band members to acquire college, university, and professional qualifications

To be eligible, you must:

- ❖ Be a registered status Stelat'en First Nation Member;
- ❖ Have met college or university entrance requirements and have been accepted for enrollment in a program of studies at a post secondary institution;
- ❖ Submit a letter of intent stating your career and educational goals employment trends and job availability;
- ❖ Why you are interested in this career field
- ❖ Submit a completed application form which will include the following information which is provided by your Post-Secondary institution:
 - Your program outline
 - Tuition cost
 - Books and supplies cost
 - Cost of any special equipment or expenses required for your program
- ❖ Submit your grade 12 transcripts and College/University transcripts (if applicable)
- ❖ Submit your acceptance letter from your chosen institution

**ALL DOCUMENTATION MUST BE SUBMITTED BY
May 15th
TO BE CONSIDERED FOR SPONSORSHIP!**

POST-SECONDARY STUDENT RESPONSIBILITIES

As a post secondary student, you are responsible for the outcome of your education.

The following list may help you to keep on track and ensure your success.

YOU ARE RESPONSIBLE TO:

- Do everything possible to ensure your educational needs are being met in a positive and effective manner
- Provide any correspondence to the education coordinator in a timely Manner
- Provide your current mailing address, phone number, marital status and bank information to the education coordinator
- Notify education coordinator of any changes in your program in Writing
- Provide written notice of course program withdrawal (must be before withdrawal deadline)
- Maintain a full course load as outlined in the Post-Secondary policy
- Maintain the minimum grade point average in their program according to the program policies or the post secondary institution's program guidelines.
- Provide an original copy of transcripts at the end of each Semester.
- Notify the education coordinator in writing by May 15th of your academic plans for the following September.
- Provide course registration forms to the education coordinator at the beginning of each semester.

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CHAPTER 1: INTRODUCTION TO SFN POST SECONDARY PROGRAM

1.1 The Post Secondary Education Program

- 1) The Stellat'en First Nation manages a post secondary education program, which is funded by Indian and Northern Affairs Canada (INAC). INAC determines the amount of funding on a per-capita-basis. The funding provides the post secondary program with a fixed budget used to provide financial assistance to a limited number of members enrolled in university and college programs. An Education Committee will consist of one of the following:

- three member's of Stellat'en First Nation and SFN Education Coordinator
- available member's of Council (at least one), SFN Community Administrator and SFN Education Coordinator

The Education Coordinator is responsible for making recommendations to the Stellat'en Council on the overall operation of the post secondary program. This responsibility includes application review, policy implementation, budget development, and appeal hearings.

2.1 The Purpose of the Post Secondary Program

- 2) The post secondary program was established to support, promote and enhance academic achievement among members of the Stellat'en First Nation. The program's purpose to ensure those Stellat'en members who wish to continue their education at a university or college level are provided an opportunity through the post secondary program. The program has the following goals:

A) Promote academic achievement among Stellat'en students

This goal refers to the need to ensure that Stellat'en members are kept informed about the community's post secondary program. It also refers to the role of the Stellat'en Administration in initiating and coordinating events, projects and information which promotes academic achievement among Stellat'en students.

B) Provide opportunities to Stellat'en students for academic achievement

This goal refers to the need for Stellat'en administration to ensure that they have adequately administered the post secondary education program so that the program can continue into the future. The Stellat'en regard education as a priority, and agree that they should maintain a program that provides Stellat'en members with the opportunity to achieve a post secondary education.

C) Established and cooperate in projects and events which promote academic achievement.

This goal refers to the need for the Stellat'en Administration to promote academic achievement by setting up tutorial groups, participating in graduation ceremonies, and hosting awards banquets. It also refers to the need for the Administration to participate with other groups and agencies in coordinating projects and events which Stellat'en members recognize their potential for academic achievements.

CHAPTER 2: PRE-PROGRAM ENTRANCE REQUIREMENTS

2.1 PSSSP Promotions and Awareness

- 1) The SFN Education Coordinator shall make every attempt to promote community awareness of the Post-Secondary Student Support Program. SFN Office, and Community bulletin boards shall be utilized; School District #91 Native Education Workers will also be contacted and used to promote grade 11 and 12 band member student awareness of the SFN PSSSP.

2.2 Academic Testing and Career Counselling

- 2) The availability of post-secondary academic and career counselling services shall be promoted to the SFN community. Wherever possible, the College of New Caledonia, and University of Northern British Columbia, Academic Advisors, and/or other post-secondary institution academic advisors, shall be used to provide academic testing and career counselling services for interested SFN community members.
- 3) All SFN community members who demonstrate a first-time interest in applying for the Post-Secondary Student Support Program must seek and obtain academic testing, and career counselling services, prior to applying for SFN PSSSP support.

2.3 Academic Proficiency Testing

- 4) Academic testing and career counselling services must include academic proficiency tests on all individuals who seek first-time application into the SFN Post Secondary Student Support Program. The results of such testing shall be used in the development of individual academic plans.
- 5) Academic plans, covering the duration of the intended program of study must indicate the individual's; present level of academic proficiency; and must also indicate any necessary academic upgrading required to meet the post-secondary institution's minimum academic entrance requirements for an intended course of study.
- 6) Any SFN Program applicant who requires academic upgrading, as identified through academic proficiency testing, will be referred to, and may apply to the University and College Entrance Preparation Program (UCEP) administered by the SFN. Application to the UCEP program will be contingent on meeting program entrance requirements stated in section 5.2 of this manual.

2.4 Career Assessment Services

- 7) Academic and career counselling services shall also include a career assessment interview conducted by a post-secondary academic advisor on all SFN members interested in applying for the Post-Secondary Student Support Program. The results of these interviews must determine individual career interests / abilities, and coordinate those interests / abilities with academic plans and Work Opportunity Initiatives or Cooperative Work Placements, if applicable.

2.5 Deadline for Academic Proficiency Testing & Career Assessments

- 8) Academic proficiency tests and career assessments on SFN members interested in applying for PSSSP support must take place by May 15th of each year, or three and one half (3½) months prior to the commencement date of their intended studies. A deadline reminder notice shall be posted and distributed each year to the SFN membership
- 9) While returning SFN students are exempt from academic proficiency testing and career assessments, returning students must schedule an interview with the SFN Education Coordinator **by May 15th** of each year, or no later than three (3½) months prior to the commencement date of their intended studies. The purpose of this interview is to have the student review last year's grade transcripts with the SFN Education Coordinator and update any possible revisions to the individual's academic goals and career objectives. **(Please refer to Chapter 4 – Continuing Eligibility Requirements.)**

CHAPTER 3: PROGRAM ENTRANCE REQUIREMENTS

3.1. Applicant Eligibility Requirements

- 1) All applicants to the SFN Post-Secondary Student Support Program must be members of the SFN as defined by *The Indian Act*, the Band's membership codes, and relevant by-laws.
- 2) Notwithstanding policy 3.1.1), SFN Band members applying for PSSSP funding must be in "good standing" to the Program, "good standing" defined by:
 - a) Being a Member in the SFN for a period of at least one (1) year;
 - b) Having no outstanding debts to the Stelat'en First Nation Post Secondary Student Support Program or any other program administered by Stelat'en First Nation.
- 3) All first time SFN applicants must have completed an academic proficiency test (EMAT) and career counselling prior to applying into this program. Through academic proficiency testing, the applicant must demonstrate grade 12 capabilities, or be in possession of a grade 12 diploma, or have successfully completed GED upgrading. For greater clarity, the applicant must demonstrate academic proficiency at a minimum 060 Level (Grade 12 Equivalency).
- 4) The SFN applicant must have met college or university entrance requirements and provide proof of enrolment, or acceptance for registration, in an eligible post-secondary institution for an eligible program of study.

3.2 Institution & Course of Study Eligibility Requirements

- 5) In order to receive consideration for program funding, the applicant must plan to be enrolled in a recognized **eligible** post-secondary institution, as defined and listed in Appendix A of the "2004-2005 Post-Secondary Student Registry Education Coordinator's Guidebook", or as approved by the SFN Chief & Council. **Refer to Appendix B of this manual for a list of eligible Post-Secondary Institutions.**
- 6) In order to receive consideration for SFN PSSSP funding, the applicant must plan to be enrolled in a recognized and eligible major area of study as defined and listed in Appendix C of the "2004-2005 Post-Secondary Student Registry Education Coordinator's Guidebook", or as approved by the SFN Chief & Council with the recommendation of the SFN Education Committee. **Refer to Appendix B of this manual for a list of eligible Post-Secondary Programs of Study.**
- 7) There are three (3) levels of program study that are eligible for SFN Post-Secondary Student Support Program funding. All SFN applicant enrolment plans must correspond to one of the following three (3) levels.

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- **Level 1:** The study program includes attending a community college in a course of studies requiring academic grade 12 and leading to a Diploma or a Certificate. Program must be at least 10 months.
 - **Level 2:** The study program includes enrolment in an undergraduate university degree program. A second undergraduate degree that requires a first degree will also remain at this level. Example: a B.A. plus a B. of Ed.
 - **Level 3:** The study program includes enrolment in a professional degree program (e.g. M.D.) or post-graduate work (e.g. M. Ed. Or PHD).
- 8) For entitlement to full SFN Post-Secondary Student Support Program funding, which includes a living allowance, the applicant must plan to participate in a minimum course load of nine (9) credits per semester. Enrolment in less than nine (9) credits per semester qualifies for tuition and textbook support however, no living allowance will be issued.
- 9) Should a specific post-secondary institution (e.g. U of T) use a different credit system that institution's credit system, for the purpose of determining part-time and full-time status, must be reconciled with the credit system used by a majority of post-secondary institutions.

CHAPTER 4: CONTINUING ELIGIBILITY REQUIREMENTS

4.1 Release of Information

- 1) As a condition of receiving initial, and continued, SFN education assistance program funding, the student will agree to sign an "Attendance & Academic Status Information Release Form" authorizing his/her education institution to release to the SFN, information related to their attendance and academic status.

4.2 Minimum Grade Point Average Requirement

- 2) The student must maintain a minimum 2.0 grade point average, or C letter grade, in the major area of his/her studies. Any student who fails to achieve this minimum grade point average must; notify the SFN Education Coordinator; seek the help of a tutor in the problem subject area; and/or seek the guidance of an academic counsellor.

4.3 Probationary Conditions for Not Meeting Grade Point Average Requirements

- 3) Students who do not maintain a minimum 2.0 point grade average (C letter grade) shall be placed on academic probation for a period of up to four (4) months. During this probationary period the student is required to submit monthly grade and attendance records to the SFN Education Coordinator.
- 4) At the end of this probationary period, the SFN Education Coordinator, in conjunction with the student and his/her academic counsellor, shall review the student's academic status.
- 5) Program funding shall be discontinued to any student who receives less than a 2.0 grade point average (C letter grade) in his/her major area of study, over the period of his/her probation.

4.4 Course Withdrawals

- 6) Students who withdraw from courses, the result of which changes their academic status from full-time to part-time studies, or who decide to discontinue studies, must notify the SFN Education Coordinator immediately.
- 7) Students who withdraw from studies due to medical reasons must submit a doctor's note supporting the medical reason for the withdrawal. Student's, who have discontinued studies due to medical reasons, will be placed at the top of the program's rank wait list when they are ready to return to studies.
- 8) Students who continue to collect the SFN program's post-secondary living allowance while ineligible due to a change to part-time studies or who have discontinued their studies, must repay to the SFN any living allowance received during their period of ineligibility. The Education Coordinator is to inform the SFN accounting department of repayments required by the student. An agreement to repay monies owing must be signed by the student, SFN Education Coordinator and Community Administrator. A

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copy of this agreement will be kept in the student's Post Secondary file and a copy will be given to the student.

- 9) Should a student fail to contact Education Coordinator to schedule and interview with Education Coordinator or are found to no longer meet eligibility requirements, (ie: gpa not met, probationary terms not met, withdraw from program or courses which changes status from full time to part time status) their seat will be given to the next eligible applicant on the rank waiting list providing the funding is still available.
- 10) The SFN considers the collection of monthly living allowance payments by any student who becomes ineligible as an act of fraud. Any student who undertakes such active deception will be ineligible to re-apply for program funding for a period of five (5) years, or until such time as the student repays to the SFN all of the living allowance and related fees received during their period of ineligibility. Students that repay what is owing to the SFN will be ineligible for a period of two (2) years.

4.5 Limitations on the Length of Funding for Course Studies

- 10) The SFN Post-Secondary Student Support Program's **maximum** time frames for completing funded studies are as follows:

Level 1 Community College.....	24 months
Level 2 Bachelor Degree or Equivalent.....	48 months
Level 2 Honour Bachelor Degree add.....	12 months
Level 3 Masters Degree or Equivalent.....	24 months
Level 3 Doctorate (PHD) Degree.....	24 months

- 11) In exceptional circumstances students will be granted an optional additional one (1) year for completion of the academic institution credential and will only be granted to students who continue to demonstrate they are meeting continuing program eligibility requirements, and require the additional year due to medical or personal reasons. This optional (1) year must be approved by the Education Committee and the following items must be received:
 - a letter of request from the student's education institute academic advisor,
 - a letter of request from the student explaining reasons for extension,
 - a letter from Doctor confirming students medical condition.

4.6 Limitations on Funding for Course Study Levels

- 12) Applicable students are eligible for SFN Post-Secondary Student Support Program funding in Level 1 studies after dropping out of Level 2 studies. However the previous time spent in Level 2 studies will be counted for assistance purposes.
- 13) Students who have completed Level 2 studies with, or without, assistance from the SFN Post-Secondary Student Support Program are ineligible for Level 1 assistance.
- 14) Students who have completed Level 3 studies with, or without, assistance from the SFN Post-Secondary Student Support Program are ineligible for Level 1 and Level 2 study assistance.

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- 15) Where a student changes programs within one level, the academic years used for each program, within that level, will be counted for SFN Program assistance.
- 16) Students who become eligible for program support, and who have previously completed a portion of post-secondary studies, without support from this SFN program, may receive support for the balance of their program studies.

CHAPTER 5: UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAM

5.1 Referral to UCEP for Academic Upgrading

- 1) Any applicant who requires academic upgrading at a 060 Level (Grade 12 Equivalency), as identified through academic proficiency testing relative to their academic goals, will be referred, and may apply, to the University and College Entrance Preparation Program (UCEP).

5.2 UCEP Eligibility Requirements

- 2) All applicants to the University and College Entrance Preparation Program must be a Indian as defined by: *The Indian Act*, and be a member of the SFN for a period of at least one (1) year.
- 3) The applicant must also be accepted for enrolment into a UCEP program of a recognized Canadian post-secondary institution, and/or qualify under the mature student admission requirements of the post-secondary institution.
- 4) The applicant must also provide a statement from the post-secondary institution offering the UCEP program stating that; the applicant **can attain the academic level for university or college entrance within the period of one (1) academic year**; and the student will be accepted as a student of a regular university or college credit program upon successful completion of the UCEP program.
- 5) Students requiring University or College entrance upgrading which may require more than one (1) academic year, must meet with the SFN Education Coordinator to review other program options such as Adult Basic Education (ABE).
- 6) In order to qualify for UCEP funding, the applicant must not have been previously supported by DIAND for post-secondary programs. An exemption to this policy may be made for medical reasons or personal reasons, for which proof of medical condition or personal reason must be submitted to the SFN Education Coordinator.

CHAPTER 6: PSSSP and UCEP APPLICATION PROCEDURES

6.1 Application Deadline

- 1) All applications for the SFN Post-Secondary Student Support Program and University and College Entrance Preparation Program must be received by an annual June 1st deadline, or be received by the SFN Education Coordinator at least three (3) months prior to the expected commencement date of studies.
- 2) A notice of deadline of application to both the PSSSP and UCEP programs will be posted on the SFN community bulletin board within the SFN Office, other SFN facilities, the SFN Community News Letter, and through School District #91 Native Education Workers.
- 3) The notice of programs application deadline dates shall contain; the deadline date for applications to the programs, the contact person who administers the programs, the phone number and / or mailing address of the SFN Education Coordinator.
- 4) Upon request of an application for the PSSSP or UCEP program, the SFN Education Coordinator shall provide the applicant an Application for Education Assistance Form and letter requesting additional information needed to process the person's application. ***Refer to Appendix A: Application for Education Assistance Form.***
- 5) The SFN Education Coordinator, with the Education Committee, shall review all applications for PSSSP and UCEP received by the June 1st deadline date. These applications are to be reviewed to ensure PSSSP pre-program and program entrance requirements are met. Where the application is for UCEP funding, applications shall be reviewed to ensure eligibility requirements for the UCEP program are met.

6.2 Application Acceptance

- 6) Should a SFN member's application and support documentation meet minimum PSSSP or UCEP program entrance requirements, a "Confirmation of Sponsorship" shall be sent to the applicant on, or before July 30th. Attached to this form letter will be "Student Information Form", SFN Terms and Conditions Form", and "SFN Authorization to Access Information" that the successful applicant must complete, sign and return to the SFN Education Coordinator. ***Refer to Appendix E: Confirmation of Sponsorship. Appendix G: SFN Student Information Form, Appendix C: Authorization to Access Information Form and Appendix H: SFN Terms and Conditions Form***
- 7) Upon receipt of a completed and signed Release Form from the successful applicant, the SFN Education Coordinator shall complete "Confirmation of Registration Sponsorship Form" and send the form to the post-secondary institution. A copy of the form shall also be sent to the successful applicant. Reference to Section 8.2 Tuition Allowance and Section 8.3 Student Association Allowance in this manual are required before completing the "Confirmation of Registration Sponsorship Form". ***Refer to Appendix E: Confirmation of Sponsorship Forms.***

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- 8) Another form titled "Confirmation of Text Book & Supplies Sponsorship Form" will also be completed by the SFN Education Coordinator and sent to the Post-Secondary Institution, or Institution's Bookstore. Reference to Section 8.4 Textbook & Supplies Allowance in this manual is required before completing the "Confirmation of Bookstore Fees Sponsorship Form". **Refer to Appendix E: Confirmation of Sponsorship Forms.**

6.3 Application Refusal

- 9) Interested parties who's applications, or support documentation, demonstrate that they do not meet minimum program(s) entrance requirements shall be sent a refusal form letter on or before July 30th.
- 10) In the refusal form letter, the reasons for rejecting an application must be stated in policy. A copy of the policy is to be attached to the rejection form letter that is sent to all ineligible applicants. **Refer to Appendix F: Letter of Program Sponsorship Refusal**
- 11) All ineligible applicants shall be entitled to an appeals process. For further information on appeals procedures consult the appeals section (refer to Chapter 10: Program Appeals Process) of this manual.

CHAPTER 7: RANK WAITING LIST/POINT SYSTEM

- 1) The following point system will serve as a guideline in assisting the selection committee to choose the most eligible applicant in an unbiased manner. Any applicants proving special interest in fields of education that, will best meet the needs of SFN will receive special consideration.

Member's who graduated from secondary school in the current year with a feasible academic plan and beginning a program at a post secondary institution	35 points
Member's who graduated from secondary school with a dogwood	30 points
Member's who are high school honours graduates with a high GPA	25 points
Member's who are high school graduates who have shown Stellat'en First Nation community involvement through volunteering or work within the community	20 points
Member's who are continuing in a graduate studies program	15 points
Member's with alternative financial aid	10 points
Member's enrolled in post secondary institutions in the Central Interior	5 points

- 2) Approximately 1/3 of SFN PSSSP sponsored students must be reserved for mature students. Mature students are Stellat'en First Nation member's who are 21 years of age or older and who may or may not have completed secondary school and wish to return to full-time studies. Should the number of eligible program applicants, and their funding requirements, exceed the budgetary capacity of the SFN PSSSP or UCEP programs, a waiting list of applicants shall be established based on the following criteria.
 - a) Continuing students already enrolled in the program, who demonstrate they have met continuing eligibility requirements of the program, and/or have previously discontinued studies due to personal or medical reasons, will be considered first (1st) in priority to receive program funding.
 - b) High school graduates who meet program entrance requirements will be considered second (2nd) in priority to receive program funding. Their names shall be placed on the waiting list on a first come first served basis. These students will receive 4 points
 - c) Applicants who; are mature students, and who demonstrate they meet program entrance requirements, will also be considered third (3rd) in priority to receive program funding. Their names shall be placed on the waiting list on a first come first served basis.
 - d) All other applicants who meet program entrance requirements shall be considered fourth (4th) in priority to receive program funding. Their names shall be placed on the waiting list on a first come first served basis.
- 3) It shall be the SFN Education Coordinator's responsibility to maintain and update the PSSSP and/or UCEP rank waiting list. All applications and support documentation is to

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remain confidential between the applicants or students and the SFN Education Coordinator.

- 4) Any applicant who feels they have been unfairly placed on the program rank waiting list may appeal their placement listing through Chapter 10: Program Appeals Procedures contained in this manual.
- 5) Should funds become available during the year which may enable SFN to sponsor one or more students, Chief and Council along with the Education Coordinator will review the rank waiting list and a decision will be made based on information from that list whether to sponsor one or more students.

CHAPTER 8: PSSSP FUNDING ELEMENTS

- 1) The Post-Secondary Student Support and University and College Entrance Preparation Programs allow student-funding assistance for the following expense areas: Living Allowance, Tuition, Text Books, Supplies and Travel.

8.1 Living Allowance

- 2) Living allowance is funding allocated for the provision of monthly living expenses such as rent and food, incurred by the student during his/her tenure at an educational institution. The SFN has allocated monthly living allowance rates based on student; marital status, income situation, number of his/her dependants.
- 3) In order to be eligible for the program's living allowance, the student must be enrolled, and undertake full-time studies, as defined by the post-secondary institution in which he/she is enrolled. Student must submit copies of Income Tax assessment and/or Child Tax Payment Assessment to confirm dependents and spousal income.
- 4) The following monthly funding rates for living allowance assistance shall be used by the Program's Administrator as a guide:

<u>Category</u>	<u>Monthly Rate</u>
Single Student living at home.....	\$ 450.00
Single Student Away From Home.....	\$ 1000.00
Married Student & Unemployed Spouse No Dependent	\$ 1650.00
Single Parent with one dependent.....	\$ 1500.00
Each additional Dependent Person.....	\$ 300.00

- 5) Monthly living allowance payments shall be deposited to student bank accounts on the fourth (4th) Wednesday of each month. If Students wish their living allowance payments to be deposited to their bank account they will be required to provide the SFN Education Coordinator with information related to their Bank location and account number.
- 6) The Education Coordinator shall provide to the SFN accounting department a complete cheque requisition expenditure form for each student, based on these forms, cheques shall be drawn and distributed to each student on the fourth (4th) Wednesday of each month.
- 7) The SFN shall pay directly to the landlord, or reimburse to the student, an initial **one-time** rent damage deposit in the amount of one half (1/2) of the student's monthly rent expense, or another amount as requested by the student's landlord. If the student pays for damage deposit, a receipt for the damage deposit amount paid must be forward to

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the Education Coordinator for review and approval prior to forwarding to the accounting department for payment reimbursement to the student.

- 8) Students dropping out of studies, or withdrawing from courses that reduce their status from full-time students to part-time students, and who fail to notify the SFN Education Coordinator while continuing to receive monthly living allowances for which they no longer qualify, will be required to repay any living allowance received over their period of ineligibility.

8.2 Tuition Allowance

- 9) Tuition allowance is program funding allocated for the provision of education instruction expenses billed by an approved post-secondary institution. The SFN provides payment of post-secondary institution tuition fees up to a **maximum of \$2,500** per student, per semester, upon receipt of an invoice from the institution. Anything over and above this amount must be reviewed by the SFN Education Committee of the SFN Education Coordinator along with Community Administrator should the Committee be unavailable.
- 10) The SFN will pay tuition fees only upon receipt of an invoice from the post-secondary institution. It is the Education Coordinator's responsibility to contact the post-secondary institution to make tuition payment arrangements on behalf of the student. Part of payment arrangements includes the delivery of a Confirmation of Sponsorship Form to the post-secondary institution.
- 11) Tuition fees shall be paid by the SFN for students who are enrolled in full-time or part-time studies, as defined by enrolment in nine (9) or more total credit courses per semester or less than nine (9) credits per semester, in the program for which they are enrolled.

8.3 Student Association Allowance

- 12) The SFN PSEAP and UCEP programs provide payment for student membership into Student Associations at eligible and applicable post-secondary institutions.
- 13) Student Association fees shall be paid by SFN only upon receipt of an invoice from the post-secondary institution or Student Association. It is the SFN Education Coordinator's responsibility to contact the post-secondary institution or Student Association to arrange for membership fee payment on behalf of the student. Part of payment arrangements includes the delivery of a Confirmation of Sponsorship Form to the post-secondary institution. ***Refer to Appendix E: Confirmation of Sponsorship Forms.***
- 14) The SFN reserves the non-appeasable right to approve or refuse payment of Student Association membership fees that exceed \$50.00 per semester.

8.4 Textbook & Supplies Allowance

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- 15) The SFN provides PSSSP and UCEP program payment for books and supplies required for post-secondary institution courses. Such payments are based on the actual Bookstore costs of such support materials.
- 16) For full-time students, defined as enrolled in nine (9) or more credits per semester, the SFN will deposit a \$300.00 textbook & \$50.00 supplies allowance into their bank accounts and will waive the requirement for receiving receipts. However, should textbook expenses exceed \$300.00, the SFN requires proof of purchase and cost through submission of receipts by the student or invoice from the Institution's Bookstore.
- 17) For part-time students, SFN will pay for textbook and supply expenses only upon receipt of an invoice from the post-secondary institution's bookstore. It shall be the SFN Education Coordinator's responsibility to contact the bookstore to make payment arrangements on behalf of the part-time student. Part of payment arrangements includes the delivery of a Confirmation of Sponsorship Form to the post-secondary institution's bookstore.
- 18) The SFN reserves the non-appeasable right to refuse payment for textbook costs that are questionable and/or which exceed a \$300 per semester limit.

8.5 Travel Allowance

- 19) The SFN provides PSSSP and UCEP program subsidized payment for travel / relocation expenses to any full-time student who must relocate to, and from, their post-secondary institution's location.
- 20) The SFN will provide three (3) annual travel allowance subsidy to students for any three (3) trips for the following reasons:
 - a) Travel or move to the post-secondary institution at the beginning of the study year;
 - b) Christmas holiday travel;
 - c) Travel or move away from the post-secondary institution at the end of the study year.
- 21) The SFN will pay 28 cents per kilometre for trips listed in 8.5 20) per academic year travel expense subsidy to any full-time student who must relocate at least one hundred kilometres from their permanent place of residence to the location of the post-secondary institution for which they are enrolled. However, such travel allowance payment total to any one student shall not exceed \$300 per semester. The SFN Education Committee will review any exceptional circumstances that require additional travel expenses.
- 22) SFN students who are enrolled in part-time studies, defined as less than nine (9) credits per semester, are ineligible to receive this PSSSP travel allowance subsidy.

8.6 Bursary and Graduation Incentives:

- 23) Students who graduate from Level I, II, III or IV are eligible for a Graduate incentive of up to \$500.00 upon completion of each level **providing funding availability.**
- 24) Students are required to submit an official copy of their transcripts in order for the incentive to be awarded.
- 25) Graduation costs up to \$350.00 will be paid for by Stellat'en First Nation **providing funding availability.**

8.7 Dental & Health Benefits

- 26) Stellat'en First Nation does not pay Dental & Health Benefit costs for students through the College or University. Please Note: The Non-Insured Health Benefits Program provides medically necessary health-related goods and services, not covered by other federal, provincial, territorial or third-party health insurance plans, to eligible registered Indians and recognized Inuit and Innu. These benefits complement provincial/territorial insured health care programs and include drugs, medical transportation, dental care, vision care, medical supplies and equipment, crisis intervention counselling, and provincial health care premiums, where applicable.

CHAPTER 9: PSSSP AND UCEP PROGRAM FILES

- 1) A file on each SFN applicant to the PSSSP and UCEP programs is to be established by the SFN Education Coordinator.

9.1 Returning Student Files

- 2) Each returning student file shall be maintained by the SFN Education Coordinator to contain:
 - a) A copy of a letter of acceptance of registration from the post-secondary institution;
 - b) A copy of completed application form(s) for the SFN Post-Secondary Student Support, or University and College Entrance Preparation Program(s);
 - c) Records of any changes to the student's academic or career goals;
 - d) A copy of the student's previous year's grade transcripts;
 - e) An ongoing record of the program's payout to the student for; tuition, textbooks, travel and monthly living allowance (if applicable);
 - f) Records of any breaches or violations of these Program's policies & procedures by the student;
 - g) Copies of any appeal requests made by the student, and appeal decisions made by the SFN Education Committee;
 - h) Copies of Income Tax Assessment & Child Tax Assessment; (for dependent and spousal proof)
 - i) All documents contained in 9.2 First Time Student Files.

9.2 First-Time Student Files

- 3) Each first-time student file shall be maintained by the SFN Education Coordinator to contain:
 - a) Results of an academic proficiency test;
 - b) Records of the applicant's/student's career goals;
 - c) A copy of the letter of the student's acceptance from the post-secondary institution;
 - d) A copy of completed application form(s) for the SFN Post-Secondary Student Support, or University and College Entrance Preparation Program(s);

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- e) An ongoing record of the program's payout to each student for; tuition, textbooks, travel and monthly living allowance payments, in the form of cheque requisitions;
- f) A copy of Income Tax Assessment and Child Tax Assessment. (For spousal and dependent proof)
- g) Copies of any appeal requests made by the student, and appeal decisions made by the SFN Education Committee.

9.3 Information Management

- 4) All information contained in SFN student's program files shall be treated as confidential, as such; the Education Coordinator will keep these files under lock and key.
- 5) All SFN students, registered as receiving program funding from the PSSSP or UCEP Programs have the right to review information contained in their files in the presence of the Education Coordinator.
- 6) The SFN reserves the right to gather general statistical information on it's Post-Secondary Student Support, and University and College Entrance Preparation, Programs use for determining and identifying future community education and training needs, and for complying with program statistical information requests made by the SFN Program(s) funding agency.

CHAPTER 10: PROGRAM APPEALS PROCESS

10.1 Appeal Board

- 1) An Appeal Board, consisting of members of the SFN Education Committee, and the Education Coordinator, shall be established. Members from each family grouping on reserve will be invited to participate as a member of the Education Committee. If the Committee is unavailable the committee will consist of the Education Coordinator, one member of Chief and Council and the Community Administrator.
- 2) This Appeal Board shall convene to review program participant / applicant complaints relating to eligibility into the program(s) and funding rates provided to them.

10.2 Appeals Procedures

- 3) In order to set the appeals process in motion, a program participant / applicant must:
 - a) Contact the SFN Education Coordinator in person, or by phone, and review the decision or administrative action in question with the Education Coordinator.
 - b) If the participant / applicant is still dissatisfied with the reasons for a program administrative decision or action, he/she must submit in writing: a request for the SFN Education Committee to review the matter.
 - c) The written request for appeal must be sent to the Stellat'en First Nation Education Coordinator, Attn: Education Department. The written request for appeal must be post dated within one (1) week of the review by the SFN Education Committee.
 - d) The written request for appeal shall; summarize the issue(s) in question, list the steps thus far taken by the Appellant to have the matter resolved, formally request the issue(s) be brought before the SFN Education Committee for a review and ruling.
 - e) The Education Committee (if no committee is established then a committee consisting one member of Council, Education Coordinator and Community Administrator will review) shall review all information and mitigating factors of the administrative decision or action in question. A fact-finding interview in person, or by phone, shall be conducted with the Appellant and then the SFN Education Coordinator.
 - f) The SFN Education Committee shall make a ruling to resolve the matter in question.
- 4) Upon receipt of a complaint and request for an appeal to the SFN Education Committee, the SFN Education Coordinator shall respond with a letter to the Appellant, confirming receipt of the Appellant's request for an appeal and specifying the date and time the complaint is to be reviewed by the SFN Education Committee. The SFN, if

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necessary shall pay costs for Education Committee members, and the student, associated with attending appeal hearings.

- 5) Should the Appellant be unable to appear in person at the convening of the Program Education Committee, the SFN Education Committee reserves the right to reach a decision in favour, or against, the Appellant in his/her absence.
- 6) All policy-based decisions of the SFN Education Committee are final and binding. All such decisions shall be documented, a copy of which shall be sent to the Appellant.
- 7) Records of program participant or applicant complaints, and SFN Education Committee appeals decisions, shall be included in the program participant or applicant's file.

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APPENDIX A: SFN POST SECONDARY STUDENT SUPPORT PROGRAM APPLICATION

Mail to: Stellat'en First Nation
PO Box 760
Fraser Lake, BC, V0J 1S0
Fax to: 250-699-6430

Attention: Angela Reynolds, Education Coordinator

Application must be received no later than May 15th, to be considered for funding. Application must be completed in full to qualify for funding. Providing any false information will result in termination of assistance.

Surname Given Name

Address City Prov. P/C

___ New Student ___ Returning Student

Band Registration # _____

Birth Date _____ Phone Number _____

Marital Status: Single Married

Number of Dependents: _____

* Dependent Children – A person who is dependent upon the student as defined by Revenue Canada's income tax regulations and who does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada's income tax regulations.

* **Application form is subject to change (without notice) according to the Stellat'en First Nation Education Dept.**

ARE YOU A HIGH SCHOOL GRADUATE? _____ YES _____ NO

IF YES, WHEN DID YOU GRADUATE? _____
(Please attach diploma)

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Year you last received funding _____

Attendance: Full-Time _____ Part-Time _____

Entrance _____ College _____ University _____ M.A./PH.D _____

What was the outcome? _____

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TYPE OF PROGRAM PRESENTLY APPLYING FOR:

Full-Time _____ Part-Time _____

College Diploma _____ University Degree _____ B.A. _____ M.A. _____ PH.D _____

Program: _____

Length of Program: 1 2 3 4 Year of study: 1 2 3 4

Institute: _____

Expected Graduation Date: _____

If you are graduating from a college Program, do you plan to attend University?

Yes _____ No _____

If yes, name of University: _____

Course/Program: _____

FUNDING REQUESTED:

Full Time (Tuition, Books & Supplies, and Living allowance) _____

Part Time (Tuition and Books & Supplies only) _____

Tuition : \$ _____ Books: \$ _____

Other Required Equipment or Supplies: \$ _____

By signing this application, I agree to the terms and conditions set out on this application and in the Stellat'en First Nation Education Department Post Secondary Education Assistance Program Policy and Administrative Guidelines. Updated copies of the Policies and Guidelines are available through the Education Department. I understand that if any section of this application is not completed, this will deem my application void.

Signature of Applicant

Date

Please ensure all documentation required is attached

- Grade 12 Transcript
- Copy of Latest Transcript (college/University)
- Letter of Intent
- Acceptance Letter
- Program Outline

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APPENDIX C: AUTHORIZATION TO ACCESS INFORMATION

STUDENT NAME: _____

STUDENT NUMBER: _____

I HEREBY AUTHORIZE THE STELLAT'EN FIRST NATION EDUCATION COORDINATOR,
ANGELA REYNOLDS TO ACCESS INFORMATION PERTAINING TO MY EDUCATION
FROM:

STUDENT SIGNATURE

DATE

STELLAT'EN FIRST NATION POST SECONDARY PROGRAM POLICY

APPENDIX D: INFORMATION REQUEST FORM

DATE REQUESTED: _____

TO: POST SECONDARY STUDENT
FROM: EDUCATION COORDINATOR
DEPARTMENT: POST SECONDARY
SUBJECT: STUDENT INFORMATION

DEAR STUDENT:

OUR FILES INDICATE THAT THE FOLLOWING INFORMATION IS REQUIRED. PLEASE COMPLETE AND SIGN (IF NECESSARY) THE ENCLOSED FORMS, OR FORWARD THE REPORTS OR TRANSCRIPTS. THANK YOU,

- APPLICATION FOR EDUCATIONAL ASSISTANCE
- STUDENT INFORMATION FORM
- AUTHORIZATION TO ACCESS INFORMATION
- TERMS AND CONDITIONS FORM
- LATEST COPY OF TRANSCRIPT
- COPY OF LETTER OF ACCEPTANCE FROM INSTITUTION
- TERM COURSE REGISTRATION

NOTE: PREVIOUS REQUESTS FOR THESE FORMS AND FOR TRANSCRIPTS HAVE BEEN IGNORED BY MANY STUDENTS. AS A RESULT, THE STELLAT'EN FIRST NATION HAS DECIDED TO SUSPEND FUNDING TO THOSE STUDENTS WHO FAIL TO COMPLETE FORMS OR PROVIDE LATEST COPIES OF TRANSCRIPTS.

STELLAT'EN FIRST NATION POST SECONDARY PROGRAM POLICY

APPENDIX E: CONFIRMATION OF SPONSORSHIP FORM

<Date>

<Address>

Dear student:

Congratulations! This letter serves as notification that Stellat'en First Nation has determined your application to be eligible for post-secondary education assistance funding.

With your acceptance into the SFN Post-Secondary Student Support Program, you are eligible to receive funding assistance for the following approved expense items:

Tuition Fees:	\$	Paid direct to college	(excludes medical & dental)
Textbook Fees	\$	300. 00 per semester	
Living Allowance:	\$	__<AMOUNT>__	per month ____<DATES>____

The SFN does not provide medical and dental insurance through post secondary institutions. Please be sure you opt out of the institutions medical & dental or you may be billed for that expense for the school year. You will need to provide the school with proof of your own medical and dental coverage through INAC.

As a condition of receiving funding assistance you now have obligations and responsibilities to the Stellat'en First Nation Post-Secondary Student Support Program.

Please complete the attached forms and the "agreement" and return it to the SFN Education Coordinator as soon as possible.

Please contact the SFN Education Coordinator in person, or by phone, to ensure you are properly informed on all the Program's policies and procedures. Should you fail to undertake these two obligations, your funding assistance can be terminated.

Call the SFN Education Coordinator at (250) 699-8747 or email areynolds@stellatenfirstnation.ca

Sincerely;
STELLAT'EN FIRST NATION

Angela Reynolds
Education Coordinator

cc. Student File

APPENDIX F: LETTER OF PROGRAM SPONSORSHIP REFUSAL

<DATE>

<NAME>

<ADDRESS>

Dear <NAME>:

Re: Sponsorship Application

Thank you for your application regarding funding through Stellat'en First Nation's Post Secondary Program to attend the <NAME> Program. Unfortunately, SFN is unable to provide you with sponsorship at this time for the following reasons:

< _____

_____ >

Should you disagree with the decision made please refer to the SFN Post Secondary Support Program Policy Chapter 10: Program Appeals Process. If you have any further questions or concerns please feel free to call me at the (250)699-8747.

Sincerely

STELLAT'EN FIRST NATION

Angela Reynolds
Education Department

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APPENDIX G: SFN STUDENT INFORMATION FORM

NAME:
ADDRESS:
TELEPHONE:
FAX:
EMAIL:
CIBC TRANSIT & ACCOUNT NUMBER:
DEPENDENTS:
SPOUSE NAME:
SPOUSE EMPLOYER:
PROGRAM LOCATION:
PROGRAM NAME:
CERTIFICATE <input type="checkbox"/>
DIPLOMA <input type="checkbox"/>
BACHELOR <input type="checkbox"/>
GRADUATE STUDIES <input type="checkbox"/>
LAW <input type="checkbox"/>
OTHER (PLEASE SPECIFY):
START DATE:
EXPECTED GRAD DATE:

APPENDIX H: SFN Terms & Conditions Form

Name: _____

Student Number: _____

Date: _____

Program: _____

Institution: _____

This agreement is between _____, herein known as the **Student**, and the Stelat'en First Nation, herein known as **SFN**.

The purpose of this agreement is make the SFN Post-Secondary Support Program more effective, and compliant with the Federal regulations.

1. The SFN has illustrated all implications, responsibilities, and expectations of the Student for the current funding year.
2. The SFN has also illustrated their implications, responsibilities and expectations to the student for the current funding year.
3. The Student has thoroughly read the SFN Post-Secondary Funding handbook, and understands all policies and procedures.
4. The SFN may at random, or as a probationary requirement, request an interim report from the Student or their Post-Secondary Institution.
5. The student has submitted all mandatory documents to the SFN prior to May 15th of the funding year.
6. The Student understands the implications of Misuse of funds as described in the SFN Post-Secondary Support handbook, and will contest to them.
7. The Student agrees to
 - a) Attend classes regularly.
 - b) Consult with a councilor if academic, physical, emotional or financial problems arise, which adversely affect his/ her Education.
 - c) Consult SFN Education Coordinator if problems continue.
 - d) Provide an official transcript of my grades to Stelat'en First Nation Post Secondary Education Coordinator after the end of the school term (January 31st for the Fall Term, May 30th for the Spring Term, and September 1st for the Summer Term)
 - e) Accept responsibility for judiciously managing the post secondary funds for living allowance and text book supplies.
 - f) Provide receipts to Stelat'en First Nation Education Coordinator for textbooks, tuition, and living expenses, when requested
 - g) Not seek part time employment or become involved in extra curricular activities unless Student is achieving a 3.25 (B+) Grade Point Average.

I agree to these conditions,

Student

Post-Secondary Coordinator

Date