



**Williams Lake**  
FIRST NATION

**U27 Williams Lake First Nation  
Post-Secondary Policy and Procedures**

**VISION STATEMENT**

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T'exelc will work in Unity to strengthen our Secwepemc Language and Culture as we continue to build a healthy and prosperous community.

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## **INTRODUCTION**

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The Williams Lake First Nation Education Department recognizes the importance of providing moral support, advisory services, and financial assistance to WLFN members. Thus, enabling those WLFN members to pursue their employment endeavors and successfully complete their post-secondary education and training to achieve those endeavors and satisfy our program objectives as outlined below.

WLFN believes that its members have the right to receive support in pursuing their post-secondary and vocational education goals, and to achieve those goals the WLFN members must assume the responsibility for setting and then achieving their educational goals.

### **Post-Secondary Program Objectives**

The objectives of the Williams Lake First Nation Post-Secondary Program are to encourage and support eligible Williams Lake First Nation Members with respect to:

- A. Gaining access to post-secondary education and to graduate from their respective programs with the qualifications required to pursue their chosen careers.
- B. Realizing their individual potential for contribution to the community and society at large.
- C. Providing counseling to students in budgeting, career planning, job market research, and assistance in acquiring financial resources to successfully complete their post-secondary studies.
- D. Ensuring students are aware of all available sources of educational funding and the processes through which these funds are accessed.
- E. Meeting the ever-increasing demand for post-secondary assistance by WLFN Members.

The WLFN Post-Secondary Education Program operates on the principles of the Post-Secondary Student Support Program (PSSSP) which is designed to assist registered WLFN members to acquire university and professional-level qualifications. Through this strategy the WLFN Education Committee believes its WLFN members will become economically self-sufficient and realize their individual potential for contribution to their Nation, other First Nation communities and society at large.

## **PURPOSE**

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The WLFN Post-Secondary Policy and Procedures has been developed to provide students with a comprehensive and detailed, yet understandable guide to the Nation's Post-Secondary Education Program. In this document, you will understand the responsibilities to the students, program eligibility and the student's responsibility. It is essential for all students to fully understand their entitlements and the responsibilities that accompany these entitlements. Through this open administration we are able to ensure all students are treated in a fair and consistent manner.

The Post-Secondary Education Policy is a guide to assist staff to administer the program and provide administrative and financial support to students who are participants in the Post-Secondary Program. This policy is subject to amendment based on changes to the Post-Secondary program and requirements of the students.

The decisions made regarding the financial support of WLFN members who wish to be considered students under the provisions of this policy will be made in the best interest of all students and are contingent upon WLFN's ability to fund education programs. Students should be aware the financial support provided under this policy is provided to cover most of the costs associated with pursuing a post-secondary education.

The financial support is not intended to be a replacement for a wage, salary, or other types of support payments.

It should also be noted that in the event the student obtains part-time or casual employment during their educational studies, this does not disqualify WLFN members from receiving financial sponsorship.

## **RESPONSIBILITIES**

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### **Student's Responsibilities**

For a student to be eligible to receive Post-Secondary financial assistance the student must satisfy certain criteria. The students are responsible for:

- A. Setting their post-secondary educational goals
- B. Planning their career path at least one year in advance of applying for post-secondary assistance
- C. Planning their financials; outline a detailed budget while fully understanding the concept of "living within your means"
- D. Obtaining career counseling; thoroughly researching the job market and base their selection of post-secondary programs on the availability of employment at the conclusion of their studies.
- E. Seek to access additional financial assistance through bursaries, scholarships, and work study programs.

**Once a student has been approved and has received Post-Secondary financial assistance, students are responsible for:**

- A. Achieving their post-secondary education goals.
- B. Maintaining a minimum grade point average in their program of studies as defined by the Post-Secondary institute program guidelines
- C. Ensuring withdrawals from their institution of studies are made prior to fee reimbursement deadlines.
- D. Submitting funding applications to the WLFN Education Department by the following deadline dates:
  - i. March 1<sup>st</sup> Spring or Summer semesters (subject to funding)
  - ii. June 1<sup>st</sup> Fall or Winter semesters (subject to funding)

- iii. October 1 Winter semester (subject to funding)
- E. Submitting a progress report to the Education Committee upon request by the WLFN Education Department.
- F. Submitting official transcript of grades to the Education Department within thirty (30) days of completion of the semester.
- G. Informing the Education Department of any program or enrolment changes, which may affect their status as a full-time student. Note: Part-time students are eligible for assistance with the cost of tuition and books only.

Full-time students, who do not complete their course of studies and are without a valid reason, must reimburse the Education Department for all costs incurred on their behalf. No further educational support will be available until full reimbursement has been made to the WLFN Education Department. The student's rationale for leaving a Post-Secondary Educational Institution must be presented to the Education Department within thirty (30) days of leaving the institution.

### **Education Department Responsibilities**

The staff of the WLFN Education Department is responsible to:

1. Ensure the education program is administered according to existing policies
2. Assist students in gaining access to post-secondary education
3. Encourage and support students throughout their educational journey

### **Definitions**

See Appendix A.

### **ELIGIBILITY**

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In order for a student to be eligible to receive post-secondary education financial support under this program, individuals must meet the following criteria and submit documentation for administrative purposes.

### **Eligibility Requirements**

The student must:

- A. Be a registered status First Nation with the WLFN.
- B. Must be a voted member of the T'exelc Community following registration of status.
- C. Have met university or college requirements and have been enrolled or accepted for enrollment into a program of studies at an eligible post-secondary institution.
- D. The student must be eligible for support (i.e. a registered Indian or Inuit, accepted into an eligible program at an eligible institution and have lived in Canada for at least 12 continuous months prior to application)
- E. The institution offering the program must be eligible (i.e. a public post-secondary institution, a Designated private post-secondary institution, or an Aboriginal post-secondary institution offering an eligible program through agreement with a public or Designated institution)

- F. The program must be eligible (i.e. provide a certificate, diploma or degree and be at least one academic year in length and require secondary school completion for admission)
- G. Submit a letter to the WLFN Education Department outlining:
  - i. Career and educational goals.
  - ii. Employment and job/trend availability.
  - iii. Previous experience in the chosen field of study if applicable.
  - iv. Steps taken to achieve university or college entrance.
- H. Letter of support.
- I. Submit a completed application form.
- J. Provide an acceptance letter from the chosen university or college or if applicable, document indicating Dean approval to continue studies from the post-secondary education institution.
- K. Provide an official transcript from a recent secondary school and/or post-secondary school attended.
- L. Maintain an acceptable grade point average in their program of studies, according to College/university enrolled into; and
- M. Submit an academic plan outlining courses to be taken for the duration of the program (all courses and program requirements to outline course enrollment and registration).

**NOTE:** If the student is required to repeat any courses, the student will bear all costs for completing these courses. Sponsorship will be suspended until the student successfully completes the repeated courses.

### **Eligibility Considerations**

Students who have applied for assistance through StudentAid BC and were refused assistance may apply for financial assistance from WLFN. Sponsorship is contingent upon the following:

- A. The student must show proof of having applied and having been refused assistance through the Student Aid BC program.
- B. The student is **not** enrolled in any courses WLFN has previously funded.
- C. The program is within the criteria outlined in this policy

### **Provisions for Accepting Educational Aid from other Agencies**

To avoid duplication of funding, students are to accept all educational aid available to them, unconditionally, from other funding agencies to offset a portion or all of the financial assistance required from this program.

- A. For a program sponsored by Aboriginal/or Human Resources Development Canada (HRDC/ARHDC), students should seek funding with HRDC/ARHDC. In the event that there is a long wait with HRDC and quick entry into the program is deemed necessary assistance may be made available on the discretion of the WLFN Education Department.
- B. Government or private scholarships, bursaries and fellowships awarded based on academic performances or need, has no affect on the calculation of support available to the students.

These types of support are encouraged and are available online at [www.aboriginalllearning.ca](http://www.aboriginalllearning.ca)

### **Student Aid BC Funding Option**

Students who are funded by the Education Department may also apply for funding through StudentAid BC. The Education Department **may** assist with the repayment of loans if funding is available and the student has:

- A. Been approved for funding by the Education Department.
- B. Enrolled in a post-secondary program leading to a Certificate, Diploma, Degree, Masters or PhD.
- C. Enrolled in a minimum of three courses (nine credits);
- D. Maintained the required grade point average and is in good-standing with the institution; and
- E. Provided a written request to the Education Department with original receipts by March of each year.

**NOTE:** Students are responsible for repayment of all loans.

Students who are currently in a program of study and who will not complete their program within the time limit outlined may apply through StudentAid BC for each year required to complete their program. Please see the Financial Aid office at your public institution for assistance.

### **Vocational Training Eligibility**

This section outlines the requirements for training programs of less than one year in duration.

- A. Students **who are** eligible for Employment Insurance benefits will be required to apply for sponsorship through Human Resource Skills Development Canada (HRDC)/ Aboriginal Human Resource Development Agreement (ARHDA) holders
- B. Students who **are not** eligible for sponsorship through the HRDC groups will be required to apply through StudentAid BC. Should the student successfully complete the training program within the normal length of time, as determined by the institution, WLFN may reimburse part of the loan, depending on availability of funds. The student will be required to apply to the Band for reimbursement of the loan and to present proof of successful completion of the training program.
- C. Students who **are not** eligible for sponsorship through the HRDC groups and who have applied for and who have been refused assistance through StudentAid BC are eligible to apply for financial assistance through the WLFN Education Department. Approval of financial assistance will depend on the economic/social benefit of the program to the community, the employment potential for the applicant upon completion of the course(s) and the availability of funds.



## **APPLICATION PROCESS AND DEADLINES**

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Students applying for post-secondary funding for the first time and students who wish to return to post-secondary education are required to contact the WLFN Education Department. Students will then be provided with an application package that must be completed in full and forwarded to the Education Department.

Returning students owing money to the Education Department and are wishing to receive financial support from the Post-Secondary Program must make arrangements to re-pay the amount owed before any future funding is considered.

### **New Students**

All students are required to complete an application package each year to be considered for sponsorship. New Students must provide the following to the Education Department:

- A. Completed and signed Application Form
- B. Photocopy of a recent status card (front and back)
- C. Dependent Income requests **MUST** provide a copy of the Child Tax Benefit with dependent name(s)
- D. Letter of Acceptance from an eligible post-secondary institution
- E. Official Transcripts from previous academic institution or secondary school
- F. Bank Institution account information for direct deposit
- G. Detailed Letter of Intent
- H. List of Program Fees and course outline for semesters 1 and 2
- I. Letter of recommendation from instructor or employer

### **Continuing Students**

All students currently enrolled in full-time post-secondary studies are required to renew their application for post-secondary sponsorship each year. Upon renewal those students are required to submit the following documents on or before the application deadlines:

- A. Completed and signed application package.
- B. Dependent Income requests **MUST** provide a copy of the Child Tax Benefit with dependent name(s)
- C. Course Registration Form or outline of courses for school year.
- D. Official sealed transcript of grades including all courses from the current year or term.
- E. Bank Institution account information for direct deposit
- F. List of Program Fees and course outline for semesters 1 and 2
- G. Completed copy of the Loan Remission Qualifier Form if applicable.

### **Masters and PhD Students**

Include the continuing student documents along with submitting a Letter of Intent regarding your proposed area of study (research/ thesis/ project) of 1,000 words. Also include an updated **résumé** outlining your previous education, work experience and any other experience or information relevant to your proposed area of study.

## Application Checklist

Please check and include every item outlined on the U26 Post Secondary Application package and checklist page 1.

### Annual Application Deadline

1. September to April Sponsorship of every year – Deadline on or prior to June 1
2. January to April sponsorship deadline on or before October 1
3. May to August sponsorship deadline on or before March 1

## FINANCIAL ASSISTANCE

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### Priority for Funding

When funding is limited, applicants for post-secondary sponsorship must meet the minimum eligibility requirements and priority will be given to applicants in the following order:

- A. **Continuing Students** - students enrolled in post-secondary studies or who graduated from secondary school or a college entrance preparation program in the preceding year and who are continuing in a post-secondary program of studies. This includes those who have graduated from grade 12 and who are entering college or university without a break in their studies.
- B. **Grade 12 Students** - students who have graduated from Grade 12 and who have not previously received post-secondary funding.
- C. **Deferred Students** - students whose applications for financial assistance were deferred the previous year for lack of funds and who are reapplying for post-secondary funding.
- D. **Successful Students** - students who have completed an undergraduate degree program and are continuing on to an advanced degree program without a break in their studies.
- E. **Vocational/Part-time Students** - students who are applying for vocational training or part time post-secondary studies.
- F. Students who have previously received post-secondary funding but did not complete their Post-Secondary programs. The circumstances under which a student decided not to continue post-secondary studies will be a factor in the Education Department's consideration of the application for assistance.

### Additional considerations for eligibility will be:

- A. The economic or social benefit of the applicant intended program of studies to the community. Students will be expected to commit to working for the Band for two years after graduating from their programs provided the opportunity for employment exists.

- B. The location of the post-secondary institution. Priority will be given to public post-secondary institutions within British Columbia. Students are expected to attend the nearest institution offering their chosen program of studies.
- C. If the student owes the WLFN money for previous or present education sponsorship, that student will be required to pay this debt before being considered for further funding.
- D. If the student has failing marks, any incomplete courses, or did not write a final exam, that student may not be considered for funding. It is the responsibility of the student to make up those courses before further funding is provided.
- E. If the student's academic records indicate a history of not completing programs or courses, the application will not be considered until after the applications from other students have been reviewed; and only then if there are funds available in the current fiscal year. Approval of an application under these circumstances may involve a probationary period.

### **Post-Secondary Student/Family - Extracurricular Program Funding**

Eligibility will be made available to children and parents that are enrolled into a full time post-secondary program. These extracurricular program funds are the choice of the parent/family. The WLFN Post-secondary department will provide a maximum of \$350.00 per child to – Pre-kindergarten to grade twelve students, for after school programs registration. Ongoing extracurricular funds are available according to full time annual post-secondary student sponsorship.

### **Academic Success Provision**

Academic success will be an important consideration of the approval process on an annual basis. Those students with a high scholastic standing will higher on the priority list than other students in the same category. Similarly, those students with a full course load will normally be rated higher than those students who are enrolled in a less than full course load.

### **Funding Approval**

Approved students will be provided with an annual schedule of the payment of monthly allowance.

Tuition and fees will be paid directly to the institution to which the student has been accepted. Funding for books and supplies will be paid to the student at the start of their first semester. Once original receipts are received by the WLFN Education Department for the initial amounts paid to the student then funding for additional books and supplies will be provided for the second semester.

Seasonal travel, if eligible and/or funding is available will be provided to a maximum of 2 trips/year.

## **Student Status**

### **Full-time student**

To qualify for full-time student status, the student must be registered in the following course loads:

- A. Three courses/semester or a minimum of 9 credit hours in area of study as outlined in the Letter of Intent.

Full-time students will receive:

- Assistance with Tuition and compulsory fees
- Funds for mandatory books, supplies and parking
- Seasonal Travel Assistance upon availability
- Living Allowance and school support

### **Part-time Student**

Part-time students will be supported if their program of studies leads to a certificate, diploma or degree and a Letter of Intent is provided. Students must be registered in at least one course with a minimum of three credit hours. The course(s) must be amongst those outlined in the Letter of Intent.

Part time students will receive:

- Tuition and compulsory fees
- Cost of mandatory books and supplies
- School support

### **Out-of-Province Canadian Sponsorship**

Tuition will be paid up to the maximum amount of the allowable tuition fees for attending the closest public institution to the student's regular residence.

### **International Sponsorship**

Students wishing to study at the post-secondary level outside of Canada are entitled to do so; students will receive their living allowance in Canadian Funds, equivalent to what students studying in Canada receive. Tuition fees will be paid to the maximum allowable amount to that of the closest Canadian institution and will be paid in Canadian funds. All remaining and additional costs are the student's responsibility.

### **Levels of Assistance**

For the purpose of the Post-Secondary Education Policies; students may be classified using the following main categories:

- A. University and College Entrance Program (UCEP)
- B. Level 1 – Certificate or Diploma Programs
- C. Level 2 – Degree

#### D. Level 3 – Masters or PhD

These distinctions determine the categories and amount of funding for which students are eligible.

#### **University and College Entrance Preparation (UCEP) Student Assistance**

UCEP students may be either be part-time or full-time students and must be enrolled in a University and/or College Entrance Preparation (UCEP) Program with a post-secondary institution. The maximum time limit for financial support will be one academic year (as defined by the institution offering the program), or in the case of part-time students, the time period equivalent to one academic year. UCEP students must provide a statement from the post-secondary institution offering the UCEP program that the student will:

- a. Attain the academic level for university or college entrance within the period of one academic year
- b. Be accepted as a student of a regular university or college credit program upon successful completion of the UCEP program.

UCEP students will be funded the same as and will fall under the rules and responsibilities of **Levels of Assistance**, depending upon their enrollment. UCEP students cannot have been financially supported previously by Indian Northern Affairs Canada (INAC) or the Post-Secondary Education Program for any post-secondary program.

#### **Please note:**

UCEP students who do not complete their course of studies without approved reason must reimburse the Education Program for all costs incurred on their behalf. No future post-secondary student financial support will be available until full reimbursement is made.

#### **Assistance Amounts**

Distinction is drawn between students according to level and student status. There will be different categories and amounts of funding for which those students will be eligible. Categories of funding may include the following.

#### **Tuition Fees**

Tuition Fees include registration, tuition, and mandatory fees issued by the institution. Students must withdraw from the medical fee at the start of the program or will be responsible for this cost. The cost of registration, tuition and mandatory fees will be paid directly to the institution.

Tuition Fees will be paid to the maximum amount of \$7,000.00 per academic year.

\*Students attending out of country programs will be expected to pay exchange costs.

\*Audited or failed courses will not be paid and will be considered as time used toward the Funding Limitations. It is the responsibility of the student to pay for a failed course when re-taken.

## Books and Supplies

The cost of books and supplies listed as required by the post-secondary institution will be covered. Should the cost of required books exceed the course subsidy students must attach all original receipts verifying expenses over the subsidy and will be reimbursed accordingly.

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

Fall Term	Winter Term	Spring Term	Summer Term
\$700.00	\$700.00	\$700.00	\$700.00

Requests from students enrolled in specialized programs that require more expensive books, supplies and/or equipment will be considered on an individual need basis. If any student has required books and supplies expenses over and above the amount provided, they are to submit all receipts for books and supplies purchases to the Education Department and the additional books and supplies expenses may be reimbursed.

## Living Allowance

Only full-time students are eligible to receive Living Allowance. Living Allowance is expected to cover normal daily living expenditures such as food, lodging and some local travel. Living allowance is not expected to cover personal debts incurred prior to or during attendance at post-secondary institutions. This includes and is not limited to credit card payments, vehicle loans, outstanding personal debts, and outstanding rental arrears to the Band.

The Living Allowance rates are based on the Canada Student Loan program. The Education Department will review and assess the Living Allowance rates yearly and will amend as necessary. To receive a listing of the recent rates, please contact the Education Department.

The maximum levels of Living Allowance as of 2019 are as follows:

Category	Monthly Rate
Student Monthly support per student – automatic	300.00
Single Student	1,400.00
Married Student with Spouse	1,400.00
Married Student with Spouse	1,400.00
*With each dependent add additional per child	<u>300.00</u>
Total <i>Married</i> Monthly	1,700.00
Single Parent Student	1,400.00
*With each dependent, add additional per child	<u>300.00</u>
Total <i>Single</i> Monthly	1,700.00

\* To be eligible to receive a Living Allowance for dependents, the child/ren must be residing with the student. A copy of the Child Tax Benefit entitlement must be provided for administration purposes.

A student must be accepted in a full-time program to receive a Living Allowance. If a student withdraws from a course during a term, the Living Allowance will be pro-rated for the remainder of the term. And Sponsorship will be discontinued at the end of the term.

Student Monthly Allowance will be direct deposited to the student's bank account on the 22<sup>nd</sup> of every month; the first payable will be direct deposited in August; and the final monthly allowance will be direct deposited in April for a regular September to April School year.

The student will be required to bear the cost of repeating any course and will not be considered for renewed sponsorship until the course has been completed.

### **Damage Deposit**

Under special circumstances where it is necessary for a student to rent accommodations at a DORM in order to attend a post-secondary institution and a damage deposit is required, the program will pay the deposit directly to the Rental Housing, upon completion of the post-secondary program, the damage deposit will be returned back to the Education Department funds.

### **Travel Allowance**

#### **Seasonal Travel**

Seasonal travel, if eligible and/or funding is available will be provided to a maximum of 2 trips/year.

#### **Emergency Travel**

Williams Lake First Nation does not provide emergency travel for the Post-Secondary Student Support Program (PSSSP) this is in accordance to the Indigenous Service Canada funding guidelines.

#### **Tutoring Expense Assistance**

Students who require tutoring in any of the courses leading to the completion of their program(s) are required to advise the Senior Education Manager and employ the services of a tutor, submit invoices to the Senior Education Manager for payment in full to the tutor. All costs for tutorial services must be pre-approved by the Senior Education Manager.

#### **Parking Passes/Bus Passes**

Student bus passes will be provided on an individual need and pending financial availability.

#### **Student Advances**

There will be no student advances.

#### **Deferred Studies**

A meeting must be set up with the Senior Education Manager upon final approval.

#### **Requests for Alternate Funding or Financial Assistance**

On occasion and for a various reasons, full-time post-secondary students may request funding arrangements that differ from those contained in this policy. Such requests will be forwarded to the Education Department who will consider each request individually.

Approval of requests for alternate funding arrangements will be on an individual basis and will be judged on their own merits. Approval will depend upon the student's past record of financial dealings with the Band, their maturity as a student, and past academic record. Requests for financial assistance will only be accepted from Level 2 (Degree) or Level 3 (Masters or PhD) students or students in the last semester of a Level 1 (Certificate or Diploma) program.

### **Personal Challenges**

Should a student's studies be seriously affected by personal crisis, such as death in their immediate family, accident, or sickness, they are advised to notify the Education Department explaining their situation. Students are encouraged to seek counseling for support.

### **Waiting List**

A waiting list will be made each year beginning on June 1. A student whose name is on the waiting list will be notified of their position. This waiting list will be affected by factors such as the number of continuing students, number of graduating students, student success, and the amount of funds available of the Band.

## **FUNDING LIMITATIONS**

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### **University and College Preparation Program (UCEP)**

Students will be sponsored for four (4) semesters of college preparation, should all other avenues of funding be denied. Sponsorship of college preparation will include; three courses per semester for four semesters (two full years).

#### **Level 1 – Certificate OR Diploma Programs**

Students will **only** be sponsored for **one** of the following:

Certificate Program	1 year (2 semesters)
Diploma Program	2 years (4 semesters)

#### **Level 2 – Degree Program**

Bachelors Degree	4 years (8 semesters)
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#### **Level 3 – Masters OR PhD Programs**

Masters Degree	3 Semesters beyond Undergraduate Degree
Doctoral Degree	4 Semesters beyond Masters Degree

\*A student can apply for an additional year of study if approval is granted in writing by the Dean or Department Head of the Institution and if funding is available.

## **TERMINATION OF FUNDING**

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If for any reason a student does not honor the student contract he/she made when applying for funding, payments to the student may stop. The following shall apply:



- Suspensions shall be in effect for not less than one semester and not more than five calendar years.
- The Education Department has the power to revoke or change the conditions of any suspensions, subject to these guidelines.
- Upon reinstatement following any period of suspension, a student must be placed on academic probation for at least the first semester, in accordance with the Guidelines concerning academic achievement.

## **Reasons for the Termination of Funding**

### **Change in educational status**

The student is registered as a full-time student and does not inform the Education Committee in advance of any such change to status and become a part-time student during the course of the semester. The student must inform the Education Department of any change from the full-time status to part-time status

### **Poor class attendance**

A full-time student is regularly absent from one or more of the minimum number of courses required per semester to be considered full-time by the institution. Students in this category will be considered part-time and not eligible for the student allowances. The term reports will be used to determine if this clause applies.

### **Minimum grade expectations**

The student failed to meet the minimum grade required by the Band or post-secondary institution and is successful in fewer than 75% of the courses for which the student had registered.

**Note:** Students who would normally have their assistance terminated under this clause may request to have their assistance terminations reviewed. The student must provide all of the following:

- A letter stating reasons for low success rate submitted for review to the Education Department.
- A letter from each course professor/teacher stating the student had been in full attendance throughout the course and has submitted all assignments on due dates.
- A letter from the Program Director indicating the student's potential to succeed in the subsequent semester. Failure due to reasons of ill health will also be considered.

All requests will be reviewed and evaluated based on individual merit. The Education Department will determine if the reasons given by the student are adequate for a second chance. An agreement between the student and the Education Department will be signed to ensure the student attends regularly and meets all course requirements. If no improvement is demonstrated by the end of the next semester, the student will be asked to withdraw.

### **Misuse of funding**

Students who are registered at a post-secondary institution and received Living Allowance, but did not attend classes regularly at the institution must return to the Education Department all allowances received and/or paid out on their behalf. This includes tuition fees, books and

supplies, living allowance and any other monies which may have been forwarded to the student or to the institution on their behalf.

### **Failure to submit required documents**

Students must submit official transcripts, progress reports, course registration forms, receipts and documents requested by the Education Department identified for administrative purposes.

Full-time students who leave their program of studies prior to the completion of their semester and who wish to receive funding for future courses must provide written proof from the institution indicating the student was in full-time attendance during the period of the semester for which they were funded. Failure to provide such proof will result in the student being denied future funding as well as owing to the Education Department the funds received and/or paid on their behalf for the semester they did not complete.

### **ACADEMIC PROBATION**

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Students placed on academic probation by their educational institution will normally not be sponsored for one academic year or until they are accepted by an educational institution back into an academic program as a full-time student. Such students will not be guaranteed sponsorship by virtue of changing their program of studies or institution.

The Education Department will place students who receive failing or incomplete marks on 50% or more of their courses on academic probation. Students placed on WLFN imposed academic probation will be required to sign a letter stating that unless they achieve a passing grade on all courses in the following semester they may be removed from full-time sponsorship until they successfully complete the courses (or their equivalent) which they failed or failed to complete. Students placed on academic probation may also be required to participate in a study skills program offered by their education institution.

### **APPEAL PROCESS**

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It is the policy of the Education Department for all applications receive fair and equitable treatment; however, should any applicant be concerned the preceding policy and guidelines have not been fairly applied to his or her situation; the applicant may appeal in the following manner:

1. Meet with the Senior Education Manager within 30 days and state the grievance. The Senior Education Manager will discuss the Post-Secondary applicant's policy concern and seek a solution.
2. If the applicant is not satisfied with the decision of the Senior Education Manager, then he/she can submit a letter within 14 days of the decision in Step 1 to the Chief Administrative Officer. The letter to the Chief Administrative Officer must clearly outline the details of his/her grievance, the policy concerns and attend the scheduled meeting to answer questions the Chief Administrative Officer may request of the applicant.
3. If the applicant is not satisfied with the Chief Administrative Officer's decision in Step 2 then a letter outlining the policy concerns can be forwarded, along with the preceding documentation in Steps 1 and 2, to the Education Appeals Committee. The Education

Appeals Committee will consist of one: Elder, Council Member and one or more graduates from the Williams Lake First Nation's Post-Secondary sponsorship program. The decision made by the Education Appeals Committee in attendance will be final and legally binding on the applicant.

If the applicant resides outside the community and is unable to attend in person, the meetings will be conducted via teleconference. The applicant can have one person attend on their behalf with an original signed letter of permission to be provided to the Education Department prior to the start of the Appeal Process.

## **AMENDMENTS TO THE POLICY**

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Amendments to the WLFN Education Policy can only be made by the Education Department and all amendments must be ratified by Chief and Council. The revised policy will be posted in the WLFN Newsletter and sent to post-secondary students who are currently sponsored.

## **APPENDIX A - DEFINITIONS**

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Academic Plan	The program credit requirements. Each semester, students are to comply with course requirements/prerequisites to complete their certificates, diploma or degree in a timely manner. All registered courses must coincide with the program requirements.
Academic Probation	A period of time during which a student is under strict academic guidelines, usually because of low or failing grades
Academic Year	Is as defined by the post-secondary institution, usually eight months in duration
Appeal	A challenge of a judgment to a higher authority. If an applicant is not satisfied with the decision based on the policy, the applicant has the option to follow steps outlined in the <i>Appeal Process</i> .
Band Member	A person who has met the requirements to become a member of WLFN , as set out in the WLFN membership code and whose name has been entered on the Band list
Canadian Public Institution	Is a Post-Secondary institution that receives the majority of its funding from federal and provincial governments
Certificate	Certification for completion of a college or university program
Contingency Funding	Financial support provided to students for costs related to emergencies. Emergencies eligible for contingency funding include individual or family illness, accident, or

bereavement.

Dependent Spouse	A person who is married to the student or a person who has lived with the student as a partner for a period of at least one year prior to application for educational support. This person is dependent upon the student and does not receive an annual income in excess of \$6,500 per year.
Dependents	Any person(s) who relies on a student for support and is living full-time with that student
Diploma	Refers to diploma received for completion of a college or university program
Full-time student	A student, who in each term or semester of a degree, diploma program, takes a minimum three courses or the equivalent number of credit hours. A Master student who in each term or semester take a minimum of 2 courses.
Full Program Load	The total number of course required in any given year to complete a program in the normal length of time prescribed by the Post-Secondary institution
Harassment	Unwelcome conduct, which is physical or verbal in nature which detrimentally affects the work or study environment or leads to adverse job or work-related consequences for the victim of the harassment.
Medical Release	A student who is required, for medical reasons, to be absent from classes for more than one week, is required to provide the Senior Education Manager, within 10 days of the onset of the illness or medical condition, with a note or certification form their doctor or medical institution that provides details of their illness or reason for absence from classes. Failure to do this may result in the student being required to reimburse the WLFN for all educational funds that have been provided to the student in the semester during which the absence took place
Normal Program Length	The number of years normally required to complete a program as outlined in the course of studies
Part-time Student	A student who take less than three courses (first year) and less than three courses (second and subsequent years) of study in term
Post-Secondary Education	Is a program of study offered by an accredited post-secondary institute, that has the completion of secondary school or its equivalent as a pre-requisite
Post-Secondary Institution	Certificate, diploma, degree, granting institutions, which are recognized by a province and include educational institutions affiliated with or delivering accredited post-secondary programs with transferable credits by arrangement with post-secondary programs with transferable credits by arrangement with a Post-Secondary institution
Private Post-Secondary Institution	A Canadian or foreign post-postsecondary institution that receives the majority of funding sources other than governments
Program of	Includes all post-secondary programs at least one academic year in duration, leading to a certificate, diploma or degree offered by an accredited post-secondary institute (programs

Studies	such as pre-law, which are less than one academic year and 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
Sponsorship	Provisions of financial support to an individual for attending a post-secondary institution. This support may include tuition, books, living allowance, tutoring, and travel allowance, as applicable
Spouse	Is a person who has lived with the student as a husband or wife for a period of not less than one year prior to application for education aid. If the 'spouse' is legally married to the student, no time factors are relevant or applicable
Wait-List	The Education Department will create a waitlist of four students each year. Students whose names appear on the wait list will be notified as spaces become available. This selection of students only occurs if a currently sponsored student withdraws from his/her studies. If students on the wait list are not sponsored, they must re-apply each year.

## **APPENDIX B – WLFN Post Secondary Education (PSE) Funding from Other Sources**

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From time to time the WLFN PSE Program may receive additional funding from sources other than Indigenous Service Canada (ISC).

When this occurs the following PSE application process will apply:

- Comply with the WLFN U27 PSE Policy
- Complete the WLFN U26 WLFN PSE Application Package and Checklist and include all the criteria required.

The PSE process that will change:

- The PSE application submission and approval process can take place at any time during the fiscal year April 1 to March 31.

PSE applications that fall under funding from other sources, if approved, will be for the current fiscal year only even if the application is for more than one year.

WLFN members applying for WLFN PSE funding will be notified when the additional PSE funding from other sources are depleted.