



Campbell River Indian Band Office

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Application deadline is March 31st

Revised on June 15, 2009

Dear Student:

Congratulations on deciding to pursue your Post-Secondary Education.

Vision Statement:

Our Post-Secondary Education Program is committed to enhance the employability of our community members by assisting eligible students with access to education and skill development through higher learning. We believe in our youth and the betterment of our people.

Objectives:

- Our goal is to encourage and sponsor students to achieve success in Post-Secondary studies in order to increase their job opportunities.
- To assist students with the financial costs of attending Post-Secondary.
- Facilitate the Post-Secondary funding based on the Policies and Guidelines.
- To support and recognize those students who are successful.
- We believe in our youth and the betterment of our people

Responsibilities of the student

- In signing the application for funding the student is accepting all responsibilities as set out in the Education Policies and Guidelines
- To fulfill the funding agreement and work towards being a successful student
- Accountability and responsibility in all aspects of Post-Secondary Education and funding

****Please ensure to fill out the application form in its entirety to avoid delays. All sections are relevant in determining your eligibility for education funding.**

POST SECONDARY EDUCATION GUIDELINES 2008/2009

"The Education of our people is the future of our nation"

1. Student Eligibility for Assistance

To be eligible to receive assistance under the terms of the Post-Secondary educational Assistance Program, it is necessary that:

- a) The applicant must be a Registered Canadian Indian with the Campbell River Indian Band and in good standing.
- b) A resident of Canada for at least 12 months at the time of application.
- c) The applicant has met university or college entrance requirements and has been **accepted** into a recognized Canadian university, Community college, Technical institute, etc.,

OR

The applicant has not been registered as a full time student in recognized Secondary School for at least one full year prior to application, and has been **accepted** for registration as a "mature student",

OR

The applicant has been accepted into a University / College Entrance Preparation Program which will provide the student the necessary pre-requisites to enable them to get into a College or University level program.

- d) The applicant must also be registered into an Eligible a program of studies which has Secondary School graduation or equivalent as a normal prerequisite.
- d) The applicant must submit a complete application to the Education Coordinator no later than the deadline of March 31st. All applications must include; a signed Release of Information, Letter of Acceptance and an Official Transcript of your most recent education. **We will be unable to process incomplete applications.**
- e) The applicant shall have indicated to the post-secondary Education Coordinator, the amount of personal funds or funds from another agency, which the student can use to cover a portion of his or her educational costs.

2. Eligible Institutions and Eligible Programs

- a) Applicants must be registered into an accredited Post-secondary institution which will provide a degree, diploma or certificate upon graduation and are recognized by the province.
- b) Eligible programs require a grade 12 or equivalent as a pre-requisite.
- c) The program must be considered at least one year academic year in length or equivalent. Most eligible programs are at least 8 months long.
- d) Students may be funded for tuition and books for online courses, however, this will not qualify for Living Allowance
- e) Trades that are considered one academic year in length qualify for funding. Trades that are less than one academic year in length do not qualify for funding.

3. Educational Assistance provided by other agencies

- a) Students are to accept any and all educational assistance made unconditionally available to them by other funding agencies (NVIATS, HRDC) to offset a portion or all of the financial assistance required from this program and disclose this information to the Education Coordinator. If student fails to disclose other funding from another agency then the student will be responsible to repay the portion they were over funded.
- b) Awards won by a student for outstanding scholarship, in competition with other scholars, are considered as incentive income and do not affect the computation of assistance benefits available to the student.
- c) Income earned or assistance provided by a student's spouse, dependents, or other relatives are not considered in computing the educational assistance needs of the student.

4. Student Assistance limits and conditions

- a) While adhering to all the applicable assistance regulations and conditions set out in this document, the total assistance provided to an individual student shall not exceed 96 "student months". A "student month" is equal to one month a student is receiving academic instruction.
- b) The number of student months provided will depend on the course length of the institution. The following are the maximum number of "student months" of assistance which may be provided for each of the five major Post Secondary Education levels:
- | | |
|----------------------------------|-----------------------------|
| 1. College Diploma (2 year) | 24 student months / 3 years |
| 2. Bachelor's Degree | 40 student months / 5 years |
| 3. Honors Bachelor Degree | 48 student months / 6 years |
| 4. Master's Degree or Equivalent | 24 student months / 3 years |
| 5. Doctorate (Ph.D.) | 24 student month / 3 years |
- c) Exceptional circumstances may be made in the event a student wishes to pursue specialized study beyond their funding limits. This will be reviewed by council on an individual basis.
- d) The institution's definitions of "full-time" and "part-time" students shall be accepted for related calculations. A "part-time" student should be considered as using two "student months" for each full credit course for which the student has received assistance. Any fractions of "student months" shall be rounded to the nearest month for reporting purposes.
- e) A student who chooses to change programs will only be allocated the same amount of student months per each level of study. Therefore, your funding will remain calculated based on your original start date.

5. Dependants of Students

- a) Under the terms of this program, "Dependents" of a student may only include the student's spouse if the spouse's annual earnings are less than \$2,000.00 and whose children are under the age of six years old.
- b) Dependants may also include those children of the student whose annual gross earnings are less than \$2,000.00.
- c) A "spouse" is a person who has lived with the student as husband or wife for a period of not less than one year prior to application for educational assistance. If the "spouse" is legally married to the student, no time factors are relevant or applicable.

6. Living Allowance

- a) To be eligible for a Living Allowance a student will be required to take a full-time program of studies. Full-time meaning you must be taking at least the minimum amount of classes considered to be full-time at the attending College or University. ***Part-time students, as defined by the post secondary institution being attended, are not eligible for living allowance or travel.***
- b) Living Allowances are paid to students to cover normal daily living expenditures such as food, housing, local travel, recreation, etc.
- c) Students choosing to reside in Residence will receive the same amount of Living Allowance as they would receive living off campus. Therefore, the student will be responsible for any costs over and above the set living allowance.
- d) The maximum level of Living Allowances is set in accordance with funding received from Indian & Northern Affairs Canada.
- e) Allowances paid to students vary according to the number of the student's dependents and whether it is necessary for the student to live away from home to attend university or college, etc.
- f) Students who remain living at home with parents shall only receive a partial Living Allowance of 50% of the current Living Allowance.
- g) Living Allowances are not provided for *Part-time students*.
- h) However, part-time students are entitled to receive funding for tuition and books.
- i) Students who are **employed** on a full-time basis are not entitled to Living Allowance. However, educational assistance to cover the cost of tuition and books shall be made available if not provided by employer.
- j) Living Allowance is provided strictly for the duration the student is receiving academic instruction.
- k) **Please note that although a 60% course load is recognized to meet the minimum requirement to be eligible to receive Living Allowance, students are only allocated the designated amount of years to complete their degree plus one year. Meaning that if you are taking a four year program, you are eligible to receive a maximum five years of funding. Therefore, students only taking a 60% course load may not complete the mandatory amount of credits in the five year time allocated. It is the students' responsibility to ensure they will complete their credits in the time frame that applies to them.**

7. Tuition Allowance

- a) A Tuition Allowance equal to the actual tuition and registration fees shall be made available to a student enrolling in a Post-Secondary Education program of studies in an accredited Canadian institution of higher learning.
- b) Tuitions to Private Colleges or Institutions will be funded based on the cost to obtain the same education at a public institution.
- c) Tuition to a foreign university or college will be approved only if Canadian training institutions, employers and licensing agencies, recognize the training received **and it is not offered in Canada.**
- d) There is a large majority of Colleges and Universities that have made it mandatory to purchase Extended Medical and Dental coverage. This charge is automatically billed at the time of registration. As a Status Indian, this satisfies the alternate coverage requirement therefore you are able to **"Opt Out"** of this service. ***It is the responsibility of the student to formally "Opt Out" of this service.*** Confirm with student services on how to formally **"Opt Out"**. Failure to **"Opt Out"** will be the financial responsibility of the student and should you choose not to **"Opt Out"** as a personal choice the student will have to pay this expense.

8. Book Allowance and supplies

- a) The cost of text books and supplies which are officially listed as requirements, by the university or college for the student's program will be paid to a maximum of \$300.00 for college level per semester and \$500.00 for university level per semester. We strongly suggest students to seek out purchasing used books or purchasing books off campus to cut the costs of books. **In the event the cost of textbooks and supplies are more than the set amounts per semester those costs are the responsibility of the student.**
- b) The book allowance will be included in the first cheque issued in August for the first semester. The book allowance will be included in the December to cover cost of textbooks and supplies for the second semester.
- c) Additional consideration will be given to reference works and professional journal subscriptions, which will assist the student and are not readily available in the university or college library.
- d) The Campbell River Indian Band will continue to have Direct Billing arrangements with Post-Secondary Institutions for the books, however, students will only be able to charge the same amount as they would if they were to receive the book allowance themselves.

9. Travel Allowance

- a) Only full-time student will be given the travel allowance.
- b) Travel costs are allowed only to from the student's usual place of residence to the nearest accredited university or college which the student has selected.
- c) Only those students needing to travel or relocate to the college or Post-Secondary Institution of choice, will receive the sum of \$100.00 for travel. This will be included in the first cheque issued to the student in August for travel to the student's new residence. The sum of \$100.00 will be included in the December cheque to cover the cost of travel for the second semester. Those students needing to return home after the final semester will also get the sum of \$100.00 in their final cheque for Living Allowance.

10. Emergency Contingency Fund:

- d) With the prior approval of the Education Coordinator, a student and dependents may receive an allowance to cover the cost of emergency travel to the student's home community.

11. Special Clothing, Equipment and Supplies

- a) If specified by the university or college as **necessary** for the student's program of studies, an allowance to cover the costs of rental or purchase of special equipment and/or clothing will be provided.
- b) Items such as special tools, microscopes, drafting equipment, or specialized clothing such as medical scrubs, raingear, and footwear are included in this category.

12. Special Tutorial Assistance

- a) Upon the strength of a written recommendation of the student's instructor(s), which has been approved by the appropriate department head or dean of the university or college, an allowance will be provided to the student to cover the cost of special tutorial assistance to overcome areas of academic weakness. Please contact the Education Coordinator should you need assistance.

13. Procedures for Application

All persons who are interested in receiving educational assistance under the terms of this program are to contact the Education Coordinator at the Campbell River Band Office to get an application package. In order for an application to be considered, the Education Coordinator will require;

- a) Proof of the applicant's eligibility as a Registered Canadian Indian and a resident of Canada.
- b) The student must submit a complete application by the set deadline of March 31st.
- c) Applicant will need to provide a Letter of Acceptance or similar document from an approved institution of higher learning as described earlier.
- d) The Applicant must also provide sign a Release of Information and provide this to the Education Coordinator.
- e) Included with the application all students are required to provide and **Official Transcript** from their most recent education.
- f) All students are required to submit a new application by the set deadline on an annual basis.
- g) The applicant will also be required to indicate the program of study, the courses in which he or she will register and the duration of his/her program.
- h) If you are planning on or thinking about attending the Summer Semester, ensure that you indicate this on the application. **There will not be another opportunity to apply for summer funding.**
- i) Students are required to provide an acceptance letter from the Institution that that student plans to attend, preferably with the application. The Campbell River Indian Band will not move forward with releasing funding until such letter is received.

14. Provision of Benefits

- a) After the application has been approved by the Chief and Council, the student will receive a letter of approval and the Post Secondary Education Coordinator will arrange an appropriate payment schedule. Cheques will usually be made available to students in monthly payments mailed to the student on the 24th day of each month that the student is eligible for assistance. It is the responsibility of the student to advise the post-secondary administrator of their proper mailing address or any change of address
- b) Included with the students Letter of Approval will be a Post-Secondary Education Policy and Guidelines with a Post-Secondary Funding Contract that has to be signed and returned to the band office before funding will begin.
- c) **The students have to provide a Verification of Enrolment in order to proceed with funding.**

14. Responsibility of the Student

- a) Students receiving Post-Secondary Educational Assistance Benefits under the terms of this program shall be responsible for satisfying the academic requirement. It is the students' responsibility to maintain at least a "C" average. Students should also understand that although a "C" is sufficient to maintain Post-Secondary funding through the Campbell River Indian Band, Post-Graduate studies will require a much higher GPA. Should a student fail to meet the minimum GPA they will be put on **Academic Probation** for one term. (See section 17)
- b) It is the student's responsibility to ascertain tuition costs for the courses he/she is taking for each of the semesters and forward it or have it forwarded by the institution to the Band Office for payment. The student will make every effort to take the pertinent courses he/she requires in order to complete their program of studies. There are Aboriginal Education Advisors services available at each college for Aboriginal students. We encourage you to see an Advisor and seek his/her direction to get into the most appropriate courses and to complete those courses in the most time effective way possible.
- c) Students are responsible for providing the Education Coordinator with an **Official Transcript** after each semester by the following dates;
 - a. Fall Term – submit by **January 21st**
 - b. Winter Term – submit by **May 20th**
 - c. Summer Term – submit by **September 23rd**
- d) Students are required to attend classes on a regular basis. Continual absence may result in failing grades and your funding will be suspended.
- e) Students must inform the Education Coordinator of any class changes and or withdraws of courses as this may change tuition and funding amounts.
- f) The student is responsible for informing the Education Coordinator in the event the student has a change in enrollment status and withdraws completely from the program. Failure to inform the Education Coordinator will result in the student being billed directly for tuition and any other costs incurred by the student.
- g) Students are to manage the Post-Secondary assistance funds made available to them in a manner which ensures that all fees and personal expenses are paid when due.
- h) Students are responsible for to provide their own transportation, bus or parking pass.

15. University College Entrance Preparation Program (UCEP)

- a) Students receiving funding through the University / College Entrance Preparation Program are to maintain at minimum "C+" in English 12 as this is the standard pre-requisite for Post-Secondary Institutions.
- b) Students are to complete their upgrading within a one academic year time limit in order for being considered for renewed funding.
- c) All other courses that students may be taking have to meet the **minimum** entrance requirement for the program that they intend to take with a Post-Secondary Institution.

16. Incentive

Academic Achievement Scholarship: We are offering a \$1,000.00 incentive for a student taking at least a two year certificate, diploma or degree program of studies who achieve at least a 4.00 G.P.A. in minimum of 4 courses per semester. This scholarship is only for students returning to full-time studies in the fall and will not affect any other Post-Secondary Assistance that the student will receive.

To apply students are required to send a letter along with an **Official Transcript** to the Education Coordinator no later than May 31st. The applicants will then be reviewed by the Education Committee.

****The Incentive Awards are subject to funding availability**

17. Academic Probation

- a) Students failing to meet the minimum GPA will be put on a 4 month **Academic Probationary** period, equal to one semester. Students will be required to bring up their average grade during this time period and provide a report or transcripts to indicate that this has been met to the Education Coordinator.
- b) Students who do not comply with this policy will have their funding suspended.
- c) If the personal circumstances of the student are such that the student's counselors recommend further consideration, a conditional extension of Educational Assistance Benefits may be approved.

18. Termination of Funding

- a) The Education Coordinator may terminate educational assistance to a student who has demonstrated a lack of ability or willingness to meet the academic or financial management responsibilities, which the student has accepted.
- b) Funding will be terminated if the student shows continued absence from his / her program.
- c) Should a student drop out of their program their funding will be terminated.
- d) **If the student completely drops out of college or university and fails to notify the Post-Secondary Education Coordinator, but continues to receive and cash the monthly living allowance cheques and it is discovered that they weren't entitled to those cheques, then the student must pay back the tuition, cost of books and the monthly living allowance to which he/she was not entitled.**

19. Reapplying for funding

- a) Students whose funding has been terminated may not be funded for one academic year.
- b) Students whose funding has been **suspended** or **terminated** in the past may reapply for funding. However, they will be required to provide additional information to support that they will be committed to completing their studies. Each case will be reviewed by the Education Committee individually to determine if Campbell River Indian Band is willing sponsor the student.

20. Fraud

- a) Should a student receive funding for tuition and or books and the student fail to use the funding accordingly, the Campbell Riving Indian Band will consider this fraudulent behavior and the student will be required to repay the amount funded to the student.
- b) If the student withdraws from their Post-secondary Institution and fails to notify the Education Coordinator and continues to receive Living Allowance, the Campbell River Indian Band will also consider this to be fraud and the student will be required to repay the total amount of funding that the student was not entitled to receive.
- c) Should a student withdraw from classes and fail to meet the minimum requirement to be considered full-time and continue to receive Living Allowance, this too will be considered fraud and the student will be required to repay the funding for which they were not entitled.

21. General Functions of the Education Coordinator

- a) Ensuring that potential applicants are aware of the availability of **"The Post-Secondary Education Assistance Program"** and the benefits that are available to them.
- b) The Education Coordinator is to ensure that the Post-Secondary Education Program is carried out according to the Education Policy and Guidelines.
- c) Ensuring the student complete the application for the Post-Secondary Education Assistance Program. This will include notifying students if they have not submitted all the required documents.
- d) Assisting the student in required procedures to acquire acceptance for registration in the selected college, university or institution. This will include sponsorship letters, verification letters, etc.
- e) Assisting the student acquire full information about the program of studies from the Post-Secondary Institutions.

22. PRIORITY SYSTEM

- a) We have had to develop a priority system for eligibility of students for post-secondary education assistance because we have far more applicants than we do funding. As a result we have to follow the selection process as stated below;

1. Continuing Students

Successful continuing students will be given first priority to receive sponsorship. As long as a student has completed his/her prior year successfully and has submit his/her complete application along with most recent transcripts by the set deadline they will be given first priority.

2. Grade 12 Graduates

Students graduating from Grade 12 with good academic standing and who have the necessary pre-requisites to obtain college or university acceptance will be given second priority.

3. Mature or Renewing Students

These applicants are students who have been out of school for one academic year or more. These applicants will be given third priority.

4. Terminated or Suspended Students

This includes students who have dropped out, who quit, who were not successful in previous studies, and who did not provide transcripts for the program of studies. Students who have abused the Post-Secondary Funding will be assessed by the Education Committee to determine who will be sponsored.

- b) Please note that all applicants will be selected based on past education performance. Therefore, students with a higher GPA will be selected first.
- c) After the initial selection process is complete the Education Coordinator will notify the successful applicants.
- d) A waitlist will be established with the remaining applicants and should further funding become available we will move forward with funding more students.

23. Student Appeals

Should any student be convinced that the preceding Post Secondary Policy and Guidelines have not been fairly applied to his or her situation, the student may appeal in the following manor;

- a) Meet with the Education Coordinator within 15 business days of the initial decision to discuss the grievance to try to resolve it.
- b) If the applicant is not satisfied with the decision, the applicant must submit their grievance in writing to the Education Committee. The Education Committee will consist of the council members who currently hold the Education Portfolios, the Band Manager and the Education Coordinator. In the event there is a Conflict of Interest an alternate council member will take part.
- c) The students' grievance letter will be reviewed by the Education Committee and the student may be asked to attend a meeting with the Education committee to answer any questions they may have.
- d) The Education committee will make their decision within ten business days.
- e) The decision of an Education Committee is to be consistent with the Education Policy and Guidelines and is considered final and legally binding.

24. Amendments to Policies:

- a) All amendments must be ratified by Chief and Council
- b) Amended Policies will be made available to current students who are attending Post-Secondary once ratified