



SKIDEGATE BAND COUNCIL

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EDUCATION DEPARTMENT

POST-SECONDARY FUNDING POLICY

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VISION STATEMENT

The Skidegate Band Post-Secondary Education program is designed to encourage and support members of the Skidegate Band to acquire qualifications to become economically self-sufficient and realize their individual potential. The program shall provide counselling and adequate financial support, as defined by the Education Committee, to Band members who have been accepted to eligible post-secondary institutions.

POLICY OBJECTIVES

- To encourage and support pre-qualified Band members to gain access to post-secondary education and to graduate from their respective programs with the qualifications they require to pursue their chosen careers and to realize their individual potentials for contribution to the community and to society at large.
- To ensure that all students are aware of all available sources of education funding and the process through which these funds are accessed.
- To meet the ever-increasing demand by Band members for post-secondary assistance and to provide post-secondary educational opportunities to as many Band members as possible.

PREFACE

This Post-Secondary Education Policy has been developed to assist the Education Coordinator to administer the program, to assist the Education Committee and Skidegate Band Council in the selection process, and to help students understand the expectations and process of the Skidegate Band post-secondary program. The policy has been developed based on input from the Skidegate Education Committee. This policy is subject to amendment from time to time based on changes to the post-secondary system and the needs of the students and the Band.

It should be noted that decisions made regarding the financial support of Band members who wish to be considered students under the provisions of this policy will be made in the best interests of the students and are contingent upon the Band's ability to fund education programs. Students should be aware that financial subsidization under this policy is provided to cover most of the costs associated with pursuing a post-secondary education, but that funding is *in no way intended to be a replacement for a wage, salary or any other type of support payment from other sources*. Part-time or casual employment during financial studies in no way disqualifies Band members from receiving financial sponsorship.

PREAMBLE

Each year Indian and Northern Affairs (INAC) allocates funds on a national level for post-secondary funding. These funds are then distributed to the regional level (provinces). Each region then decides how to allocate the funds. BC Region has

implemented a per capita formula and the population of each Band determines the level of post-secondary funding.

Each Band is able to develop their own education policy to administer these education funds but also must adhere to INAC requirements and guidelines. This policy has been developed by the Skidegate Band to administer the post-secondary education program. The policy must be approved by the Skidegate Education Committee and Chief and Council.

APPLICATION PROCESS

Responsibilities:

Students:

Students are responsible for submitting complete applications with all the required documents including transcripts to the Education Coordinator.

Education Coordinator:

The Education Coordinator screens all incoming post-secondary funding applications to ensure that applications are complete with the required support documentation. The Education Coordinator will contact applicants with missing information but it is up to the students to ensure their documents are in before the deadline.

Skidegate Education Committee

The Education Committee will meet no later than three (3) weeks after the posted deadline for applications. The Education Committee reviews all applications and makes selections based on the Education priorities and guidelines set out in this policy. The Education Committee makes a formal recommendation to the Skidegate Band Council.

Skidegate Band Council

The Skidegate Band Council will meet no later than four (4) weeks after the posted deadline for applications to review the recommendations of the Education Committee. The Skidegate Band Council has final say on all funding decisions and makes a formal motion to approve funding requests. The Education Coordinator will act on this motion and contact all applicants regarding the decision of the Skidegate Band Council.

EDUCATION COMMITTEE

The Skidegate Education Committee includes the Skidegate Band Councillors with the Education portfolio, the Education Coordinator, the Director of Haida Education, the Assistant Director of Haida Education and interested community members who volunteer their time and efforts to promote and encourage education within our community.

DEFINITIONS

The following definitions for terms used in this policy are provided for the information of all applicants:

ACADEMIC YEAR- is as defined by the post-secondary institution and is usually at least 8 months in duration.

CERTIFICATE PROGRAM- usually a 10-month program that awards a certificate upon completion.

COLLEGE PREPARATION- a program designed for students to acquire skills prerequisite for College programs – usually at the grade 12 levels.

CONTINGENCY FUNDING- financial support provided to students for costs related to emergencies. Emergencies eligible for contingency funding include, but are not limited to, individual or immediate family illness, accident or bereavement. Please be advised that presentation of a “good reason” does not necessarily constitute an emergency.

UNDERGRADUATE DEGREE PROGRAM- a program of studies that generally requires 8 semesters or at least 120 credits to complete.

GRADUATE DEGREE PROGRAM- a program of studies that generally requires 8 semesters to complete with a minimum of 15 credit hours and a complete thesis. Acknowledging that Master of Arts program requirements differ from university to university, the definition of a Master of Arts degree program for this policy will rely upon the definition(s) provided by the host university.

PhD PROGRAM- a program of studies that generally requires a student to complete a thesis or dissertation, representing a significant contribution to their given field of study. For the purposes of this policy, the definition of PhD Program used will be that of the host university.

DEPENDENT SPOUSE- a person who is married to the student or a person who has lived with the student as a partner for at least one year prior to the application for educational support. This person is dependent upon the student and does not receive any other income.

DEPENDENTS- any children who live full-time with the student and rely on the student for support. Students will only receive extra living allowance for dependents who live with them full-time while away at school.

DIPLOMA PROGRAM- an academic program usually two years in length.

UNDERGRADUATE FULL TIME STUDENT- a student who, in each term or semester, takes a minimum of 12 credits for their first year of studies and 15 credits for their second, third and fourth years of study.

GRADUATE FULL TIME STUDENT- a student who, in each term or semester, takes a minimum of 6 credit hours of course work or who is enrolled in full-time thesis research.

LOCAL TRAINING- training initiatives offered on Haida Gwaii which results in formal certified training that enhances the education and employability of the student.

MATURE STUDENT- an applicant over the age of eighteen who has been out of school for at least one year or did not enrol in a post-secondary program after graduating.

PART TIME STUDENT- a student who is registered in less than 12 credits or equivalent hours per semester.

POST-SECONDARY EDUCATION- a program of studies offered by an accredited post-secondary institute that requires completion of secondary school or certain high school courses as a pre-requisite.

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

PROBATION- specific period of time during which a student is under strict academic guidelines, usually because of low or failing grades.

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.

Application Deadlines

May 15th (FALL)
September 15th (WINTER)
February 15th (SUMMER)

ELIGIBILITY

To be eligible for Post-Secondary funding through the Skidegate Band Council, applicants must meet all of the following criteria:

- Must be registered to the Skidegate Band and provide a photocopy of status card
- Must have met university or college entrance requirements
- Must have been a Canadian resident for twelve months prior to the date of application
- Must submit a detailed letter outlining educational goals, current educational level and the length of time required to fulfill these goals
- Must provide an acceptance letter from the post-secondary institution or a document indicating approval to continue studies
- Must submit an application form
- Must provide official transcripts from the most recent secondary school and/or post-secondary school attended
- Must submit a Release of Information form

INELIGIBLE PROGRAMS

- Programs of less than one academic year
- Short term courses
- Private Institutes, either accredited or unaccredited post secondary institutes, not affiliated with Public Institutions.

TRADES TRAINING

- Students applying for a Trades program off-island will be eligible for funding provided a completed application form has been submitted by the appropriate deadline. The “Funding Limits” on page 12 apply.
- If applying for a Trades program on or off-island, the Grade 12 graduation requirement is waived, however preference will be given to those applicants that have completed Grade 12.
- Because of the extremely high costs associated with these programs, hairdressing, beauty schools and cosmetics programs are ineligible for funding.

- Because local Trades courses are offered sporadically and often after a posted funding deadline, these requests will be brought before the Education Committee for consideration on a case-by-case basis.
- Students registered in locally offered Certificate or Diploma Programs will be eligible for living allowance

POST-SECONDARY PROGRAMS OUTSIDE OF B.C.

Students may only attend a post-secondary program outside of British Columbia if their program of choice is not available in B.C. and meets the approval of the Skidegate Band Council. Funding sponsorship allocations will remain the same as if attending in B.C.

CONTINUING STUDENTS

As funding is limited, all students must re-apply each year for assistance. Continuing students must provide:

- A completed application form
- Official University/college transcripts
- Updated letter outlining educational goals and length of time needed to fulfill them

PRIORITY FOR FUNDING

As the number of funding requests usually exceeds the available post-secondary budget, a priority list has been established to assist the Education Committee in the selection process. The priority system ensures that applicants achieving the required GPA will continue to receive assistance within posted limits or until completion of the program and to ensure that other applicants are given the same opportunities to access post-secondary funds. Priority will be given to applicants in the following order:

1. **Continuing Students-** Students who were enrolled in post-secondary studies in the previous year and maintained a Grade Point Average (GPA) of 2.75 or better
2. **New Grade Twelve Graduates-** New graduates who have strong academic grades, including a C+ or better in English 12 and Math 12.
3. **Part-Time Students who wish to attend full time-** who have achieved a GPA of 2.75 or better in the previous semester/academic year
4. **Mature Students-** who have strong entrance exam results and are requesting full-time assistance
5. **Part Time Students-** who are requesting tuition and books only
6. **Mature Students-** who are requesting assistance for tuition and books only

7. **Applicants for Local Training-** who meet the criteria for local training and wish to enrol in a program offered locally
8. **Students who have been on academic or financial probation the previous semester**
9. **Correspondence/Distance Education-** Students are eligible to apply for reimbursement of tuition costs AFTER successful completion of the course. Applicants must provide official transcripts and tuition receipts. Only accredited Public Post-Secondary Institutes will be considered.

The Education Committee will also take the following into consideration when reviewing applications:

- Students who owe the Skidegate Band Council money for previous or present education sponsorship must pay off their debt in full before they will be considered for further funding.
- Students who breach the probation agreement will not be considered for assistance for a period of two years.

FUNDING

The funding provided to students is meant to *assist* students with their education and *not to totally support them while attending post-secondary programs*. Types of assistance include:

Full-time Student Assistance:

To be considered a full-time student during the school year, the applicant must be registered in at least 12 credits (4 courses or equivalent course hours) for their first year of studies and at least 15 credit hours (5 courses or equivalent) for their second, third and fourth years of study. Those students enrolled in Graduate or PhD work will be considered “Full-time” if registered in 6 credit hours (2 courses or equivalent). Full-time students may be eligible to receive:

- Tuition Assistance
- Allowance for Books & Supplies
- Travel Assistance
- Living Allowance

Part-time Student Assistance:

Part-time students may be supported if their program of studies is of at least one academic year in duration and leads to a certificate, diploma or degree. Part-time students may receive assistance for tuition and books only (No Living Allowance).

Tuition Fees:

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

- \$7500.00 per year

Book/Supply Allowance:

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

- \$400.00 per semester

Travel Allowance:

Full-time students attending a post-secondary institution away from their permanent residence are eligible for travel allowance. Travel allowance is available for one-way travel to the post-secondary institution location for students at the beginning of the academic year, travel home for Christmas holidays, and for one-way travel home at the end of the school year. The amount of travel allowance a student is entitled to will be determined using the following scale:

- Student attending school in the greater Vancouver region = \$900 per year
- Students attending school in the Prince Rupert and Terrace regions = \$450 per year
- Student attending school on Vancouver Island or elsewhere in Canada or the USA = \$1,200 per year

Students are responsible for booking their own travel arrangements. Any overages incurred are the sole responsibility of the student.

Students who choose not to return home will not be eligible for this allowance.

Living Allowance:

POST-SECONDARY FUNDING RATES FOR LIVING ALLOWANCES		
	Maximum Monthly	Yearly Total
SINGLE STUDENT		
Living with employed parent	\$490.00	\$3920.00
Living with unemployed parent	\$875.00	\$7000.00
SINGLE STUDENT	\$875.00	\$7000.00
SINGLE STUDENT WITH:		
1 dependent	\$1245.00	\$9960.00
2 dependents	\$1405.00	\$11,240.00
3 dependents	\$1555.00	\$12,440.00
\$50.00 per month for each additional dependent		
MARRIED STUDENT WITH:		
EMPLOYED SPOUSE		
	\$875.00	\$7000.00
And 1 dependent	\$1050.00	\$8400.00
And 2 dependents	\$1230.00	\$9840.00
And 3 dependents	\$1405.00	\$11,240.00
\$50.00 per month for each additional dependent		
MARRIED STUDENT WITH:		
DEPENDENT SPOUSE		
	\$1095.00	\$8760.00
And 1 dependent	\$1245.00	\$9960.00
And 2 dependents	\$1405.00	\$11,240.00
And 3 dependents	\$1555.00	\$12,440.00
\$50.00 per month for each additional dependent		

*Notes:

1. A living allowance of \$400 for a single student and \$500 for a student with dependents will be provided to students who attend a locally offered Certificate or Diploma program.
2. Proof of dependents must accompany the application form. Copies of Indian Registry Cards (Status Cards), birth certificates and medical cards are all valid. **Dependents must live with the student during the school year to qualify.**
3. Students residing with unemployed parents must provide proof of such, i.e. Human Resources stub, Employment Insurance card, Affidavit, etc.

FUNDING LIMITS

Length of Program	Funding Limitations
2 years	3 years or 6 semesters
4 years	5 years or 10 semesters
5 years	6 years or 12 semesters
Masters Degree	program length as defined by institution + 1 additional year
Doctoral Degree	4 semesters beyond Masters Degree

*Note:

Students are required by INAC National Policy Guidelines to complete their program within the time limits stated. Any additional time needed will be the sole responsibility of the individual.

Limits of Assistance:

Level 1- Community College Certificate or Diploma Program

- a) Students may receive financial assistance to complete a maximum of **one** program at Level 1.
- b) If a student changes from one program at Level 1 to another program at Level 1, the total time spent in both programs will count for the purpose of the time limit criteria.
- c) Students who were previously enrolled in, but did not complete, a Level 2 program (because they dropped out or changed programs) **are** eligible for funding for a Level 1 program.
- d) Students who have already completed a program at Level 1, 2 and/or 3 (with or without INAC financial assistance) **are not** eligible for funding for Level 1 programs.

Level 2- Undergraduate University Programs

- a) Students may receive financial assistance to complete a maximum of **one** program at Level 2.
- b) If a student changes from one program at Level 2 to another program at Level 2, the total time spent in both programs will be counted for the purpose of the time limit criteria.
- c) Students who were previously enrolled in, but did not complete, a Level 2 program (because they dropped out or changed programs) **are** eligible for funding for a Level 2 program.
- d) Students who have already completed a program at Level 2 a (either with or without INAC financial assistance) **are not** eligible for funding for a Level 2 program.

Level 3- Advanced or Professional Degree Programs (i.e. dentistry, medicine, law, Masters and Doctoral Programs)

- a) Students may receive financial assistance to complete a maximum of **two** programs at Level 3.
- b) If a student changes from one program at Level 3 to another program at Level 3, the total time spent in both programs will be counted for the purpose of the time limit criteria.
- c) Students who were previously enrolled in, but did not complete, a Level 3 program (because they dropped out or changed programs) **are not** eligible for funding for a Level 3 program.

PROBATION & TERMINATION OF FUNDING

A student will be placed on immediate financial probation if they fail one or more courses in a semester or if their GPA drops below 2.75 or a C+. Continuing students who have taken a leave from studies will be placed on automatic probation for a period of one semester.

The following procedures will be used:

Identified students must sign and return the probation agreement before assistance is processed.

ONE COURSE FAILED IN A SEMESTER:

Failing one course will result in a letter of warning from the Education Coordinator and the Skidegate Education Committee and a probation agreement will be designed. A copy will be sent to the First Nations Advisor at the college or university.

- **The student must agree to and sign the probation agreement; otherwise non-compliance will signify the waiving of sponsorship.**
- The student will be required to meet with the First Nations Advisor at the College or University to discuss ways to improve study habits, time management, personal life management skills and other issues that may arise.
- An outline of strategies for improvement must be sent to the Education Administrator after meeting with the First Nations Advisor.
- The student will provide test results or progress reports and attendance records for the period of one semester.
- The student will be on probation for a minimum of one semester.

TWO COURSES FAILED IN A SEMESTER:

This will result in an automatic probationary period of two semesters, with a signed probation agreement.

- The student will be required to meet with the First Nations Advisor to set educational goals to improve academic performance.
- An outline of strategies for improvement must be sent to the Education Administrator after meeting with the FN Advisor.
- The student will be required to submit monthly test results and attendance records. Funding will be on a month to month basis, funds will be suspended if the student does not adhere to the probation agreement.
- Probation will be for a period of two semesters with consistent monitoring.

Lack of improvement will result in immediate suspension of funds.

**TWO COURSES FAILED IN A SEMESTER:
AFTER A PROBATIONARY PERIOD**

This will result in automatic suspension of financial assistance for one semester, unless circumstances are justifiable.

Within that one semester, the student must take the initiative to continue studies and be successful before consideration for reinstatement is granted. Grades must be submitted for that semester.

THREE COURSES FAILED IN A SEMESTER:

This will result in total suspension of education assistance from the Skidegate Band Council.

- In order to show commitment to education, the student will be recommended to take out a student loan for one term. After successful completion of all courses, the student will be considered for future funding following the same application procedures as regular applicants with the official transcripts for the most recent term.

**WITHDRAWAL:
FROM A PROGRAM OR COURSE BY STUDENT**

This will result in the immediate review of the student's application.

- Students not maintaining grades or full course loads will be placed on immediate probation or reduced sponsorship level.
- Students withdrawing completely (without a valid reason i.e.: loss of immediate family member, or extenuating circumstances) will be ineligible for assistance for a period of two years

**WITHDRAWAL:
FROM A PROGRAM BY THE POST-SECONDARY INSTITUTION**

This will result in immediate suspension of funds.

- Two years of suspension of sponsorship will ensue.
- The student will be ineligible for assistance from the Skidegate Band Council for a period of two years and/or until the debt is paid in full.
- Within that two-year period, the student must demonstrate personal commitment to the completion of the program, or no further assistance will be given.

MISUSE OF BAND EDUCATION FUNDS

In the event that a student drops out and receives funds or the Band pays funds on their behalf, the student is liable to repay the full amount to the Education Department. Payment options can be discussed with the Education Coordinator. If repayment of fees is necessary, all/any post-secondary sponsorship will be withheld until the Education Department receives full payment.

PROBATION AGREEMENT

(Typically one academic year beginning in September and ending in April).

The following terms of probation are between:

Students name, and

The Skidegate Band Council

I, (students name), a student sponsored by the Skidegate Band Council, agree to the following terms of probation:

- 1) Probationary period will last from _____ to _____.
- 2) I agree that I will maintain financial responsibility and budget funds accordingly.
- 3) I will submit a schedule of classes to the Education Coordinator.
- 4) I agree that I will attend all classes, without exception unless with a professional notification such as a Doctor's note. Such note must be faxed to the Education Coordinator within two days of the visit.
- 5) I agree that I will undertake full time studies to maintain full funding status.
- 6) I agree to maintain the passing grade standards (C+ or 2.75 GPA) of the Skidegate Band Council requirements for funding assistance.
- 7) I agree to submit regular interim reports on my progress within each class. I will make arrangements with my instructors to submit these at mid-term.
- 8) I agree that if I encounter difficulties with my studies, I will notify the Education Coordinator and (name of institute) Student Services for direction and tutorial assistance.
- 9) I agree to communicate regularly with the Education Coordinator, at least twice per month.
- 10) I agree to have my file reviewed on a monthly basis (on the 10th of each month of sponsorship); and
- 11) If I have neglected the responsibilities of this agreement, my sponsorship funding will be suspended.
- 12) If I do not submit this signed document before the commencement of my program of study, I agree that I waive sponsorship.

Dated this ____ day of _____ 200 ____.

Students Name: _____.

Witness: _____.

APPEAL PROCESS

A student who believes that he/she has been unjustly treated with regard to the application of the Skidegate Band Post-Secondary Policy has the right to appeal within thirty (30) consecutive days. The student must appeal on his or her own behalf. Appeals by a family member will not be considered.

Procedure:

1. The student discusses the issue with the Education Coordinator in an attempt to resolve any dispute with regard to the Post-Secondary Policy.
2. If a satisfactory resolution is not achieved and the student wishes to pursue the matter, he/she may submit a formal written appeal. This must be sent to the Skidegate Band Council, Box 1301, Skidegate, BC, V0T 1S1 or faxed to 250-559-8247.
3. The Appeal Hearing will be conducted within 21 days of receipt of the written appeal. The appellant must represent themselves either in person or via teleconference.
4. The Appeal Board will review the case and make recommendations to the Skidegate Band Council for final decision. The final decision will be made within seven days of the Appeal Hearing.
5. All appeal decisions are final.

APPEAL BOARD

The Appeal Board will be made up of the Education Committee Chair, the Skidegate Band Council Education representatives and a community member.

ADDITIONAL PROVISIONS REGARDING APPEALS

Every student has the right to appeal an Education Committee and Skidegate Band Council decision regarding funding. However, in cases where a student application has been refused because there are no funds, the appeal will not be considered.

AMMENDMENTS

- Amendments to the Skidegate Band Post-Secondary Policy can, from time to time, be recommended by the Education Committee
- All amendments must be ratified by Chief and Council
- Changes will be sent to current students who are attending post-secondary schooling