

N'QUATQUA BAND
Post-Secondary Education
Funding
Policy



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Year of last updates/additions/amendments

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1. INTRODUCTION

The N'Quatqua Band is responsible for the development of the Post-Secondary Education Policy to guide the administration of the Post-Secondary Student Support Program and University and College Entrance Preparation Program.

This Policy guides the Education Department in assessing the eligibility of students to receive financial assistance to attend accredited post-secondary institutions in an eligible program of study.

This Policy has been ratified by Chief and Council and applies to all students seeking financial assistance from the N'Quatqua Band. This Policy has been designed to be consistent with the Aboriginal Affairs and Northern Development Canada National Program Guidelines.

2. VISION STATEMENT –(ADOPTED: OCTOBER 24, 2009 TAB 1)

The Vision Statement of the N'Quatqua:

“We will honour and respect our lands and resources through a holistic approach. We will be committed to a strong, loving, healthy and sustainable community that will have a consistent approach to education, culture and language. A self governance system that will allow us to grow and meet our needs.”

3. OBJECTIVES

To support as many eligible N'Quatqua students as possible to access post-secondary education and graduate from their respective program of study with the skills, qualifications and credentials required to pursue their chosen career path and to realize their individual potential to contribute to the community and society.

4. ADMINISTRATION

The Education Department is mandated by Chief and Council to administer the Post-Secondary Student Support Program and University and College Entrance Preparation Program.

Band members seeking PSE funding will be provided a copy of these Guidelines. They may submit their applications in accordance with these Guidelines. The Education Coordinator will review completed applications and assess whether they meet the terms and requirements set out in these Guidelines. The Education Coordinator will advise applicants as soon as possible, in writing, as to whether his or her application for sponsorship has been approved or denied.

Where an application is not approved and the applicant wishes to appeal the decision, s/he may follow the appeal process set out in these Guidelines.

All enquiries about the PSE program should be directed to:

Title: N'Quatqua Education Coordinator

Address: PO Box 88

Phone: (604) 452-3526 / 3221 Fax: (604) 452-3295

Email: education@nquatqua.ca

5. STUDENT ELIGIBILITY & PRIORITY

a. Student Funding Eligibility

To apply for PSE financial assistance, student must meet the following eligibility criteria:

- Is a registered member of N'Quatqua;
- Be a Canadian resident for the past 12 months prior to application.
- Meet the University or college entrance requirements and have been enrolled or accepted for enrolment in a program of studies at a public accredited post-secondary institute in British Columbia (Appendix F)
- Submit a Letter of Intent outlining; career and education goals, previous experience in the chosen field of study, steps take to achieve university or college entrance, and a projected timeline to complete program.
- Provide an acceptance letter from the chosen University or College
- Provide official transcripts from the most recent secondary and / or post-secondary school attended.
- Has a high school dogwood or equivalent (G.E.D.) General Education Diploma or is eligible to enter the program of choice.
- Must meet with the appropriate career advisor at the chosen institute.
- Has funding months available and does not owe N'Quatqua band from previous or present debt.
- Must maintain or attain a GPA of 2.25 or according to the criteria set by the institute.

b. Priority for Funding

N'Quatqua receives limited funding from AANDC for the delivery of the PSSSP and UCEP programs. In the event that there are more applications for funding than available within the PSSSP and UCEP budget, the selection of applicants will be based on the following order of priority:

- Continuing students and have attained a required GPA of 2.25
- Recent graduates of high school or a college entrance preparation program in the preceding year and who are continuing in a post-secondary program of studies. This includes students who have graduated from Grade 12 and who are entering college or university without a break in their studies.
- Deferred students (eligible but not funded in the past due to funding restrictions)
- Recent PSE Graduates who wish to further their studies
- New applicants already studying at a post-secondary level (i.e. students who have already completed part of their program but were not previously funded by the PSSSP)
- Returning students (i.e. students who have stepped out of their post-secondary studies and now wish to return)
- The location of the Post-secondary institution – priority will be given to public pSI within BC. Students are expected to attend the nearest institution that offers the chosen program of studies.
- Your academic records, if your records indicate that you have a history of not completing

6. APPLICATION PROCESS & DEADLINES

New and returning Students must complete and submit the, “N'Quatqua Post-Secondary Education Application Form” in Appendix A, including all required supporting documentation, to N'Quatqua Education Coordinator by the deadline: April 15th each year, if it falls on a weekend, it can be the following Monday.

There may be a second deadline of November 15th, for a January start. if an approved student decides not to attend or withdraws.

Students are responsible for ensuring that their application form is complete, signed and received by the deadline. Incomplete applications will cause delays.

Required Documentation

Please note that the following documents must be submitted with your **Application Form** (Appendix A):

- Letter of Intent
- Copy of Status Card
- Original Acceptance Letter from Post-Secondary Institution
- Banking Information from Bank Institute with Name and Account, Branch number, address
- Release Form
- Prerequisite Completion Confirmation
- Copy of Official Transcripts
- For Dependent; spouse / child(ren); copy of child Tax form/ Tax Forms

Note for Students applying for assistance through UCEP:

Students applying for assistance through UCEP must obtain a statement/letter from the relevant institution (i.e. college or university), which attests that:

- The program will provide the student with the necessary courses to attain the academic level for university or college entrance; **and**
- The student will be eligible for admittance as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

7. STUDENT FUNDING SUPPORT

The PSE Financial Assistance Program is not intended to cover 100% of student costs to attend post-secondary education programs. N'Quatqua receives limited funding for the delivery of the PSSSP and UCEP programs. In the event that there are more applications for funding than available money in the PSSSP and UCEP budget, the selection of applicants will be based on the following order of priority set out in *section 2*.

There are maximum amounts of funding payable per student. However, no student is entitled to this amount. The actual amount of funding available to an Eligible Student will depend on the overall amount of funding available that N'Quatqua receives for the program and the requirements set out in these Guidelines.

a. Types of Student Funding Support

The following student support funding may be available:

- Tuition and compulsory student fees;
- Books and supplies;
- Travel and living allowance;
- Tutorial, guidance and counseling services

Student support funding is subject to limits of assistance set out later in these guidelines.

Students are responsible for making sure they stay within budget. N'Quatqua is not responsible for paying any amounts over and above the limits of assistance.

i. Tuition & School Fees

Tuition will be paid in full for sponsored students.

N'Quatqua will pay the tuition directly to the Post-Secondary Institution upon receiving an invoice from the Institution or in accordance to the Third Party Billing process set out by Institution.

We will only pay mandatory school fees. Depending on your school this could include such things as health insurance, lab, activity, registration or bus fees. Mandatory school fees will vary by Institution. We require written confirmation that a fee is mandatory.

If the fee is not mandatory then the student must pay the fee. Contact your school to find out which fees are mandatory. Make sure you are aware of any fees that you will have to pay. Application fees Medical and Dental fee are not paid for by N'Quatqua.

ii. Books and Supplies

Full-time may receive assistance for books and supplies that are required for their program of study. Students must submit a copy of the course calendar and book list with their Application. Full-time and part-time students must seek out the best possible book purchases, new, used, online, etc.

An allowance for books and supplies will be issued at the beginning of each semester. No books or supply payment for Semester will be issued without the original paid receipts from Semester 1.

Part-time students will receive the cost of mandatory books and supplies only.

iii. **Travel**

- Full-time funded students who must travel to usual residency twice a year to location of school attendance. For rates **See Appendix "B"**
- Public Transportation; Fixed amount per month as per city rates, if not included in Post-Secondary Institution tuition fees of a U-Pass.
- Students taking classes through distance education or e-learning who are required to travel to another location to complete their required exams can be eligible for travel support. Where possible, students should request accommodation (such as taking the exam in the local school under the supervision of a teacher or school principal) to minimize need for travel.
- Contingency Funding for Emergency Travel – in the event of a death or illness in the immediate family (child, father, mother, brother/sister), a full-time sponsored student, living away from community, is eligible to receive one trip at the rate of \$150.00.

iv. **Living Allowance**

Full-time students may receive financial support in the form of a living allowance to be used toward living costs such as food, shelter, clothing, daily transportation, utilities, daycare, and other personal items.

- The amount a student may receive will be determined by the Education Department in accordance with the chart set out in **Appendix "B."**
- A student must be full-time student to receive a living allowance. If the student withdraws from a course during a term, thus resulting in less than a 60% course load, the living allowance will be discontinued.
- Dependents of a student may only include the student's spouse and those children of the student and the student's spouse, and must be living with the student.
- If claiming dependents, the student is required to provide a copy of the spouse's income tax return and T4's.
- Full-time students who are employed are not entitled to receive living allowance.

v. **Tutorial, Guidance and Counseling Services**

Funding may be available for tutorial, guidance and counseling services for students enrolled in eligible programs and for individuals intending to apply to a Post-Secondary Institution.

Given limited funding availability, students are encouraged to take advantage of any complimentary tutorial services available to them.

b. **Limits of Assistance**

i. **Four levels**

Eligible students may receive financial assistance for tuition, compulsory student fees, required books/supplies, travel and living allowance to complete a Level;

Level One: Diploma or Certificate Programs 8-16 student months

Level Two: Undergraduate/Bachelor's Degree Program 32 student months

Students enrolled in Level Two may be assisted for up to one additional academic year per level if such an extension is approved in writing by the institution's dean or the department head.

Level Three: Graduate Programs (Advanced or Professional Degree Programs, or Masters Programs):

Level Four: Master's Degree 40 student months / Doctoral Programs 48 student months

ii. **High cost programs**

It must be recognized that funding high cost Programs of Study reduces the number of applicants who can be sponsored for post-secondary education funding. Funding for high cost programs will be reviewed on a case-by-

case basis and will be subject to additional limits of assistance. Extra commitments may be required of students who undertake expensive programs.

iii. Moving from higher level to lower level

Students who have completed a Level 2, 3 or 4 Program of Study, *with or without assistance from this PSE program*, are not eligible for assistance for lower levels.

iv. Changing, transferring or pausing a Program of Studies

Where a student changes programs within one of the Levels, transfers to another Level or temporarily pauses their studies, the academic years or semesters used for each program within each Level will be counted for assistance purposes. This may affect the overall funding available to the student to complete his or her post-secondary education. The student should discuss his or her revised education plan with the Education Department before changing their Program of Study.

Students who become eligible for assistance and who have previously completed a portion of post-secondary studies *without assistance* from this PSE Financial Assistance Program may receive assistance for the balance of their program of studies, but will not be reimbursed for previous expenses.

v. UCEP students

For all UCEP students, the maximum time limit for financial assistance will be one (1) academic year, as defined by the institution offering the program, or, in the case of part-time students, the equivalent of one academic year.

At the end of the first term (or part of the academic year, as defined by the institution offering the program), financial support for the term will be subject to receipt of a statement from the institution confirming the successful completion of the first term.

The support for tuition, books and supplies, travel and living costs for UCEP will be the same as that provided under the PSSSP programs.

vi. Part-time students

Part-time students, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and the actual cost of books and supplies that are listed as required by the institution.

Part-time students are not eligible for living allowances or travel costs.

vii. Summer Programs

May-August courses will only be funded pending available PSE funds. Priority will be given to students enrolled during the September – April academic year. The student must fill out an application form, supported by required documentation. The deadline for submission of the application is February 28th. The student must be enrolled as a full-time student.”

Consideration will be given for summer program funding on a case-by-case basis and will include a review of institution requirements.

viii. Expenses NOT covered

Financial assistance is not provided for: e.g.: parking, copies of transcripts, deferred examinations or rewrites, GMAT, GRE, professional qualification exams, clothes, Application fee, Health and Medical fees.

8. TERMINATION OR SUSPENSION OF FUNDING

The N'Quatqua Band may terminate funding granted to an eligible student in accordance with these Guidelines for any of the following reasons:

- The student makes a misrepresentation or false statement on his or her Application Form;
- The student's academic status changes from full-time to part-time without the student first notifying the Education Department;
- The student withdraws from or changes his or her Program of Study without first notifying the Education Department;
- The student withdraws from the Post-Secondary Institution;
- The student is successful, without good reason, in fewer than [60 or 75%] of the courses in which the student is registered;
- The student has [10 or more] absences from classes that are unexplained or without good reason;
- The student does not maintain Good Standing at a Post-Secondary Institution in accordance with these Guidelines;
- The student is in breach of, and has not taken acceptable steps to rectify, a breach of his or her Student Contract.

Where a student has his or her funding suspended in accordance with these Guidelines, the student must work with the Education Department and take all necessary steps to rectify the breach that caused the suspension of funding. Once steps have been taken to the satisfaction of the Education Department, the student's funding may be reinstated.

Where a student has had his or her funding terminated in accordance with these Guidelines, he or she will not be eligible for further financial assistance unless and until the student repays the full amount of the funding provided to the student to the First Nation. Where a student repays the full amount, he or she will be considered to be in good standing with the First Nation PSE Financial Assistance Program and may apply for funding in accordance with these Guidelines.

9. HEALTH RELATED ABSENTEEISM:

If you miss 2 consecutive days of classes for health related reasons, you are required to:

- a. Inform the Education Coordinator of the N'Quatqua Band.
- b. Inform your teachers no later than the third day of absence.
- c. Provide the Education Department with a doctor's note.

The Doctor's note should contain a message similar to the following:

The patient (student) has been advised by the Doctor to avoid attending school for health related reasons. With the dates written on the note.

If your absenteeism is not justified then further funding may be jeopardized, if your health is seriously affecting your educational goals, then you may consider partial or complete medical withdrawal. However a Doctor's note is still required. The education department needs to be notified immediately and not when it has reached a **critical stage**.

10. WITHDRAWALS / QUIT / OTHER:

1. You are no longer eligible for post-secondary funding for up to 2 years if you quit your program or courses that have been sponsored by the N'Quatqua.
2. If you give notice or sufficient reason of withdrawing from courses / program immediately to the education department then you will be required to put in writing reasons, and mail to the band office where it will be logged in and put in your student file.
3. If the College/University withdraws you from your program/courses after all attempts have failed, you are no longer eligible for funding 2 (two) years.
4. You will return equipment (laptops, etc) to the N'Quatqua Band.

11. APPEAL PROCESS

Where a student believes s/he has been unfairly denied access to post-secondary education funding opportunities by the First Nation under the PSE Financial Assistance Program, the student has the right of appeal in accordance with the following process:

- a) The student must discuss the recommendation with the Education Department in an attempt to resolve any disagreement that may have arisen in respect of the recommendation, including disagreements regarding the application process or interpretation of a provision of the Guidelines;
- b) Where the student and Education Department are unable to resolve the disagreement, the student may file a formal written Appeal Letter, including all relevant documents, with the Education Committee of N'Quatqua within [20] days of the funding decision. The Appeal Letter must clearly state the reason for the appeal.
- c) The Education Committee will review and respond to the Appeal Letter within 10 business days.
- d) If the Education Committee rejects the Appeal, the student has the option of forwarding his or her Appeal Letter to the Appeal Committee.
- e) The Appeal Committee will review the Appeal and all related documents and information. The student will be notified in writing of the date and time of the Appeal Committee meeting at which the student's Appeal will be presented. The student will have the option of being present or having a representative there on his or her behalf. The student appellant should present his/her position directly to the Appeal Committee if attending the meeting in person. All attempts to accommodate the student to present their case will be made (i.e. an out of province student may request a conference call, or communication video conference or other electronic method compatible with the First Nation's available technology).
- f) The appeal will then be reviewed by the Appeal Committee and if the appeal is considered to have merit, the student's appeal will be placed on the agenda of the Chief and Council and dealt with as soon as possible.
- g) The decision of the Chief and Council will be final.

AANDC will not accept appeals from students based on decisions made by N'Quatqua.

12. POLICY ON WORKING AND FULL TIME REGISTRATION:

The Education Department prohibits fully funded students who are full time students from working more than 20 hours per week. If a student should decide to work in excess of such hours, the student will receive tuition and related fees, required books and supplies but no monthly living allowance.

When an individual decides to attend school on a fulltime basis, it is understood that school related work would be given utmost priority. If the normal living allowance, supplement by scholarship and bursary grants cannot meet one's financial obligation, then the student should seriously consider attending school on a part-time basis.

13. CAREER ASSESSMENT INVENTORY:

The Education Department has mandated that all students who make application for post-secondary funding must undertake an assessment before full consideration of the application will be made. This is to meet the developing requirement of the varied interests and scholastic backgrounds of the N'Quatqua student body.

When you enter college preparation, upon completion of the eight-month program funding eligibility, you will be required to undertake another assessment to determine if you have been successful and are prepared to enter into a program. For the academic students, please be sure you have met all the requirements of the program of choice.

14. POLICY ON ELECTIVE COURSES WITH EXTRA EXPENSES:

- 1) Special written letter to the education coordinator can be made for elective courses with extra expenses such as field camps and exchanges.
- 2) Letters will be evaluated based on available funding and receive a written response.

What will be considered:

- costs of the course/tuition

What will **not** be considered:

- field courses that are outside regularly scheduled classes with course costs that include accommodation and meals will not be eligible for living expenses if they have no dependents.
- programs that have optional courses in other locations eg South America, US or other parts of Canada will not be eligible for travel (as pssr funds pay only to the closest location for a program).

15. AMENDMENTS

Amendment process;

- a. Amendments to the Post-Secondary Education Policy can only be made by the Education Coordinator.
- b. All amendments must be ratified by Council
- c. A quorum must be available to make changes
- d. Changes must be unanimously agreed upon before being passed.

Changes made will be posted in the Band monthly newsletter, web page and sent to current students who are attending post-secondary.

16. DEFINITIONS

“Academic year”: the length of an academic year for a Program of Study as defined by the Post-Secondary Institution.

“Accredited Institute”: a school that has passed the quality tests of an accrediting body. In British Columbia, the accrediting bodies include the Private Career Training Institutes Agency and the Degree Quality Assessment Board. A school must be accredited in order to be eligible for PSSSP/UCEP funding programs.

“Academic Probation”: a period of time during which a student is under strict academic guidelines as a result of low or failing grades.

“At Home” refers to a single student living in a home owned, rented, or leased by their parent, step-parent or legal guardian.

“Away from home” refers to a single student who lives away from a home owned, rented, or leased by their parent, step-parent or legal guardian or to students who live in self-contained suites, paying fair market rent and their own utilities separately.

“Band Member”: a person whose name is lawfully entered on the Band List. Only Registered Members of N'Quatqua Band are eligible for PSE support through this Policy.

Certificate: certification for completion of college or university program

“Common Law”: students who have cohabited with a person in a marriage-like relationship for a period of at 6 months (six consecutive months) as of the first day of classes.

“Correspondence/distance/online education”: are E-learning programs that are supported electronically and can involve both out of classroom and in-classroom education (blended delivery). Content is delivered via the internet, intranet, audio or video tape, satellite TV, and CD Rom. It can be self-paced or instructor led. [] First Nation will/will not support students in correspondence/distance/online education.

“Dependent”: a person who is i) under 19 years of age; ii) relies on the student for support, and iii) resides with the student on a full-time basis. Eligible dependents are any dependents for whom the Canada Child Tax Benefit is claimed or whom a benefit is claimed on the income tax return.

“Dependent Spouse”: a person who is married to the student or has lived with the student as a partner, in a marriage-like relationship, for a period of at least one year prior to the student's application for post-secondary education support. This person is dependent upon the student and does not receive an annual income in excess of \$[2,000].

“Full-time employment” is defined as work in excess of 20 hours a week. To be eligible for living allowance, a student's primary occupation must be full-time studies. N'Quatqua is unable to provide living allowances for students whose primary occupation is considered to be employment.

“Full-time student”: a student who is enrolled in at least [60] percent ([40] percent for students with permanent disabilities) of a full course load a Program of Study at an eligible Post-Secondary Institution and leading to a certificate, diploma, or degree.

“Good Standing”: successful completion (i.e., student receives credit towards a formal credential, certificate, diploma or degree issued by the governing body of the school) of the course load at the post-secondary institute for

each period of study. N'Quatqua has high expectations for all students. Students must maintain a [2.3/C+ or 2.0/C] average in all courses, or risk being placed on academic probation.

“Guidance and Counseling”: services and programs that promote the personal/social, educational, and career development of students.

“Married Students” are either married or in common law relationships. Married students whose marriage or common law relationship ceases are considered to be either independent students or single parent students, depending on whether the student has dependent children.

“Official Transcript” is a copy of a student's permanent academic record, which includes all courses taken, all grades received, all honors received and degrees conferred to a student. . An official transcript is prepared and sent by the issuing school with an original signature of a school official. [] First Nation requires sealed official transcripts to support application for and continuation of PSSSP/UCEP funding.

“Part-time student”: a student who is enrolled in 60% percent of a full course load for a Program of Study at an eligible Post-Secondary Institution.

“Post-Secondary Institution (or “school”): an accredited Institution that grants certificates, diplomas and/or degrees and is a post-secondary institution recognized by provincial or territorial Minister of Education, or recognized to deliver post-secondary education programs by arrangement within an eligible post-secondary institution.

See Appendix E for more information.

“Permanent Disability” refers to a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in studies at a post-secondary level or in the labour force and is expected to remain for the person’s expected natural life. The student shall provide, with their loan application, proof of their permanent disability in the form of

- a medical certificate;
- a psycho-educational assessment; or
- documentation proving receipt of federal or provincial disability assistance

“Preceptorship”: A period of final work experience required for graduation from an educational program in which the student performs actual clinical or other professional procedures in a real life setting under the immediate supervision of a single fully-qualified practitioner where the duration does not exceed 10 percent of the total program. Students registered in a preceptorship are eligible for support thorough PSSSP/UCEP provided other requirements are met.

“Program of Study” or “Program”: a program that:

- a) is delivered by an eligible Post-Secondary Institution;
- b) requires the completion of secondary school studies or the equivalent as recognized by the post-secondary institute (this may not necessarily require grade 12; entrance requirements may include such factors as English 12 and math skills); and,
- c) is least one Academic Year, 8 month of duration or more,(as defined by the Institution).

“Practicum”: a supervised and mandatory (required for graduation) portion of an educational program emphasizing the practical application of previously learned theory, methods, skills, professionalism, orientation and ethics in a specialized area of study which does not exceed more than 20 percent of the total program. Students must be supervised and evaluated by the employer while doing productive work (not merely observing) where no remuneration is received.

“Public Institution”: an institution controlled or managed by a body most of whose members are elected or appointed by or under the scrutiny of a public authority. Public Institutions receive provincial funding.

“Private Institution” an institution, controlled or managed by a body most of whose members are not selected by a public authority. Private institutions do not receive provincial funding.

“Semester” a distinct study period, lasting at least 16 weeks which forms part of a longer program, as defined by a Post-Secondary Institution. Semesters usually run from September to December (Fall/Winter) January to April (Fall/Winter) and then a variety of spring and summer semester schedules.

“Single Parent Student”: a student who has never married, or is separated or divorced from a spouse, or who is widowed, and who have legal and/or physical custody and responsibility for supporting their own children at least five (5) days per week during their entire study period.

“Sponsorship” receiving of financial support to an individual for attending a Post-secondary institution. This support may include tuition, books, living allowance, and travel allowance, as applicable.

“University College Entrance Preparation Program (UCEP)” provides financial support to eligible students to enable them to attain the academic level required for entrance into a certificate, diploma, or degree program. The UCEP allows financial support for tuition, compulsory student fees, required books, and assistance for travel and living expenses. There is a one-year limit for UCEP funding.

APPENDIX A

N'QUATQUA

Post-Secondary Education Funding Application Form

Office Use Only			
New Student	<input type="checkbox"/>	Continuing	<input type="checkbox"/>
Graduate	<input type="checkbox"/>	Returning	<input type="checkbox"/>

APPLICANT INFORMATION

Last Name			First			M.I.	Date			
Band Name & Number						Date of Birth				
Street Address						Apartment/Unit #				
City				Prov.			Postal Code			
Phone				E-mail Address						
Years lived at Address				Social Insurance Number (SIN)				Emergency Contact		
Marital Status	Single <input type="checkbox"/>		Married <input type="checkbox"/>		Common Law <input type="checkbox"/>		Separated/Divorced <input type="checkbox"/>			
Are you currently employed?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		Employer					
If yes do you plan to continue employment?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, how many hours per week?					

SPOUSE'S INFORMATION

Last Name			Given Names						
SIN #				Employer					
Unemployed	YES <input type="checkbox"/>	Receiving other benefits?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State Benefits (W.C.B., Pension, etc.)				

DEPENDENTS

Dependents are: (insert definition)

Last Name	Given Names	Date of Birth	Relationship

PROGRAM INFORMATION

N'Quatqua Band Post-Secondary Education Policy

Institution Name		Student Number	
Program Name		Final Credential	
Length of Program	Start Date	End Date	
Occupational Field			
Full Time	YES <input type="checkbox"/>	Part-time	YES <input type="checkbox"/>
Current year of program			

EDUCATION AND TRAINING HISTORY						
	Name of School	Location	Duration	Completed	Certification	Band Funded?
High School						
College						
University						
Graduate School						
Other						

STUDY PLAN (COMPLETE USING YOUR SCHOOL'S CALENDAR)				
	Fall Session	Winter Session	Spring Session	Summer Session
Duration				
Number of Courses				
Number of Credits				
FT/PT				
List months for which living allowance requested:				
Total number of months of living allowance requested:				
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:				
I have consulted with an academic advisor/career counsellor: YES <input type="checkbox"/> NO <input type="checkbox"/>				
I have made contact with the Aboriginal support worker at my institution: YES <input type="checkbox"/> NO <input type="checkbox"/>				
FINANCIAL PLAN				

N'Quatqua Band Post-Secondary Education Policy

Financial Projection		
Estimated Costs	Current Year	Next Year
Tuition		
Books/Supplies		
Living Expenses		
Transportation		
Travel		
I have additional applications for funding. They are: (please list)		
SCHOLARSHIPS <input type="checkbox"/> :		
BURSARIES <input type="checkbox"/> :		
AWARDS <input type="checkbox"/> :		
PROVINCIAL/FEDERAL STUDENT LOANS <input type="checkbox"/> :		
I HAVE SPOKEN WITH A SCHOOL ADVISOR ABOUT MY PROGRAM YES <input type="checkbox"/> NO <input type="checkbox"/>		
I have spoken with the financial aid department at my institution about funding: YES <input type="checkbox"/> NO <input type="checkbox"/>		
DECLARATION OF RESIDENCY		
I _____ certify that I have been resident in Canada for twelve consecutive months prior to this date.		
Signature		Date

CODE OF CONDUCT AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
Signature	Date

OFFICE USE ONLY	
Request :	Approved <input type="checkbox"/> Denied (reasons attached) <input type="checkbox"/>
Application date received:	
Total number of months living allowance:	
Total tuition:	
Total books/supplies:	
Travel:	
Sponsored to date: Level: _____ Year: _____ Months _____	
_____ Approved by	_____ Approved by (title)

APPENDIX B

Student Support Funding Amounts

<p>Tuition: (Full-time and Part-time students)</p>	<p>Actual cost + compulsory student fees</p> <p>Tuition includes tuition and mandatory student fees for students:</p> <ul style="list-style-type: none"> • Attending Canadian public Post-Secondary Institutions, at the normal tuition rate [or maximum of \$_____], including any compulsory student fees charged by the institution for a Canadian student; • Attending private or foreign Post-Secondary Institutions, at the same tuition rate [or maximum of \$_____], including any compulsory student fees, charged by the public or private Canadian institution nearest to the student's place of residence (e.g. residence at the time of application) which offers the least expensive comparable program; or • Enrolled in a foreign institution at the actual tuition rate [or maximum of \$_____], including other compulsory student fees charged by the foreign institution, when it is demonstrated that there is no comparable program available at an institution in Canada and where the prior approval of AANDC (BC Region) is acquired.
<p>Books and Required Supplies: (Full-time and Part-time students)</p>	<p>\$800.00/year</p> <p>Books and Supplies required will be divided into 2 semester. Each semester will be divided into \$400.00. Deposited on the Last Wednesday.</p> <p>Par-time students will receive the actual amount spent on Books and Supplies.</p>
<p>Travel: (Full-time students only)</p>	<p>Actual cost of one return trip to the student's permanent place of residence from the nearest Canadian post-secondary institution that offers the program of studies selected by the student, every 16 weeks (not more than two trips per academic year) for the student.</p> <ul style="list-style-type: none"> ○ Vancouver 2 trips @ \$50.00 ○ Kamloops: 2 trips @ \$100.00 ○ Merritt: 2 Trips @ \$100.00 ○ Other cities to be taken into consideration upon request. <p>Students taking classes through distance education or e-learning who are required to travel to another location to complete their required exams can be eligible for travel support. Requests for accommodation, such as taking the exam in the local school under the supervision of a teacher or school principal, should be examined to minimize costs.</p>
<p>Living Costs/Allowance: (Full-time students only)</p>	<p>The living allowance established by the Canada Student Loan Program, as amended from time to time. Rates are based on the Canada Student Loan Need Assessment. Living Allowance and what category you fall under as a student. (i.e: single living away, single with dependents, married etc.):</p> <ul style="list-style-type: none"> • Student living at home \$ 600.00 • Single student \$ 1100.00 • Single parent \$1500.00 • Married student and dependent spouse w/no dependent(s) \$2000.00 • First dependent (child) \$400.00 • Per additional dependent (child) \$ 300.00 <p>http://www.hrsdc.gc.ca/eng/jobs/student/loans_grants/need_assessment.shtml See also: http://www.canlearn.ca/eng/index.shtml</p>

APPENDIX C

DOCUMENT RELEASE FORM

PSE Institution Name & Address:

Attention: Office of the Registrar

To Whom It May Concern:

As a student assisted by _____ Band, I hereby authorize the above named post-secondary education institution to release all transcripts, attendance records and other documents indicative of my progress to the N'Quatqua Band.

Student Name:

Student Number:

Program of Study:

School Year:

Please forward the above mentioned documentation as they become available to;

N'Quatqua Band
Attention: Julie Thevarge
PO Box 88
D'Arcy, BC,
V0N 1L0

Student signature

Date

APPENDIX D

Finding Information on Eligible Post-Secondary Institutions and other resources

AANDC NATIONAL GUIDELINES

- <https://www.aadnc-aandc.gc.ca/eng/1488295304178/1488296527836>

FOR INFORMATION OR TO FIND LISTS OF POST-SECONDARY INSTITUTIONS, PLEASE VISIT:

- <http://www.canlearn.ca/eng/onlinetools/index.shtml> (this is the master list of designated education institutions)
- http://www.aved.gov.bc.ca/find_an_institution/welcome.htm
- <http://www.pctia.bc.ca/listings>

Important note: the presence of an institution on a list (e.g. CanLearn) does not automatically imply that the program of study offered is eligible. A program must meet the eligibility requirements below to be an Eligible Program.

Post-secondary institutions designated for Canada Student Loans purposes are considered Eligible Post-Secondary Institutions.

Public post-secondary institutions are considered to be recognized by the provincial Ministry of Education.

Private post-secondary institutions may be considered as Eligible Institutions (e.g. if they are registered with the provincial registration agency – in British Columbia, this is the Private Career Training Institutions Agency (PCTIA)). Consult the Master List to ensure institute is designated.

FIRST NATIONS EDUCATION STEERING COMMITTEE

The First Nations Education Steering Committee (FNESC) was founded in 1992 by participants at a provincial First Nations education conference at the Vancouver Friendship Centre. That visionary group of people determined the need for a First Nations-controlled collective organization focused on advancing quality education for all First Nations learners, and they set out FNESC's commitment to supporting First Nations in their efforts to improve the success of all First Nations students in BC.

<http://www.fnesc.ca/edcoordinators/student-resources/>

ABORIGINAL LEARNING LINKS

Aboriginal Learning Links is a web portal that provides resources for Aboriginal learners who want to pursue or continue post-secondary studies in BC. The site includes information on education planning, paying for school, on-campus services, childcare, housing and specific resources for current and former children in care.

<http://aboriginallearning.ca>

APPENDIX E

Public Post-Secondary Institutions in British Columbia:

British Columbia Institute of Technology	Burnaby	1 604 434 - 1610 1 866 434 - 1610
Camosun College	Victoria	1 250 370 - 3000 1 877 554 - 7555
Capilano University	North Vancouver	1 604 986 - 1911
College of New Caledonia	Prince George	1 250 562 - 2131 1 800 371 - 8111
College of the Rockies	Cranbrook	1 250 489 - 2751 1 877 489 - 2687
Douglas College	New Westminster	1 604 527 - 5400
Emily Carr Institute of Art & Design	Vancouver	1 604 844 - 3800
Justice Institute of British Columbia	New Westminster	1 604 528 - 5422 1 888 865 - 7764
Kwantlen University College	Surrey	1 604 599 - 2000
Langara College	Vancouver	1 604 323 - 5511
Vancouver Island University (Formerly: Malaspina University College)	Nanaimo	1 250 753 - 3245 1 888 920 - 2221
Nicola Valley Inst of Technology (Formerly: Institute of Indigenous Government)	Burnaby Campus Merritt Campus	1 604 602 - 9555 1 877 682 - 3300
North Island College	Campbell River/ Courtenay/Port Alberni	1 800 715 - 0914
Northern Lights College	Dawson Creek	1 250 782 - 5251 1 866 463 - 6652
Northwest Community College	Terrace	1 250 635 - 6511 1 877 277 - 2288
Okanagan College	Kelowna Campus Penticton Campus Vernon	1 877 755 - 2266 1 866 510 - 8899 1 800 289 - 8993
Royal Roads University	Victoria	1 250 391 - 2511 1 800 788 - 8028
Selkirk College	Castlegar Campus	1 888 953 - 1133
Simon Fraser University	Burnaby	1 778 782 - 3111
Thompson Rivers University Formerly: University College of the Caribou	Kamloops	1 250 828 - 5000
University College of the Fraser Valley	Abbotsford	1 604 504 - 7441 1 888 504 - 7441
University of British Columbia	Vancouver	1 604 822 - 2211
University of Northern British Columbia	Prince George	1 250 960 - 5555
University of Victoria	Victoria	1 250 721 - 7211
Vancouver Community College	Vancouver	1 604 871 - 7000

