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**Post Secondary Student Support Program (PSSSP) and University and College Entrance Preparation (UCEP) Policies**

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Policy Amendment List

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| **Amendment**  **Number** | **Approval Date** | **Description** |
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**1. Preamble**

**Ɂaq̓am Vision:**

A vibrant, healthy community, speaking our language, governing effectively and maximizing our lands and resources for the benefit of all living things and future generations, in a manner consistent with qanikitȼi (our values and principles).

**Education Goal:**

Achieving excellence through learning, based on individual strengths, passions and potential.

**Education Objectives (Strategic Plan)**

1. Support learners to increase participation in and completion of all levels of educational programs.

2. Teach using Ktunaxa methods.

3. Develop and support Ktunaxa people as teachers and other educational professionals.

4. Expand grades and programs offered in the community.

5. Assert, reclaim and use jurisdiction in education.

6. Develop excellence through learning, at all stages of life.

**Purpose**

The purpose of this policy is to administer the Aboriginal Affairs and Northern Development Canada (AANDC) Post Secondary Student Support Program (PSSSP) and the University and College Entrance Program (UCEP).

**2. Eligibility**

To be eligible for support under the Post-Secondary Student Support Program an applicant must have met the following criteria:

**Eligible Students**

Must be a registered member of ʔaqam: or

the spouse or child of a registered member of ʔaqam; who is a registered member of another First Nation/Community.

Must have been a resident in Canada for twelve consecutive months prior to the date of application to the PSSSP program;

Spouse or child(ren) who are registered to a First Nation other than ʔaqam must apply to their Nation of registration first, and then apply to ʔaqam with a letter of denial from their home Nation.

**Eligibility**

1. Must have met university or college entrance requirements and have been enrolled or accepted for enrollment in a program of studies at a post-secondary institution;
2. Must submit a personal letter outlining your goals, aspirations and why post secondary schooling is important to you.
3. Must submit the following:
   1. A completed application form;
   2. A signed records release form;
   3. A projected budget of income and expenses while attending school;

d) Proof of residence. (eg. Any form of mail addressed to you at the address provided, or copy of rental agreement).

e) An acceptance letter from the applicant’s chosen university or college;

f) Transcripts from all secondary schools and/or post-secondary schools attended, whether the programs were completed or not;

g) Proof of Indian Status (Status Card).

h) A copy of the listed program requirements (courses needed) to complete the program.

i) UCEP students must also provide a letter from the institution verifying that the UCEP program will provide the students with the necessary courses to gain entry into the college credit program of choice upon completion.

1. Take an appropriate assessment through the post secondary institution attending as requested by the Education Coordinator if requesting UCEP dollars for upgrading
2. If the applicant is re-applying to continue their education after having been accepted the previous year, they must provide a letter of intent to continue their education, evidence asked for in 3a-d (above), and a letter from the university or college indicating continued registration.
3. Students attending foreign institutions must:

a. provide evidence that the institution is accredited, and that the credits would be transferable/recognized in Canada.

b. provide documentation which identifies the most comparable program in the nearest Canadian institution to his/her place of residence. Documentation must include application, registration, tuition and student fees of that institution.

**Application Package Deadlines:**

June 1st for September (Fall) Semester

November 1st for January (Winter) Semester

March 1st for May (Spring) Semester

May 1st for July (Summer Programs)

Should there be more students than the Committee is able to fund, students will be selected according to priority and remaining students will be placed on a waitlist pending available funding.

**NOTE**\* Only applications received by the deadline will be presented to the Education Committee for consideration. Applications that are late or incomplete will not be considered for funding until the next deadline

September enrollment receives priority funding, all other enrollment dates will be considered as funding is available.

**Eligible Programs**

A program of studies offered by a post secondary institution that is at least 1 academic year of duration (as defined by the institution), and for which the completion of a grade 12 diploma or the equivalent as recognized by the institution, is required.

**Eligible Institutions**

Eligible post secondary institutions are degree, diploma or certificate granting institutions which are recognized by a provincial or territorial Minister of Education and include institutions affiliated with, or delivering post secondary programs by arrangement within an eligible post secondary institution. This includes private or other institutions if they are accredited by the Ministry of Advanced Education and the courses are transferable to other post secondary institutions. Foreign institutions must be able to demonstrate that the courses offered are recognized and transferable in Canada.

# 3. Post Secondary Funding Allocation Priorities

Ɂaq̓am offers financial assistance based on the following funding priorities.

1. Continuing Students – full-time students currently in a certificate, diploma or undergraduate program at a post-secondary institution.
2. Grade 12 graduates beginning a program at a post-secondary institution.
3. New students enrolling into (UCEP), if required courses can be completed within one academic year.

4) Continuing students-Students who have already completed a program at level 2 and wish

to carry on into a program at the Masters or Doctoral level.

All eligible students who the program is not able to fund at the time of application will be placed on a waitlist. Students on the waitlist will be selected for funding as it is available based on the following priorities:

1) New students who are registering for the first time in level 1 or 2 programs.

2) Students who have received previous funding at a level 1 program who are applying for a level 2 program.

3) Students who have completed a level 2 program and are requesting funding for level 3 or 4

programs.

Eligible students will be notified when funding is available based on the priorities above. Students will be given the option to either: accept the funding, remain on the waitlist, or have their name removed from the waitlist.

Priorities will be managed on a “first in, first out” basis for each category, however, regardless of the time of application, the next priority student will not be considered unless there are no students on the waitlist in the higher ranked priority. If two or more students apply and are waitlisted, all other things being equal (priority level, time of waitlisting etc), students with the highest GPA’s will be funded first.

**4. Program Support**

Program Support is based upon the following levels:

Level I Community college diploma or certificate programs at either basic (ten months to a year) or advance level (one to two year).

Level II Undergraduate programs (4 or 5 academic years).

Level III Advanced or professional degree programs, Masters Programs.

Level IV Doctoral programs.

Tuition support, compulsory student fees and required books are eligible for support to students enrolled in all four education levels (pending funding availability). Institutions with high tuition levels and foreign institutions will be funded based on the cost of tuition at the nearest available program and in Canadian dollars. All courses must be required for program completion as outlined in each student’s academic plan and the post-secondary institution’s program requirements.

The first two years of a Level II program (years 1 and 2 of 4), are often either University Transfer courses, or have certificate and diploma programs as pre-requisites for third year entry, therefore will be considered funded at Level I. If a student withdraws from studies, or changes programs midstream, they may continue to access Level 1 funding for a maximum of two years total.

If a student chooses to continue on into a Level II program, the first two years of study, whether applicable to the undergraduate program or not, are considered to be the first two years of the Level II program. If the first two years of schooling are not completely transferable to the new program of study, students are responsible for funding remaining pre-requisites for third year entry, through other sources of funding.

Students who have completed a program level, or who have exhausted time limits for a program level, will not be funded at the same level. (Eg. Students, who have completed a Level II program with/or without support from ʔaqam, are ineligible for Level I program support or additional Level II program support.)

If a student changes programs within one of the levels, the academic years used for each program within this level will be counted for support purposes. (eg. If a student is taking a Bachelors degree in First Nations Studies and switches to a Bachelors degree in Nursing after the first semester, the time spent in First Nations studies will be counted, which means the student will be responsible to fund one semester of their Nursing degree without assistance from the Band).

Students who become eligible for support and who have previously completed a portion of post-secondary studies without support from ʔaqam, may receive assistance for the balance of the program of studies. Funding is not available to fund students retroactively.

Student sponsorship is available only once per level completed. For example, if a student completes a ten month program in Level l, they are not eligible for another ten month program; or if a Level 2 is obtained, another degree is not eligible for sponsorship, unless the second undergraduate degree requires an undergraduate degree as a pre-requisite. A student may apply for further Level I funding after completing a certificate, to complete a diploma, so long as the diploma is a continuation of the previous education. (eg, Student achieves a 10 month certificate in Human Service Work, the student can return to complete their diploma in Human Service Work and still receive Level I funding).

# Full Time Student Support: Tuition

Tuition support includes compulsory student fees, registration fees and tuition fees. Tutorials, initial professional certification and examination fees coverage may also be available to full time students. Application and Assessment fees are not considered eligible expenses.

Tuition support is provided for:

* Students attending Canadian public institutions at the normal rate charged by the institution for a Canadian student. Or, for students leaving the community to attend post secondary, the rate of the closest institution with the same program, whichever is less.
* Students attending private or foreign post-secondary institutions at the same rate (CAD) charged by the Canadian institution nearest to the student’s place of residence at the time of application which offers a comparable program.
* Students enrolled in a foreign institution at the actual tuition rate charges (CAD) by the foreign institution where no comparable program is available in Canada. The Band is required to obtain approval from the regional AANDC office prior to funding students in this instance.

# Full Time Student Support: Books and Supplies

ʔaqam provides support for books based on the actual cost for required books to a maximum of $2000 per year for full time programs. Recommended books will not be funded by ʔaqam unless pre-approved in writing. Whenever possible, ʔaqam will issue letters of sponsorship directly to the institution’s book store. If books must be purchased elsewhere, purchase authorizations or cheques can be processed with written estimates or students will be reimbursed once receipts are submitted.

ʔaqam may provide support for supplies based on funding availability. Supplies are those items considered essential to completion of the program including but not limited to binders, paper, pens, pencils etc. (but cannot include computer equipment/software). Clothing and special equipment or materials required by professional programs such as nursing require approval from the ʔaqam for funding (not to be considered a clothing allowance), and must not exceed allowable yearly costs (Maximum $250.00 per student, per year).

# Full Time Student Support: Living Allowance

Sponsorship that includes a monthly living allowance is available to **full-time** students taking courses required for program completion – courses outside program requirements must have approval from ʔaqam if seeking sponsorship from ʔaqam. Student academic plan, progress, and funding availability are determining factors in approval.

The duration of support will accord with the official length of the program as defined by the post-secondary institution in which the student is enrolled.

Students enrolled in levels I and II may be assisted for up to one additional academic year per level if such an extension is approved in writing by the institutions dean or the department head. Students enrolled in a level III or IV may be assisted for up to one additional academic year for medical or personal reasons.

Only full time students are eligible for a living allowance. Living allowance is issued once monthly on the fourth Friday of the month prior to the eligible month, providing midterm and final reports are submitted on time. Mid-term and final reports are due 2 weeks after exams, and must include a copy of grades to date.

Eligible living allowance expenses

Shelter (rent, utilities)

Food

Miscellaneous (personal and health care, clothing, and communications)

Local transportation (up to the amount of a city bus pass)

Daycare (Note: Subsidy is available for low income students through Provincial subsidy programs. Costs over and above subsidy rates are not funded separately, but are included in the living allowance schedule as part of the extra funding for students with dependents)

The following expenses are considered ineligible for a living allowance:

Household operation costs for pet expenses, horticulture goods and services, and other supplies

Household furnishings and equipment, and services related to furnishing and equipment

Gifts and contributions for persons outside the household (including child support payments) or charitable organizations

Miscellaneous costs such as interest on loans, union or association dues, lottery tickets

Moving costs

Recreation equipment, vehicles and services, home entertainment equipment and services

Security costs for life insurance payments, RRSP payments

Tobacco products and alcoholic beverages

Child support

Students are expected to include the costs of ineligible expenses on their budget submissions, the Committee wishes to ensure that students are fully aware of the costs of going to school. This will not affect funding decisions and is for student knowledge and awareness only.

While a student is receiving a living allowance from ʔaqam, they may not receive funding from the following: Social Assistance, Employment Insurance or a Canada Student Loan. If a student collects an allowance from any of these funding sources, funding will be terminated immediately. ʔaqam employees work closely with these departments to ensure that there is no duplication of services.

If a full time student is not awarded a living allowance from ʔaqam, they may be eligible for other subsidies such as EI, Social Assistance, KKATC etc. Students should check with the local regulatory bodies, and will need to provide a letter stating the funding that they are receiving from ʔaqam.

**Living allowance rates are based on the maximum amount listed in the following table:**

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| **Living Allowance Schedule** | ʔaqam Rate  (Maximum) |
| **SINGLE STUDENT LIVING AT HOME** -Shelter -Food (Purchased from Stores) -Miscellaneous (Personal & health care clothing, H/H cleaning, communications) -Local Public Transportation **-Total Monthly Allowance** | $ 0.00  $189.00  $207.00  $ 79.00  **$481.00** |
| **SINGLE STUDENT AWAY FROM HOME** -Shelter (2 bedroom apt. inc. utilities shared by two) -Food (Purchased from Stores) -Miscellaneous (Personal & health care, clothing, H/H cleaning, communications) -Local Public Transportation **Total Monthly Allowance** | $ 584.00  $ 238.00  $ 239.00  $ 79.00  **$1155.00** |
| **EACH DEPENDENT PERSON (under the age of 19)** -Shelter -Food (Purchased from Stores) -Miscellaneous (Personal & health care, clothing) -Local Public Transportation **-Total Monthly Allowance** | $231.00  $189.00  $111.00  $ 79.00  **$617.00** |

**Note:** ʔaqam maximum total living allowance per month is capped at $2389.00 per month.

These amounts must be added with the tuition, compulsory fees, books and supplies, travel allowance, contingency funding and cannot exceed the amounts allotted for each levels maximum allowance.

Students will need to claim all monies granted to them by ʔaqam on their annual tax returns and will receive a T4A at the end of the calendar year. Student funding is non-taxable income.

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# Full Time Student Support: Travel

Full time students who are required to live away from their permanent place of residence may qualify for a travel allowance, once every semester for themselves and their dependents (if travelling) for a total of two round trips per academic year.

Travel allowances are equal to bus fare or preferred mode of transportation (whichever is less) from their permanent place of residence to the closest institution that offers the same or comparable program. Students must submit itinerary two weeks before travel (except in emergencies) which includes full costs of travel. After itinerary is submitted, students may choose to purchase their tickets and be reimbursed, or may receive a cheque in advance of the travel date.

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# F. Full-Time Student Support: Tutorial, Guidance and Counseling

Tutorial, guidance and counseling services may be funded for students whose grades may hinder them from continuing with further education, where funding is available.

# Part–Time Student Support

Part time students are considered to be students taking less than their educational institutions pre-determined amount of credits to be considered full time. Part time students must be working towards either a degree, diploma, certificate or UCEP program. Those who wish to upgrade only certain courses, that would not lead to a certification are not eligible for funding through the Post Secondary Student Support Program.

Part time students qualify for:

* Tuition & Compulsory Student Fees (as per the tuition policy above)
* Books and supplies (as per the books and supplies policy above)

Part-time sponsorship does not include a living allowance or travel grants. Each student is required to complete a student plan to ensure student success,

Part-time students will be funded to the equivalent of the amount of time needed to complete a full program. Part time students will not be funded for courses unrelated to a pre-determined certificate, diploma or degree.

Part time students who do not receive a living allowance may be eligible to receive support from other funding bodies (eg. EI, Social Assistance, KKATC). Students are advised to check with their local regulatory bodies, and may be requested to provide a letter stating the amounts of funding they are receiving from ʔaqam.

**Funding Maximums**

* Level 1 is up to a ***maximum*** of $35,000 per year
* Level II is up to a ***maximum*** of $35,000 per year
* Level III is up to a ***maximum*** of $50,000 per year
* Level IV is up to a ***maximum*** of $50,000 per year
* UCEP is up to a ***maximum*** of $35,000 per year

# Other Sources of Funding

1. **Student Loans-**Students unable to obtain band funding have the option to apply for other funding. Student Loan application forms are available through the College of the Rockies, at any Post-Secondary Institution, and online. If students have difficulty with the forms, the Education Coordinator is available to assist. ʔaqam does not assist in repaying student loans.
2. **Bursaries, Grants and Scholarships-**Students are strongly encouraged to apply for any and all bursaries, grants and scholarships to fund their education. Information on bursaries, grants and scholarships is often found on University and College websites, as well as provincial and federal education funding websites. (eg. Canlearn.ca). Bursaries, grants, and scholarships will not be deducted from students’ funding allowances, unless the award is paid directly to the Post Secondary Institution. (eg. PELL grants, scholarships)
3. **Full/part time Employment-**Full time students are encouraged to work at least part time to supplement their living allowance. Students earnings will not be deducted from Living Allowance rates.

**5. General**

**Student Enrolment Status:**

A student enrolled in full time studies, and receiving a living allowance must maintain full time status at all times. At no time is auditing of courses accepted for inclusion to gain full time student status.

When a student withdraws from a course or a program written notification must be made to ʔaqam. If withdrawal results in the loss of tuition fees, a student will be held accountable to repay these costs to ʔaqam before further funding will be provided. When courses or program changes are made, an updated academic plan must be submitted to ʔaqam.

When a situation arises where a course is to be repeated a written request must be made outlining the reasons for repeating the course(s) at least one semester in advance of registration.

If retaking this course affects a students’ ability to maintain full time student status (using only fundable courses), students will no longer qualify for living allowance.

# Advances

SMKS has a **no advance** policy for its programs. No exceptions.

# Academic Achievement

Students must adhere to their institutions standards for academic achievement.

Midterm and final grades are to be forwarded to the Education Coordinator no later than two weeks after examinations in order to celebrate successes, and determine if support is needed.

Student suspension will result in automatic withdrawal of funding until student is re-instated in program, and the student will be responsible for repayment of all tuition, books and supply costs incurred to Ɂaq̓am.

# Post Secondary Student Registry (PSSR)

Ɂaq̓am is responsible for maintaining a student registry. AANDC identifies information requirements including student’s name, institution attended, student’s program, support provided, overall training months received and program completion dates. The information will be used for statistical purposes only and will remain confidential (this information is reported annually to AANDC).

**6. Scholarships**

Scholarships are available as funding permits. The Education Committee offers four scholarships/bursaries for level I and II (Academic Achievement Scholarship), Level II (Strategic Studies Scholarship), Level III and IV and a Perseverance Award.

Deadline to submit scholarship applications will be May 1st.

**Level I and II Academic Achievement Scholarship**

* This scholarship will be disbursed to a full time post secondary student receiving support from Ɂaq̓am in a level 1 or 2 program, who obtains a grade average of a **B** or higher to a maximum of $1000.
* Eligible students may only be awarded either one Strategic Studies Scholarship or Academic Achievement Scholarship in an academic year.
* Payment will be made to the recipient upon successful completion of his/her program of study.

**Level II Strategic Studies Scholarship**

* This scholarship will be awarded to a full time post secondary student receiving support from Ɂaq̓am that is contributing to First Nations achieving self-government and economic self reliance to a maximum of $3500.
* Student must be enrolled in commerce, public or business administration, physical science, mathematics, computer sciences, forestry, or engineering.
* Student must have successfully completed the first year of his/her study and must be continuing on in the program.
* This scholarship will be awarded at the beginning of the school year.
* Students who receive this award will not be eligible to receive the Academic Achievement Award.

**Level III and IV Scholarship**

* This scholarship can be awarded to a post secondary student who meets the requirements of either the Academic Achievement Scholarship or the Strategic Studies Scholarship
* This scholarship will be disbursed to a full time student receiving support from Ɂaq̓am to a maximum of $1500.
* A student can receive this scholarship only once during the course of the Level III program.
* Payment will be made at either the start of the students second year in the program or upon successful completion.

**Agnes McCoy Perseverance Award**Ɂaq̓am will issue an award up to $1000 each June to a student who is a Ɂaq̓am Band member who has overcome substantial obstacles to fulfill their program requirements. Preference will be given to students who have completed their program of study. Students must submit by the first Friday in May.

* A letter to Ɂaq̓am that outlines obstacles they have overcome in order to receive their graduation certificate, as well as personal achievements.
* A supporting letter from a teacher of their school that indicates that the student will meet their graduation requirements and that the student has demonstrated good attendance and effort throughout the year.

# 7. Appeal Process

If a student is not satisfied with a decision made by the Education staff or Committee they may file a written appeal, within 30 days, outlining their grievance.

a) The grievance shall be discussed between the student and staff member involved.

b) If the member is not satisfied with the decision received, then the matter can be raised by submitting a written request for review with the Education Committee.

c) Failing resolution through staff and Committee discussions, the member shall, within fourteen days of the decision, submit a written and signed grievance to the Band Council.

The written and signed grievance shall include:

* the nature of the grievance and circumstance out of which it arose
* the section or sections of the Student Support Program infringed upon, or claimed to have been violated
* The Band Council will review the grievance and render a decision at the next regular scheduled Council meeting held after the grievance is received.

The final decision rests with the Ɂaq̓am Band Council and shall be binding upon the parties involved and students effected by it.

**8. Debt to the Band**

Repayment orders will be issued to any student who:

1. Is found to be in gross violation of the Ɂaq̓am Post Secondary Program Policies and Procedures. Such violations include:

a. Knowingly presenting false or incomplete information on a funding application including but not limited to falsifying eligibility, providing incorrect address information, falsifying dependent information, etc; especially where falsified information lead to an over-award of funding.

b. Failing to adhere to the post secondary institutions academic achievement policies, where that failure was a result of lack of engagement with course requirements (attendance, completion of assignments, etc).

c. Falsifying information included in midterm or final reports. Eg. Grades, completion status, etc.

d. Accessing additional funding from sources such as EI, Social Assistance or Student Loans while accessing a living allowance from Ɂaq̓am.

2. Is a full time student receiving a living allowance, who does not maintain full time student status throughout the semester.

3. Drops any courses after the add/drop date, where Ɂaq̓am is still required to pay the fees for the course(s) either in part or in full.

4. Is suspended from their program by the institution for failure to adhere to institutional policies on academic achievement and conduct.

\*\*\*Students who attended regularly, completed assignments on time, and accessed support resources through both the school and the Band and still did not achieve the academic standard, or were not able to remain enrolled in/complete courses due to medical or mental health reasons, will not be issued a repayment order. Documentation from the school, and/or medical professional will be required\*\*\*

\*\*\*Students who started as full time students, and then dropped below a full time course load will be required to re-pay only amounts that were over-awarded from the time the student became a part-time student.\*\*\*

Repayment orders will be issued to the student in writing and all repayment orders are registered with the finance department as per Ɂaq̓am finance policies. Students who become in arrears to the Band will not be eligible for any Band funding until repayment arrangements have been made.

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# APPENDIX A Responsibilities

**Student Responsibilities:**

* To complete an application package in accordance with all deadlines
* To provide current mailing address, phone numbers and bank account information
* To notify Ɂaq̓am by letter of program changes (eg. changing area of study) and provide an update of academic plans
* To complete mid-term and final reports; and include midterm and final grades; and submit no later than two weeks after mid-term and final exams.
* To provide written notice of course or program withdrawal, and to withdraw before institutions add/drop dates to avoid financial penalties.
  + - To adhere to the post secondary institutions academic and conduct policies.
* To provide course registration to Ɂaq̓am at the beginning of each semester.
* To live within their means, and supplement living allowance with part-time employment and/or summer employment to ensure successful completion of area of study.

Failure to comply with any of the above obligations may result in loss of funding and repayment of funds issued to that student.

**Education Staff Responsibilities:**

* + - To ensure that the education program is administered according to existing policies.
    - To assist students in gaining access to post-secondary education.
    - To encourage and support students throughout their educational journey.
    - To approve funding for tuition and books for eligible students taking only one course to a maximum of $1000.00 per student, provided that course is a requirement of a predetermined program of study, and funds are available.

**Education Committee Responsibilities**:

* To ensure that staff are working for the community and that education services are made available to the entire Band Membership
* To recommend the annual budget
* To approve and make amendments to the Education Policies
* To hear appeals to this policy when required to do so
* To review and approve Post Secondary funding applications as required.

**APPENDIX** **B: Definitions**

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

**CANADIAN PUBLIC INSTITUTION** is a post-secondary institution which receives the majority of its funding from federal and provincial governments.

**CERTIFICATE** refers to certification for completion of a college or university 1 year program.

**DEPENDENT** refers to a person under the age of 19 years, who resides with the student .

**DIPLOMA** refers to diploma received for completion of a college or university program.

**FULL-TIME STUDENTS/STUDIES** as defined by the institution attending by the student.

**Ɂaq̓am K’itkikȼamnam Society** is comprised of an elected Board of Directors who’s responsibility is to manage Ɂaq̓am Band on Reserve Education programs. This Board is established as a Society under the Societies Act of BC and is bound by the rules and regulations therein.

**Ɂaq̓am Education Committee** is a committee that has been established by Council as a decision making committee in regards to post secondary programs and funding decisions.

**PART-TIME STUDENT/STUDIES** as defined by the institution attended by the student.

**POST-SECONDARY EDUCATION** is a program of studies offered by an accredited post-secondary institute, which has the completion of secondary school or its equivalent as a pre-requisite.

**POST-SECONDARY INSTITUTIONS** are degree, diploma and certificate granting institutions which are recognized by a province and include educational institutions affiliated with, or delivering accredited post-secondary program by arrangement with a post-secondary institution.

**PRIVATE POST-SECONDARY INSTITUTION** is a Canadian or foreign post-secondary institution which receives the majority of funding from sources other than governments.

**PROGRAM OF STUDIES** includes all post-secondary programs at least one (1) academic year in duration, leading to a certificate, diploma or degree offered by an accredited post-secondary institute. (Programs i.e. pre-law teaching degree, which are less than one academic year, which are pre-requisites into a post-secondary program of at least one academic year in duration, are included).

**RESIDENT** means an eligible Ktunaxa person who has resided in Canada for twelve consecutive months prior to application. This also includes Ktunaxa students whom have been living outside of Canada as a result of their studies.

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

**Masters/Doctorates Thesis** as each thesis is as individual as the person writing it the SMKS will decide on the level of support on case-by-case basis.