

<b>Statement of Policy and Procedures</b>	
Department	Education and Learning
Policy Number	ED 02

# **Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation (UCEP) Policy**

Approved by Council on: June 6, 2023  
Version Number: 02

0.2

# **POST-SECONDARY POLICY MANUAL DIRECTIVE**

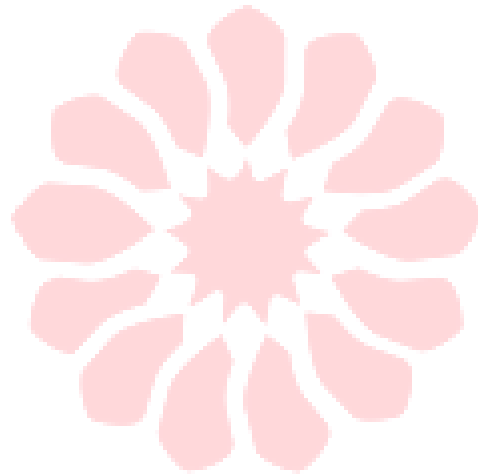
To state and implement the policy of the ʔaqam Education Department and the related administrative guidelines with respect to the provision of educational aide to ʔaqam Post-Secondary Students.

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# 1 Preamble

## 1.1 ʔaᓄam Vision – Strategic Plan

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 qanikitᓄi (our value and principles).

## 1.2 Education Goal – Strategic Plan

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

## 1.3 Education Objectives - Strategic Plan

- Objective 1: Support learners to increase participation in and completion of all levels of educational programs.
- Objective 2: Teach using Ktunaxa methods.
- Objective 3: Develop and support Ktunaxa people as teachers and other educational professionals.
- Objective 4: Expand grades and programs offered in the community.
- Objective 5: Assert, reclaim and use jurisdiction in education.
- Objective 6: Develop excellence through learning at all stages of life.

## 1.4 Purpose

The purpose of this policy is to administer the Indigenous Service Canada (ISC) Post-Secondary Student Support Program (PSSSP), the University and College Entrance Program (UCEP) and ʔaᓄam Chief and Council Post Secondary Allocated Funds.

ʔaᓄam polices are adapted from and are in line with ISC PSSSP guidelines which mandate how First Nation communities are able to administer the PSSSP. Students are encouraged to familiarize themselves with these guidelines, which are available on-line and through ʔaᓄam Education Staff.

## 1.5 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.

### **Band Member:**

A person whose name appears on the Band List or who is entitled to have their name appear on the Band List.

**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 program.

**Continuing Student** are students that are continuing to take courses towards a diploma, certificate, or degree on a full-time basis and successfully completed the requirements of the previous academic year. This does not refer to students who are continuing to a professional or graduate degree program or another program level.

**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 attended by the student. Most facilities require a student to be enrolled in a minimum of 4 (four) 3 credit courses or the equivalent in each semester.

**Education Committee** is a committee that has been established by Council as a recommendation making body in regard to post-secondary programs and funding decisions.

**Part-time Students/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. Post-Secondary Institutions must be recognized by a province and include educational institutions affiliated with, or delivering accredited post-secondary programs, by arrangement with a post-secondary institution. A list of Eligible Education Institutions can be found at <https://www.sac-isc.gc.ca/eng/1429541743524/1531402273996>.

**Private Post-Secondary Institution** is a Canadian or foreign post-secondary institution, which receives the majority of their 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).

**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.

## 2 Student Eligibility

To be eligible to receive aide under the terms of the ᑭᐱᑭᐱ Post-Secondary Policy, it is necessary that all ᑭᐱᑭᐱ Band Members applying meet and understand the following requirements:

- 2.1 Must be a **registered** member of ᑭᐱᑭᐱ, residing in or outside Canada **or**;  
The spouse or child of an ᑭᐱᑭᐱ Band Member who is a registered member of another First Nation, who has applied to their band of registration and can provide a letter of denial from their home nation. **and:**
- 2.2 Must have met university or college entrance requirements and have been enrolled or accepted for enrollment in a program of studies at an eligible post-secondary institution.

## 3 Types of Sponsorships & Application Procedures

### 3.1 Post-Secondary Student Support Program (PSSSP), College Entrance Preparation Program (UCEP) ~ Adult Upgrading, and all Trades Programs (for new and continuing students)

Trades programs funded through ISC now include any trades program offered at an eligible institution, for any length of time.

1. Contact the ᑭᐱᑭᐱ Program Manager to discuss your plans for education and receive the necessary information to start the procedure.
2. Fill out application package: (see Appendices for forms)
  - i. Application for Education Assistance form (filled out & signed).
  - ii. Student Declaration form (read, initialed & signed).
  - iii. Personal Essay (Letter of Intent).
  - iv. Photocopy of status card.
  - v. Official transcripts (secondary or previous post-secondary institutions).
  - vi. An acceptance letter from the institution in which the student is planning to attend.
  - vii. A copy of the listed program requirements (courses needed) to complete the program.
  - viii. Evidence of tuition, registration and student fees.

### 3.2 Apprenticeship Trades Programs

Skilled trades offer great compensation, flexibility, and diverse hands-on working experience. Skilled trade workers are sought-out employees. Choosing a trade that matches your skills and interests is the first important step.

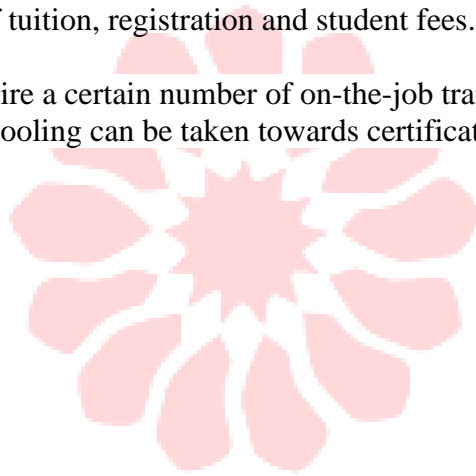
Most Post Secondary Institutions offer a Foundation course for a specific trade so an individual may gain experience and knowledge about the trade; this makes it easier for an individual to find an employer to sponsor you for the remaining levels of your apprenticeship.

Apprenticeship training programs vary but generally involve four 12-month periods, which include 6,000 hours of on-the-job training, four 7-12 week blocks of technical training and a final certificate exam.

#### *Apprenticeship Program Procedures*

1. Have an employer sponsor.
2. Register with the Industry Training Authority (ITA).
3. Contact the ʔaḡam Program Manager to discuss your plans for education and receive the necessary information to start the procedure.
4. Fill out application package: (see Appendices for forms)
  - i. Application for Education Assistance form (filled out & signed).
  - ii. Student Declaration form (read, initialed & signed).
  - iii. Photocopy of status card.
  - iv. Documentation of Hours.
  - v. An acceptance letter from the institution in which the student is planning to attend.
  - vi. Evidence of tuition, registration and student fees.

**NOTE:** Apprenticeships require a certain number of on-the-job training hours before any level of schooling can be taken towards certification.



### 3.3 Attendance to Foreign Institutions (Requires additional information)

1. Contact the ʔaᓄam Program Manager to discuss your plans for education.
  - Evidence that the institution is accredited.
  - Credits are transferable and recognized in Canada.
2. Receive the necessary information to start the procedure.
3. Fill out application package: (see Appendices for forms)
  - i. Completed and signed Application Form.
  - ii. Official sealed transcripts of grades including all courses from the current year or term.
  - iii. Completed and signed Authorization & Release of Information form.
  - iv. Completed and signed Sponsorship Billing Authorization form.
  - v. Updated program plan and completion date outline.
  - vi. Evidence of tuition, registration and student fees.

### 4 Application Package Deadlines:



<i>Semester</i> <b>Fall</b> (September - December)	<i>Application Open</i> <b>April 1<sup>st</sup></b>	<i>Deadline</i> <b>June 1<sup>st</sup></b>
<b>Winter</b> (January - April)	<b>September 1<sup>st</sup></b>	<b>November 1<sup>st</sup></b>
<b>Spring &amp; Summer</b> (May-Jun & Jul-Aug)	<b>January 1<sup>st</sup></b>	<b>March 1<sup>st</sup></b>

**\*Continuous intake for short term programs will be accepted and considered throughout the year.**

Presentation of applications to the Education Committee for consideration will be the submissions received prior to the deadline; late applications will be waitlisted, and incomplete applications will be returned for completion. September enrollment receives priority funding; all other enrollment dates will be considered as funding is available.

Students will be selected according to priority. Criteria for priority list is available in section 7. Should there be more students than the Committee is able to fund, remaining students will be placed on a waitlist pending available funding.

### 5 Eligible Programs

**Any** program of study offered by an eligible post-secondary institution, including Trades and any short-term studies that offer certification.



## 6 Eligible Institutions

Eligible post-secondary institutions are degree, diploma or certificate-granting institutions in Canada, recognized by a province or territory. Eligible post-secondary institutions outside of Canada must be recognized by Canada to grant degrees, diplomas or certificates.

They include educational institutions affiliated with, or those that deliver post-secondary programs by arrangement with, a post-secondary institution as well as First Nations designated and directed institutions.

A list of Eligible Education Institutions can be found at <https://www.sac-isc.gc.ca/eng/1429541743524/1531402273996>.

## 7 Post-Secondary Funding Allocation Priorities

A priority list is established each year to assist the Education Committee in determining who receives funding. The priority list will be established on the following basis:

### 7.1 **First Priority**

Continuing students currently attending a certificate, diploma or undergraduate program at a post-secondary institution who were approved for and received funding the previous year.

### 7.2 **Second Priority**

Graduates from Grade 12 accepted at and enrolling in any program at an eligible post-secondary institution.

### 7.3 **Third Priority**

Waitlisted eligible students who have applied in previous years and did not receive funding (See Section 8 Waitlist).

### 7.4 **Fourth Priority**

New students, regardless of previous funding, applying for undergraduate studies (Certificate, Diploma and Undergraduate Degree).

### 7.5 **Fifth Priority**

Graduate Students who wish to carry on into a program at the Masters or Doctoral level. For further information, please contact the program manager.

## 8 Waitlist

All eligible students who are unable to be sponsored 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 (See level descriptions in section 10).

- 1<sup>st</sup> New students who are registering for the first time in Level 1 or 2 programs.
- 2<sup>nd</sup> Students who have received previous funding at a level 1 program who are applying for a level 2 program.
- 3<sup>rd</sup> Students who have completed a level 2 program and are requesting funding for a level 3 or 4 program.

Notification to eligible students will be forwarded when funding is available based on the priorities above.

Students will have the option to accept the funding, remain on the waitlist, or have their name removed from the waitlist.

Dispensation of funding will be 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 and have all considerations being equal (priority level, time of wait listing, etc.), applicants with the highest Grade Point Averages (GPA) will have greater priority.

**The waitlist is valid for the year of application; students must re-apply by the June deadline for funding every fiscal year.**

Re-application does not guarantee funding.

## 9. Council Discretionary Funding

Each year ?aqam Nasu?kin (Chief) and Council may set aside own source revenue to be used for students who have been put on the waitlist due to insufficient funds, have exceeded program limits, or do not meet the above criteria for funding.

Program staff will request access to these funds for any applicants who have completed their application and fall into one of the above categories.

## 10. Program Support

The following levels have historically formed the basis of Program Support and continue to be referred to as a program-type designation. There are no time limit restrictions within levels, and students can apply for funding in a previously taken level. The rationale for repeated or extended funding within a previously taken or funded level should be clearly outlined in your Personal Essay (letter of intent).

Level 1:

Diploma or certificate programs (can include short-term courses up to 2 years)

Level 2:

Undergraduate programs (4 or 5 academic years).

Level 3:

Advanced or professional degree programs, Masters Programs.

Level 4:

Doctoral programs.

Funding for tuition, compulsory student fees, required books and supplies are available to students enrolled in all four education levels (pending funding availability). All courses must be required for program completion as outlined in each student's academic plan and the post-secondary institution's program requirements.

If a student changes programs or requires more funding time than originally requested within a level they may request a funding extension by providing a letter outlining their reasons for needing more time, and a revised academic plan.

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.*

***While there are no limits for funding within each level, students must:***

- i. follow the academic plan laid out during application and make written requests for any adjustments or extensions.
- ii. provide justification of extended funding within a level, which may include a letter indicating an extension is approved in writing by the institution's Dean or the Department Head.

## 11 Categories and Amounts of Assistance

### 11.1 Full Time Student

To be considered a full-time student during the school year, the applicant must carry a full program course load as defined by the department and institution.

Full-time students may receive:

- i. Tuition Assistance (includes tuition & compulsory fees).
- ii. Tutorials, initial professional certification and examination fees coverage may also be available.
- iii. Application and Assessment fees are eligible expenses but will be paid as reimbursements if expenses occur during the application process.
- iv. Funds for books, supplies, clothing and mandatory equipment.
- v. Travel Assistance.
- vi. Living allowance.
- vii. Tutorial, Guidance and Counselling if requested and if funding is available.

### 11.2 Part Time Student

Part-time students are students that are taking less than their educational institution's pre-determined number of credits to be considered full time.

Part-time students may receive:

- i. Tuition Assistance (includes tuition & compulsory fees).
- ii. Tutorials, initial professional certification and examination fees coverage may be available.
- iii. Application and Assessment fees are eligible expenses but will be paid as reimbursements if expenses occur during the application process.
- iv. Funds for books, supplies, clothing and mandatory equipment.
- v. Tutorial, Guidance and Counselling.
- vi. Travel Expenses
- vii. Sponsorship **may** include travel or pro-rated Living Allowance. Students must outline any increased costs associated with taking on part-time studies in their Personal Essay (letter of intent) and indicate need in the budget portion of their application (i.e., childcare, decreased work hours, transportation, etc.).

Sponsorship for part-time students will be the equivalent of the amount of time needed to complete a full program, as outlined in their academic plan.

### 11.3 University and College Entrance Preparation Program (UCEP)

- i. Students accessing support for upgrading are eligible to apply for full or part-time funding.
- ii. Students must successfully complete the current semester's courses before receiving funding for additional semesters.

- iii. Once upgrading is complete and students are ready to begin their post-secondary program of choice, they are eligible for further funding as continuing students.

#### **11.4 Tuition**

12 Tuition sponsorship is the actual tuition and registration fee of the accredited education facility for which payment is sent directly to the institution.

- i. Tuition support is based on the rate of tuition charged by the institution.
- ii. The total amount available to the student to attend a private or foreign institution will be based on the costs of the program in Canadian funds.
- iii. The institution and program must meet accreditation standards for consideration for funding. The student will be responsible for all additional costs associated with attending a private or foreign institution.
- iv. All funds provided to a student who is a Band member but is a non-resident of Canada will receive funding in Canadian currency.

#### **11.5 Books and Supplies**

Only costs for **required** books as listed in the program syllabus will be covered by the program. Whenever possible, ʔaᓄam will issue letters of sponsorship directly to the institution's bookstore. If books or supplies must be purchased elsewhere, students will be reimbursed once receipts are submitted.

- i. “Recommended” books (not in course syllabus) will not be funded unless pre-approved in writing.
- ii. ʔaᓄam may provide support for supplies and equipment based on funding availability. Supplies are those items listed as “required” by their program that are considered essential to completion of the program, including but not limited to technology, binders, paper, pens, pencils etc.
- iii. Clothing and special equipment or materials required by professional programs such as trades and nursing will be eligible if listed in program or course syllabus. Provide written proof of the need for these items in your application.

## 11.6 Living Allowance

- i. Full-time students are eligible for a living allowance.
- ii. Part-time students may be eligible for some pro-rated living allowance support, with needs outlined within their application and approved by the education committee. Student academic plan, progress, and funding availability are determining factors in approval.
- iii. Issued once monthly on the last Friday of the month prior to the eligible month, providing monthly, midterm and final reports (Appendix J) are submitted on time. Mid-term and final reports are due 2 weeks after exams and must include a copy of grades to date.
- iv. A living allowance is to cover priority expenses and may not be sufficient to cover all household expenses. Students are expected to budget appropriately and may need to seek additional funding sources. **Students are encouraged to apply for additional scholarships, and bursaries, and plan for summer employment savings to supplement their income.**
- v. The maximum level of living allowance is determined by the current ᐃᓄᓄ Education Committees' Schedule of living allowance. Allowances paid to students vary according to marital status and number of dependents. (See 11.6.1)
- vi. All Full and Part-Time Students are required to complete and submit (via email) a monthly progress report to the Education Program Manager by the third Friday of each month. This form will be sent to you upon funding approval and can be viewed in Appendix J.
- vii. The student is required to inform the Program Manager of any changes in their residence, marital status, and number of dependents or if the student has added/withdrawn from any courses/program.
- viii. Funds provided to a student who is a non-resident of Canada will receive funding in Canadian currency and receive the same rates for living allowance as outlined under ᐃᓄᓄ' s Education Committee Schedule of Living Allowance.
- ix. Students receiving education funding from ᐃᓄᓄ must declare support received from this program as a source of income if applying for social assistance.
- x. 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 registered but may include time extensions if pre-approved.
- xi. Under no circumstances will funds be issued as an advance (i.e., supplies purchased will be reimbursed).

### 11.6.1 Monthly Living Allowance Schedule

The monthly living allowance for a single student will be based on the following formula:  
Example, based on minimum wage June 1, 2023:

#### **B.C. Minimum Wage x 35 hrs. x 4 weeks per month**

Currently  $\$16.75 \times 35 \times 4 = \$2345$  per month

- |  |            |
|--|------------|
| 1. Single student                              | \$2,345.00 |
| 2. Students with 1 Dependent + \$750           | \$3,095.00 |
| 3. Students with more than 1 dependent + \$750 | \$3,845.00 |

Total Living Allowance per month is restricted to \$3,845.00 per month maximum, *regardless of number of dependents.*

The Education Committee may adjust and offer a lower living allowance rate only for the purpose of funding additional students within budget.

### 11.7 Funding Maximums

Funding maximums include all funding payments paid for in relation to obtaining their diploma, certificate, etc. which consists of tuition, compulsory fees, books and supplies, travel allowance, tutoring, special equipment, etc. which cannot exceed:

- i. \$53,000 per year for levels 1-3 and
- ii. \$90,000 per year for PhD or doctoral programs.

### 11.8 Travel

Full-time students who are required to live away from their permanent place of residence may qualify for a travel allowance, up to a maximum of four round trips per academic year. Restrictions may apply if students have reached funding limits.

Travel allowances will be calculated according to ʔaqam's Employee Travel rates policy.

## **11.9 Tutorial, Guidance Counselling**

ᑭᐱᓄᐱ Band Members have the right to receive aide in pursuing post-secondary education. However, for an individual to be successful in acquiring an education, individuals must take responsibility for setting and achieving their educational goals.

- Tutorial, guidance and counseling services may be funded for students whose grades may hinder them from continuing with further education, where funding is available.
- Should a student require tutoring in any of the courses leading to the completion of their program permission must be obtained from the Program Manager prior to tutor services. Once approved for a tutor the student needs to pay the required fee and submit all receipts for reimbursement.
- Seeking the services of a Guidance Counsellor may also be helpful to students who may be struggling.

## **12 Educational Aid from Other Agencies**

Students unable to obtain sufficient Band funding have the option to apply for other funding such as:

### **12.1 Ktunaxa Nation Council Education & Employment (KNCEE)**

Students may be eligible for post-secondary support from the KNCEE, therefore are encouraged to obtain their policies for more information on eligibility and how to apply.

### **12.2 Bursaries, Grants and Scholarships**

Students are strongly encouraged to apply for 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.

Bursaries, grants, and scholarships are not deducted from students' funding allowances, unless the award is paid directly to the Post- Secondary Institution. (e.g., Pell grants, scholarships).

### **12.3 Unemployment Insurance**

Students who must leave work to attend school may qualify for Employment Insurance for educational purposes. Usually applies with Apprenticeship Programs.



## **12.4 Social Assistance**

Students who are on Social Assistance may be able to receive monthly top ups while they attend school part-time.

## **12.5 Student Loans**

Student Loan application forms are available through the local institutions, such as College of the Rockies or at any Post-Secondary Institution, and online. The onus is on the individual to repay Student Loans. ʔaąam does not assist in repayment of any Student Loan.

If a student has difficulty with the forms, the Program Manager may be able to assist.

This should be a last resort - ʔaąam does not assist in the repayment of student loans.

Students are encouraged to apply for additional scholarships, and bursaries, and plan for summer employment savings to supplement their income.

## **13 General**

### **13.1 Student Enrollment Status**

A student enrolled in full-time studies, and receiving a living allowance must maintain full time status and report any course changes to ʔaąam education staff. 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 ʔaąam care of the Program Manager. If withdrawal results in the loss of tuition fees, a student may be held accountable to repay these costs before further funding will be provided.

When courses or program changes are made, an updated academic plan must be submitted to ʔaąam.

Students receiving funding for post-secondary education are expected to maintain regular attendance in all courses of study. Students are expected to follow the attendance policy of their institution.

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

If retaking a course affects a student's ability to maintain full time student status (using

only fundable courses), students may no longer qualify for living allowance.

### **13.2 Academic Achievement**

Students must adhere to their institution's standards for academic achievement.

Midterm grades when available, and final grades are to be forwarded to the Program Manager no later than two weeks after examinations in order to celebrate successes and determine if support is needed or will be continued.

Student suspension will result in automatic withdrawal of funding until the student is reinstated in the program. If the student is not reinstated in their program, the student will be responsible for repayment of all tuition, books and supply costs incurred to ʔaqam for incomplete courses.

Students who apply for and receive funding but do not complete their programs of choice will not be eligible for further funding unless they can provide proof of commitment to finishing their new program to the Education Committee through submitting Specific Measurable Achievable Realistic Timely (SMART) goals and a work plan to the Program Manager every semester. This work plan must detail the specific steps they will take in order to complete each course and will be reviewed with the Program Manager monthly. After one year this requirement will be reassessed.

### **13.3 Post-Secondary Student Registry (PSSR)**

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

## **14 Scholarships and Awards**

The Education Committee offers several Scholarships/Bursaries. Please see Appendix E for information and application instructions. The deadline to submit a scholarship application is June 1<sup>st</sup>.

## **15 Debt to Band**

Repayment orders will be issued to any student who:

1. Is found to be in violation of the ᑭᐱᑭᐱ 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 led 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. e.g., Grades, completion status, etc.
2. A full-time student receiving a living allowance and does not maintain full time student status throughout the semester.
3. Drops any courses after the add/drop date, where ᑭᐱᑭᐱ is still required to pay the fees for the course(s) either in part or in full.
4. Suspended from their program by the institution for failure to adhere to institutional policies on academic achievement and conduct.
5. Students approved for funding who are already in arrears to the Band must sign an agreement acknowledging that a 30% deduction will be made from all monies paid to the student to cover their arrears.
6. Students who started as full-time students, and then dropped below a full-time course load will be required to repay only amounts that were over awarded from the time the student became a part-time student.
7. 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 physical or mental

health reasons, may not be issued a repayment order. Documentation from the school, and/or medical professional will be required.

8. Students who owe money to ʔaqam and who wish to return to Post Secondary studies and furthermore who wish to receive financial support from the Post Secondary Services must make arrangements to pay back the amount owed before any future funding is provided. A repayment schedule may be pre-approved with living allowance deductions.

## **16 Repayment Procedures**

1. Repayment orders will be based on the number of courses failed and will include at minimum tuition and books for each course failed.
2. Original costs (at the time of purchase) for equipment and supplies will be added to repayment contracts in cases where the student does not successfully complete their program. See 15 – Debt to Band.
3. Should the number of failed courses be equal to, or greater than the minimum requirement for full time status, a repayment order for living allowance may also be expected.
  - i. Students will receive notice in writing and the repayment agreement will be registered with the finance department.
  - ii. Students who become in arrears to the Band will not be eligible for any Band education funding until repayment arrangements have been made.

## **17 Appeal Process**

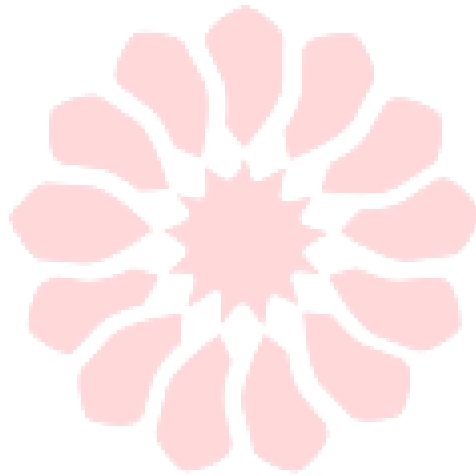
If a student is not satisfied with a decision made by the Program Manager or Education Committee, they may file a written appeal, within 30 days, outlining their grievance. The following steps should be followed:

- i. The grievance shall be discussed between the student and staff member involved.
- ii. 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.
- iii. 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. Section or sections of the Student Support Program infringed upon, or claimed to have been violated should be referred to.

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 ʔaqam Chief and Council and shall be binding upon the parties involved and students affected by it.



**Application Form Cover & Checklist: *Submit with Application***

Student name: \_\_\_\_\_ Status#: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_


**Please verify that the following documents are included in your application package.**

- Application form Pages 1-4 Completed and Signed
- Letter of Acceptance to program (proof of registration for continuing students)
- Official Transcripts  
(Current: provided by student)  
(Grade 12 official transcripts for new students)
- Photocopy of Status Card
- Personal Essay (Letter of Intent) – Use Appendix C or provide letter of similar content.
- Banking Information – Complete Appendix D or provide void cheque or banking details from your bank.

Please complete and submit all of the above documents to the Education Program Manager in person, by email [ksmith@aqam.net](mailto:ksmith@aqam.net) or [education@aqam.net](mailto:education@aqam.net) or mail to the address listed above.

It is necessary that you have read and fully understand the Post Secondary Student Support Policy. If you have any questions about the information in that document, please contact the Education Program Manager!

It is vital that you complete each section thoroughly and understand the expectations for you as a post-secondary student. If at any time you are not sure of the process, please contact the Program Manager at 250-426-5717 and arrange a time to discuss your application.

POST-SECONDARY EDUCATION FINANCIAL ASSISTANCE APPLICATION									
 <b>ᑭᐱᑭᐱᑭ</b>				7470 Mission Road, Cranbrook BC V1C 7E5 email: education@aqam.net					
				Continuing Student			New Student - Recent Gr 12 Grad		
				Waitlisted Student			New to Post-Secondary Student		
APPLICANT INFORMATION									
Last Name				First Name			Date		
Status Number #				Date of Birth					
Street Address							Apartment/Unit#		
City				Prov.		Postal Code			
Phone			Email Address:						
Years lived at address		SIN#		Emergency Contact			Contact Phone #		
Marital Status: Single				Married or Common Law			Separated/Divorced		
Are you currently employed?		YES		Employer			Hours per week		
If yes do you plan to continue working while attending school?				Yes		No		If yes, # of hours per week	
Emergency Contact Name		Phone Number:		Doctor's Name:			Doctor's Phone #		
SPOUSE'S INFORMATION (If applicable)									
Last Name				Given Name(s)					
Employed?		YES		Monthly Income:					
Unemployed?		YES		Receiving other Benefits? List Type:			Monthly Income:		
DEPENDENTS									
Dependents are those living in your home and that you and/or are financially responsible for.									
Relationship		Date of Birth		Last Name			Given Name(s)		

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PROGRAM INFORMATION - For the year of application				
Institution Name		Student #		
Program Name				
Length of Program	Start Date		End Date	
Certification Level		<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> PHD		
Full Time	YES	Part-time	YES	Current year of program      Total Years of Program
Are you under 27 years age and were in foster care or in care in a home of a relative for a minimum of 24 months? If yes, advise BC educational institute of eligibility for Tuition-Waiver      Yes      No				
EDUCATION AND TRAINING HISTORY				
	Name of School	Dates Attended (Year to Year)	Level of Completion	Band Funded?
High School				
Post-Sec				
Post-Sec				
Post-Sec				
Other				
STUDY PLAN For Upcoming Sponsorship Year (COMPLETE USING YOUR SCHOOL'S CALENDAR)				
	Fall Session	Winter Session	Spring Session	Summer
Duration				
Number of Courses				
Number of Credits				
FT/PT				
List months for which living allowance requested (i.e. Sept - Apr):				
PROJECTED COMPLETION PLAN				
Year 1	Number of Courses		Number of Credits	
Year 2	Number of Courses		Number of Credits	
Year 3	Number of Courses		Number of Credits	
Year 4	Number of Courses		Number of Credits	
Year 5	Number of Courses		Number of Credits	
Year 6	Number of Courses		Number of Credits	
TOTAL NUMBER OF CREDITS REQUIRED FOR COMPLETION:			Anticipated Year of Completion	
I have consulted with an academic/career counselor:      YES      NO				
I have made contact with the Aboriginal support worker at my institution:      YES      NO				



# ᑭᓄᓐᓂ Post Secondary Application Form

<b>Budget Worksheet for Post-Secondary Students</b>	
<b>A) INCOME</b>	<b>MONTHLY</b>
Post-Secondary Living Allowance	
From Family (if applicable)	
From Employment (if applicable)	
Grants, Scholarships, bursaries (If applicable)	
Savings	
<b>TOTAL INCOME (ADD ALL OF A)</b>	<b>\$ -</b>
<b>B) FIXED EXPENSES</b>	
*Rent (if living off campus)	
Food (meal plan if living on campus)	
Utilities	
Telephone/Cell Phone	
Internet/Cable	
Loan payments (if applicable)	
Car Payment (If applicable)	
Car Insurance/Registration	
Other	
<b>Total Fixed Expenses (Add all of B)</b>	<b>\$ -</b>
<b>C) FLEXIBLE EXPENSES</b>	
Public Transportation (may be added to fixed)	
Eating out at restaurants	
Clothing	
Entertainment	
Other	
<b>Total Flexible Expenses (Add all of C)</b>	<b>\$ -</b>
<b>Monthly Financial Outlook (Income – Fixed Expenses - Flexible Expenses) = A - B - C =</b>	<b>\$ -</b>
<p>I believe that I will have sufficient funds to sustain myself while attending school.            YES                      No                      <b>If no</b>, I plan to access as an additional funding source.</p>	

# ᐃᓄᓄᓄ Post Secondary Application Form

TOTAL SPONSORSHIP REQUEST	
Name:	Date Application Submitted:
Sponsored from date:	Sponsored to date
Year of Program (i.e. 3 of 4)	
Total Tuition and mandatory fees:	
Monthly Living Allowance	Number of Months
Total Living Allowance:	
Total Cost for Required Textbooks:	
Additional Required Fees:	
Total Supplies/Equipment:	
Travel	Times/year
Cost per Trip	Total Travel:
<b>Total Request:</b>	
	\$ -
I have fully completed this application with accurate, truthful information.	Initials
I have read and understand the ᐃᓄᓄᓄ Post-Secondary Policy and agree to abide by all clauses contained in them.	Initials
I authorize ᐃᓄᓄᓄ staff to access information concerning my attendance and grades and have submitted a signed "Release of Information" from my Educational Institute.	Initials
I understand that I must submit monthly reports for the entirety of my sponsorship period, as well as submit midterm and final grades for all courses undertaken.	Initials
I understand that repayment orders will be issued for all costs (tuition, books, equipment) associated with failed or incomplete courses; and for any time periods where I have misrepresented my course load or failed to report changes in the Study Plan outlined in this application.	Initials
I understand that the budget completed in this application is for the purpose of understanding the costs associated with becoming a student, and that if needed, supplementary funding (scholarships, employment) etc. is my responsibility.	Initials
I understand that should I fail to comply with the guidelines and policy contained in the ᐃᓄᓄᓄ Post-Secondary Student Support Program Policy, or should I knowingly provide false information regarding my application, and/or my status as a Post-Secondary student, that all financial support may be withheld or immediately terminated; and all funds paid on my behalf to be repaid in full.	
X Applicant Signature	
Motion Approved by Education Committee	YES NO
Date	

**PERSONAL ESSAY (LETTER OF INTENT)**

Student Name

Street Address

City, Province, Postal Code

Date:

**Re: Application for Post-Secondary Funding**I have applied for and been accepted in the \_\_\_\_\_ Program  
at \_\_\_\_\_.Completion of this program will grant me a  
certificate    diploma    undergraduate degree    post-graduate degree  
titled: \_\_\_\_\_.

My studies will take place    online    at Institution - starting (date)

The duration of this program is \_\_\_\_\_.

I have chosen this particular post/secondary program because \_\_\_\_\_.

I have chosen this particular post-secondary institution because \_\_\_\_\_.

Furthering my education is important to me because \_\_\_\_\_.

My previous educational experiences/achievements can be summarized as \_\_\_\_\_.

My ultimate career goal is

I have chosen this particular program and institution because

Education is important to me because

Education will improve my living situation by

If you were previously funded for post-secondary funding, list any extenuating circumstances of this application, such as rationale for repeating courses, taking programs in a previously taken level (i.e. new diploma or certificate where applicant already has a diploma or certificate in another program).

Indicate whether you will be relocating to attend school and the type of housing you have attained or hope to attain (e.g.) living in dorm residence, roommates, etc.

Please provide any additional information you would like the committee to consider regarding your application.

## Student Banking Information

**CONFIDENTIAL Information – Will be shared only with necessary finance staff.**  
 Complete this form **OR** provide a banking detail form from your bank, or a void cheque.

**Note:** Direct Deposits will ONLY be done once all banking information is provided. If you have not provided your banking information, all funds (reimbursements, living allowance, travel) will be issued via cheque and will be sent by regular post to your mailing address, as provided on your application.

Account Information	
<b>Name of Banking Institute:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Branch Number:</b>	
<b>Transit Number:</b>	
<b>Account Number:</b>	
<b>Type of Account:</b>	
<b>Student Email:</b>	

**Any Student, who changes their banking information or mailing address during the academic year must inform the Program Manager of such changes.**

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 Student Signature

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 Date

## Post Secondary Education

7470 Mission Road | Cranbrook, BC V1C 7E5 | t 250 426 5717 | [www.aqam.net](http://www.aqam.net)

### Scholarships and Bursaries

*All Students who are ʔaqam band members, regardless of where they live or how their studies are funded, are eligible for all scholarships.*

**I. Academic Achievement Scholarship**  
~ \$1000.00 ~ For Full-time Students  
~ \$500.00 ~ For Part-time Students

This scholarship will be disbursed to post-secondary students who are an ʔaqam band member and who maintains a grade **average** of a **A- (80%)** or higher throughout their academic year.

Eligible students may only be awarded **either** a 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 year of study upon review of Transcripts submitted.

*No need to apply for this scholarship if you are being sponsored by ʔaqam.* Once marks have been submitted to the Education Program manager, and the education committee has approved the scholarship, recipient(s) will be notified by the Program Manager.

*Non-sponsored* ʔaqam band member students who have maintained a grade **average** of a **A- (80%)** may submit current year transcripts to the Education Program Manager on or before June 1<sup>st</sup> to receive this award.

**II. Strategic Studies Scholarship ~ \$3500.00 To be awarded to a student entering their final year of studies.**

A full time, post-secondary ʔaqam band member entering their final year of studies, and who

- has made a contribution toward the goals of ʔaqam, as stated in ka knitwi·tiyaḷa; or
- is enrolled in a program for the main purpose of eventually contributing toward the goals of ʔaqam, as stated in ka knitwi·tiyaḷa.

ʔaqam Band Member students must successfully complete the required years of study with a Grade average of a **B (72%)** or higher.

Students who receive this award will not be eligible to receive the Academic Achievement

Award in that year.

**Students must apply for this scholarship on or before June 1<sup>st</sup> by:**

Submitting a 300-500 word essay to the ʔaqam Education Committee explaining how your chosen academic and career path will contribute to this vision.

[Community Strategic Plan - Ka Kniłwi·tiyała | aq'am \(aqam.net\)](#)

If there is more than one qualifying applicant, all monies may be equally distributed amongst each student, depending on availability of funds.

**III. Agnes McCoy Memorial Perseverance Award ~ \$500.00**

ʔaqam will issue the Perseverance Award to a student who overcame substantial obstacles to fulfill their program requirements. Preference will be given to a student who has completed their program of study.

This scholarship will be disbursed to a full-time student receiving support from ʔaqam, who maintains a grade average of a **B (72%)** or higher throughout their academic year.

A student can receive this scholarship only once during the course of their post-secondary program.

**Students must apply for this scholarship on or before June 1<sup>st</sup> by:**

Submitting a 300-500 personal essay to the ʔaqam Education Committee, outlining the obstacles encountered while completing their studies, and how they were overcome to achieve success in their program of study. Any personal or academic achievements made should be highlighted.

All scholarship applications (essays) are due June 1<sup>st</sup> of each year, and should be submitted to the Education Program Manager [education@aqam.net](mailto:education@aqam.net) Recipients will be announced at the annual student celebration (generally held the last Week in June).

*Scholarships are available as funding permits.*