



NAK'AZDLI BAND COUNCIL

**Post Secondary Education
Policy and Procedures**

February 2008

This Policy has been approved by the
Nak'azdli Band Chief and Council

At a duly convened meeting on

March 25, 2008

and is effective March 25, 2008



Chief


Councillor
Councillor
Councillor
Councillor
Councillor
Councillor

Councillor

Councillor

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1.00 VISION STATEMENT

To gain access to post-secondary education and to graduate with the qualifications and skills needed to pursue individual careers and to contribute to the achievement of self-government and economic self-reliance.

Education = Independence

2.00 Eligibility Criteria

2.01 Application Fees are the responsibility of the student; exceptions will be made on a case-by-case basis.

2.02 Applicants to the *Post-Secondary Education Program* must be members of the Nak'azdli Band as defined by the current membership list. For consideration of the living allowance rate, refer to Appendix I.

2.03 Applicants must be a Status Indian as defined by the Indian Act and amendments therein.

2.04 Applicants who have transferred into the Nak'azdli Band must wait for the next block funding period after acceptance into the Band before applying for post-secondary funding. Students transferring from other Bands will be required to submit previous transcripts for any training or education sponsorships, which will be reviewed to determine amount of sponsorship available.

2.05 New applicants must seek academic and career counseling prior to applying for sponsorship from the Nak'azdli Band. Also, applicants must seek other funding sources: E.I., Reach back, etc. for eligibility of sponsorship/funding, and submit verification letters.

2.06 Through academic proficiency testing, the Applicant must demonstrate Grade 12 capabilities and must be in possession of a Dogwood Diploma or equivalent or have successfully completed prerequisites of Program entry.

2.07 Applicants must meet Program entrance requirements by a provincially recognized post-secondary institution of education.

2.08 Applicants must be in good academic standing with Nak'azdli Education Authority and the education institution last attended.

2.09 Students that have completed Certificates or Trades Programs must find employment for one (1) year using their newly acquired skills before re-applying for funding for other programs. Unless they are students continuing on for their degrees.

Student Responsibility

To ensure all documents are completed one (1) month prior to the school year start date.

3.00 Student Support Requirements and Guidelines

3.01 New applicants must provide a Letter of Acceptance from a Band-recognized post-secondary institution for the program applied to. Sponsorship requests must be submitted to the Education Authority prior the application deadline dates (See 5.01 pg. 7).

- 3.02 Applicants must plan to be enrolled in one of the following levels before applications will be considered:
Level 1 – program within a community college in a course of studies leading to a Provincially Recognized certificate/diploma
Level 2 – program of undergraduate university degree
Level 3 – program leading to a professional edge or post-graduate degree program or post-graduate work
Level 4a) – programs delivered locally will be on a case by case basis depending on budgets
Level 4b) – distance education courses will only be sponsored for tuition and books
- 3.03 Successful applicants are entitled to a maximum of five (5) academic years of student support, subject to meeting the requirements of Nak'azdli Band's Education Authority. Students in the 'Continuing student' category requiring more than five (5) years to complete the program in which they are registered must make application to and receive approval of the Nak'azdli Band's Education Authority Committee by the end of the calendar year. Request must be received by December 31st of each year.
- 3.04 Applicants must be registered in four (4) or more courses or equivalent credit hours to maintain student support from Nak'azdli Band. A mature student can make application to the Nak'azdli Band's Education Authority Committee to a three (3) course per semester or equivalent credit hours if recommended by an Academic Counselor. **Students will not be sponsored for upgrading;** however, they may be considered for sponsorship for tuition and books only.
- 3.05 All Students must provide transcripts to the Education Administrator prior to Christmas break and beginning of new semester December 20 and April 30 to avoid delay and funding. (ie Living allowance, tuition, etc.)**
- 3.06 Students will be placed on probation should their G.P.A fall below 2.0. If G.P.A doesn't improve, this matter will go to the committee for review and may result in suspension of sponsorship. Students whose sponsorship has been suspended can request reinstatement after completing one (1) semester at their own expense and then submit transcripts for that semester to the Education Authority Committee.
- 3.07 The Nak'azdli Band will sponsor one Bachelor (5 years), one Master's (2 years), and one Doctorate (2 years) degree per student.**
- If additional summer sessions are needed you will be docked one semester off your five (05) year funding. If you don't complete your degree within the five year period, use of your Master's will be considered upon review year by year (With an agreement on file).
- 3.08 Nak'azdli Band will implement payment once the student has submitted confirmation of acceptance to institution chosen. All applicants must have confirmation from Nak'azdli Band **before** sponsorship will be considered. All applicants will be reviewed according to the deadline of December 31st for the September enrollment and March 1st for the January enrollment as we have a budget to follow.
- 3.09 If the student fails a course the Band will not sponsor any further attempts.

4.00 Funding Criteria

A. Living Allowance

- 4.01 Living allowance is granted to students registered in a full-time program.
- 4.02 Part-time students registered in three (3) or fewer courses per semester or the equivalent amount of credits are not eligible to receive a living allowance but will receive funding for tuition & books.
- 4.03 Living allowance is granted for the duration of the program, normally September to December (Fall) and January to April (Winter) or as determined by the Education institution.
- 4.04 If program duration goes two (2) or more weeks into the next calendar month, students may be eligible to receive a living allowance based on individual circumstances (advance notice to the Education Administrator for approval).
- 4.05 Living allowance will be deposited into the students' bank account on the 27th of each month or mailed on the 20th of each month post-dated for the 27th.
- 4.06 Students taking correspondence distance education will not be considered for living allowance.
- 4.07 If a student owes money to the Education Department further sponsorship will not be considered until all monies are paid in full.

B. Books

- 4.08 Textbooks are funded to a maximum of \$500.00 per semester. If requiring funds above this amount, the student must receive prior approval from the Education Administrator.
- 4.09 Students must ensure that the required textbooks for the program in which they are enrolled are purchased first before purchasing the required supplies.
- 4.10 Books and supplies are paid on receipt of the education institution's bookstore invoice.
- 4.11 **Textbooks are the property of Nak'azdli Band.** Students are requested to mail, courier or drop off textbooks that are no longer required so other students may use them or they may be included in the Nak'azdli Resource Library.
- 4.12 Additional costs may be considered.(i.e. printing, photocopying, and computer expenses.) Any unused books and supplies monies will be applied to miscellaneous expenses.

C. Tuition

- 4.13 Tuition will be paid on receipt of the education institution's invoice.
- 4.14 Maximum tuition for any provincially recognized post-secondary institution is as follows:
- | | | |
|--------------------|---|--|
| College | - | full tuition |
| University | - | full tuition |
| Masters programs | - | \$7,000.00 maximum per year (refer to p.5, sec.3.07) |
| Other Institutions | - | \$4,500.00 |

- 4.15 Private institutions (e.g. Sprott Shaw College/Academy of Learning) will not be sponsored by Nak'azdli Band due to high tuition rates, and non-transferable credits, however vocational Private institutions (e.g. hairdressing school), may be considered, pending approval and availability of funds.

D. Travel

- 4.16 Seasonal travel is issued three (3) times per year and applies to those students who fit the funding criteria, to a maximum of \$400.00 per year.
- 4.17 Travel is paid at cost for the purchase of a bus ticket.
- 4.18 Students who have a personal vehicle will receive the rates as determined by the cost of the purchase of a bus ticket.
- 4.19 Moving expenses for the student are not covered.
- 4.20 Travel will be issued only for school breaks (Spring Break, Christmas, end of semester) and emergencies. Travel will not be issued for personal reasons.**

5.00 Application Deadline

- 5.01 All Application Deadlines are **December 31st for September intake (this deadline date also applies to the summer program) and March 1st for January intake of each year.**
- 5.02 If required documents are not received on or before the deadline date, the student's request for funding will be added to the waitlist.
- 5.03 Students must contact the Education Administrator by March 1st every year to provide information about the students continuing status, current address, etc.**

6.00 Application for Funding Package

- 6.01 A complete application package includes:
- Nak'azdli Band Post-Secondary Education Application
 - Student Contract
 - Student Waiver Form
 - Education Planner
 - Acceptance Letter from the Education Institution for the Program chosen
 - Letter of Intent on the student's sponsorship **request must include background of family history, include the names of parents and grandparents**
 - Copy of dependents birth certificate that clearly states Mother and Father's name
 - Proof of Guardianship/adoption documents will need to be provided
- 6.02 No sponsorship request will be reviewed until all of the above-stated documents are received before the deadline date, as per checklist in funding application.

- 6.03 Incomplete or improperly completed forms may cause processing delays resulting in the student being added to the waiting list for the following year.
- 6.04 Students will be required to personally introduce themselves, at the students own expense, at one of the following:
 - 1) Education Committee Meeting
 - 2) Band Council Meeting
 - 3) Annual General Assembly or Annual General Meeting

7.00 Priority List

- 7.01 'Continuing students' are those who received sponsorship in the last academic year and whose program of study requires more than one academic year to complete.
- 7.02 'Graduate students' are those who have completed Grade 12 or the equivalent (GED) in the last academic year and who intend on returning as a post-secondary student. The applicant must meet entrance requirements for the education institution and eligibility criteria for the Nak'azdli Band Post-Secondary Education Policy and Procedures.
- 7.03 'Band Members living on-reserve' are members who have resided in the Nak'azdli community for five (5) or more years prior to the request for sponsorship.
- 7.04 'Band members living off reserve' are members who have not resided in the Nak'azdli community five (5) or more years prior to the request for sponsorship.
- 7.05 'Others' refers to those that have undertaken the costs of their educational endeavors, and cannot complete them without assistance from Nak'azdli Band.

8.00 Appeal Process

- 8.01 Each applicant/student has the right to appeal any decision regarding funding issues and financial sponsorship.
- 8.02 The Program applicant/student must try to resolve any dispute or complaint with the Education Administrator.
- 8.03 If the applicant/student feels that the Education Administrator has not dealt with the issue(s) satisfactorily, the applicant/student must submit a letter of their intent to appeal the decision within 30 days.
- 8.04 The letter shall summarize the issue(s) in question, list the steps taken thus far to resolve the issue(s) and formally request an appeal be brought before the Appeal Board for review and ruling.
- 8.05 The Appeal Board is the Nak'azdli Band Chief and Council at a duly convened meeting (normally the last Tuesday of each calendar month).
- 8.06 The decision of the Nak'azdli Band Chief and Council is final and the Chief and Council will mail a letter stating the final decision.

9.00 Academic Probation

- 9.01 As a condition to receiving sponsorship, the applicant/student will agree to maintain a minimum grade point average (GPA) of 2.0.
- 9.02 Any student who fails to meet the minimum grade point average (GPA) must seek the assistance of a tutor or academic counselor.
- 9.03 Any student who does not meet the minimum grade point average (GPA) will be placed on academic probation for no less than four (4) months or one (1) academic semester.
- 9.04 Funding shall be discontinued to any student who receives less than the minimum grade point average (GPA) of 2.00 in his/her area of study while under academic probation.
- 9.05 In order for the review board to reconsider sponsorship the student must pay one semester on his or her own, and complete it with a GPA 2.0 or higher.
- 9.06 At the end of the probationary period, the Education Committee will review the student's academic status in conjunction with the student and an academic counselor. It is the students responsibility to provide required information (ie transcripts) to the Nak'azdli Education Committee for re-consideration of funding subject to budget.

10.00 Incentives (Pending Funding)

- 10.01 Students enrolled in a full-time diploma or Bachelors Degree Program or in a full-time or part-time Masters or Doctoral Degree Program may be eligible to receive an incentive for his/her major area of study.
- 10.02 Students will receive the one time incentive upon successful completion of his/her major area of study and within the regular time frame of a regular program (i.e. Diploma, 2 years; Degree, 2 years; Master's, 2 years). Credits must be transferable to other post secondary institutes.
- 10.03 To be eligible for a Diploma incentive, the student must have attended full time and attained a grade average of 'B' or higher. Incentives will be issued upon successful completion of the Diploma Program, to a maximum of \$750.00. One time only.
- 10.04 To be eligible for a Degree incentive, the student must have attended full time and attained a grade average of 'B' or higher. Incentives will be issued upon successful completion of the Degree Program, to a maximum of \$1,000.00. One time only.
- 10.05 To be eligible for a Master/Doctorate incentive, the student must have attended full/part time and attained a grade average of 'B' or higher. Incentive will be issued upon successful completion of the Master/Doctorate Program, to a maximum of \$1,500.00. One time only.
- 10.06 The student must provide a copy of the Diploma, Degree, Masters/Doctorate issued by the Education institution.

11.00 Definitions

- 11.01 **Dependent Spouse** – a person who is married to the student or person who has lived with the student as husband or wife for a period of at least one (1) year prior to the application for education support. The spouse must be solely dependent on the student's income.
- 11.02 **Dependants** – a person(s) who is a legal child to the student, who resides with and is solely dependent on the student's income.
- 11.03 **Full-time Student** – a student, who in each term or semester of the first year of a diploma or degree program, takes a minimum of three (3) courses or the equivalent number of credit hours and in each subsequent term or semester takes a minimum of four (4) courses or the equivalent number of credit hours.
- 11.04 **Mature student – 2 years out of school or over 21 years of age.**
- 11.05 **Academic Year** – September to April
- 11.06 **Summer Semester** – May 1 to August 31

APPENDIX I Living Allowance Rates

Category	Amount	
Single student (-19 yrs) living with parent or *Married student with employed spouse – no dependants.	\$ 775.	
Single student (19+ yrs)	\$ 900.	
*Married student with employed spouse - with one (1) dependent - with two dependents - with three (3) dependants - each additional dependent	\$900.00 \$925.00 \$950.00 \$25.00	Children must reside with the student full-time.
Married student with dependant spouse - with one (1) dependent - with two (2) dependants - with three (3) dependants - each additional dependent	\$1,100. \$1,300. \$1,400. \$1,500. \$50.	Children must reside with the student full-time.
Single parent - with one (1) dependent - with two (2) dependants - with three (3) dependants - each additional dependent	\$1,300. \$1,400. \$1,500. \$50.	Children must reside with the student full-time.

- Locally delivered programs will be considered for living allowance at a flat rate of \$900.00 per month depending on budget and spousal income.
- *Note:** This category is dependent on the spouse’s monthly income, i.e. if the employed spouse of the student earns \$1,500.00/month or more, the student will receive \$775 as a monthly living allowance. However, if the employed spouse of the student earns more than \$3,000/month, the student is not eligible for a living allowance. Earned income under the suggested 1,500.00/month will be reviewed based on number of dependants and individual circumstances.

Should a situation occur where a student does not fit into any category, each situation will be reviewed on a case-by-case basis. Should a student’s marital status change during their sponsorship, they must re-apply before December 31 to qualify for the appropriate living allowance rate. The new rate will take effect the following fiscal year.

APPENDIX II

SAMPLE Letter of Intent

Date (Remember deadline dates are: December 31st for the September start)

Name (First, Middle Initial, Last)
Mailing Address
City, Province
Postal Code } Full mailing address needed to
contact you of committee's decision

To: Education Authority Committee

Re: Sponsorship Request or Request for Education or Training Funds (whichever works for you)

Introduce yourself; include your band number, parents, and grandparents. Let them know your plans such as what course/program you want to take, where you want to take it, and the start and end dates. Be sure to include costs either in your letter or send with your letter a breakdown of cost from you course/program. State exactly what you are requesting by way of funding (here is a list of funding available, if eligible) Living Allowance, Tuition, Books, & Travel.

You would also have to let them know your financial situation such as if you have an employed spouse, or have dependants (how many?). You would have also have applied elsewhere for funding such as E.I., Student Loan, Employment Centers (state where you applied and the outcome of your application).

If you already received your acceptance letter this would be a good time to send it with this letter. Add anything else that you think may persuade the committee to choose you as our sponsored student such as, career goals that you have, or hardships you have endured. Then thank them for their time and consideration.

Sincerely,

(Sign your name here)

Name of Applicant

Enclosures: List any documents you are including with this letter such as: Acceptance Letter
Breakdown of Cost

Note **Keep the previous pages 1 – 12 for your future reference**
Send the following pages 13 – 18 for review by the Education Department.

APPENDIX III

**Nak'azdli Band
Post-Secondary Education
Application**

Full Name: (first) _____ (middle) _____ (last) _____

Mailing Address: _____ **Postal Code:** _____

Phone: (____) _____ **Cell/Message:** (____) _____

E-Mail: _____ **D.O.B.:** _____ (Month / Day / Year)

Band Number: _____ **S.I.N #.:** _____

Marital Status: Single Married Divorced Other

Is your spouse employed: _____ If Yes, monthly earnings: _____

Dependants:

1. _____ DOB: _____ AGE: _____

2. _____ DOB: _____ AGE: _____

3. _____ DOB: _____ AGE: _____

4. _____ DOB: _____ AGE: _____

Previous Sponsorship: Band # _____ Band Name: _____

Course(s) taken: 1. _____ 2. _____

Area of Study Code:(Office Use Only) _____

Program enrolled in:

Certificate <1 Year Diploma Bachelor Master/PhD Apprenticeship

Course List: 1. _____ 2. _____

3. _____ 4. _____

Start date: _____ **End Date:** _____

FULL TIME

PART TIME

Institute Code:(Office Use Only)_____

Institution name:_____

Address:_____

Phone: (_____)_____ **Fax:** (_____)_____

Institute Type: College University University College Other Institutes

Program/Course name:_____

Length of Program; in Years (as specified by institute):_____

Year(s) of Sponsorship You're Requesting:_____ Level (Year) Presently In:_____

Does your program require work co-op or practicum placement: Yes No N/A

If Yes,explain:_____

Sponsorship Request: Tuition Books
Living Allowance Travel All

PLEASE ATTACH A COVER LETTER STATING SPONSORSHIP REQUEST, EDUCATION PLAN, FAMILY HISTORY AND THE INSTITUTE'S ACCEPTANCE LETTER FOR YOUR PROGRAM.

I declare the information on this Application Form is accurate and acknowledge that false information will result in the discontinuation of funding and/or refusal for future funding. I further acknowledge that any funding received under false pretense will be repayable to Nak'azdli Band.

SIGNATURE:_____ **DATE:**_____

P.O. Box 1329, Fort St James, BC V0J 1P0

Tel: 1-250-996-7171 Fax: 1-250-996-8010

APPENDIX IV

Education Planner

Name: _____

Diploma or Degree: _____

Year: _____

Semester 1		Semester 2	
Course	Credit Hours	Course	Credit Hours

Year: _____

Semester 1		Semester 2	
Course	Credit Hours	Course	Credit Hours

Year: _____

Semester 1		Semester 2	
Course	Credit Hours	Course	Credit Hours

APPENDIX V



Nak'azdli Band
P.O. Box 1329
Fort St. James, BC, V0J 1P0
Phone: (250) 996-7171
Fax: (250) 996-8010

Release of Student Records

I, _____, do hereby authorize release of any records and information upon request to the above mentioned sponsor for this duration of my program of studies.

Date: _____ **Signature of Student** _____

Students must sign the Release Form and return to:

Nak'azdli Band Council, PO Box 1329, Fort St James, B.C. V0J 1P0

APPENDIX VI

Student Contract

This contract is between the Nak'azdli Education Authority on behalf of the Nak'azdli Band and the undersigned student for the purpose of acquiring Post-Secondary Education funding. I have read the Nak'azdli Band Post-Secondary Education Policy and Procedures and understand its intent and therefore agree that:

1. I understand that my Post-Secondary Education Application will be reviewed based on established Policy and Procedures.
2. Upon confirmation of sponsorship, I agree to abide by the Nak'azdli Band Post-Secondary Policy and Procedures.
3. That any false information on the Post-Secondary Education Application will disentitle me to post-secondary funding.
4. That I will inform the Education Administrator of any changes to the status of my living, education and personal plans.
5. It is understood that I will provide any required sponsorship documents for the Education Administrator.
6. That if I do not meet the minimum grade point average that I will agree to a probationary period as stated in the Nak'azdli Band Post - Secondary Education Policy and Procedures.
7. That tuition, books and supplies are paid directly to the education institute and it's bookstore, or, based on prior arrangements with the Education Administrator.
8. That any amount over \$500.00 per semester for books and supplies must get authorization from the Education Administrator.
9. That if I am entitled to a living allowance, it will be deposited into my bank account on the 27th of each month in the amount of which I am entitled.
10. Until all transcripts of sponsored courses have been provided to the Education Administrator, I understand that I will not be eligible for further funding. I understand that my living allowance will be withheld until I provide my most recent transcripts.
11. Textbooks are the property of Nak'azdli Band and, therefore, I agree to mail, courier or drop off textbooks at the Nak'azdli Band Office for the purposes of other students or to be included in the Nak'azdli Band Resource Library.

Student

Date

Nak'azdli Education Administrator

Date

APPENDIX VII



NAK'AZDLI BAND COUNCIL

EDUCATION DEPARTMENT

P.O. Box 1329, Fort St. James, B.C. V0J 1P0

Telephone: (250) 996-7171

Fax: (250) 996-8010

**INFORMATION FORM FOR
POST SECONDARY EDUCATION ASSISTANCE DEPARTMENT**

To: Employment Canada, HRDC Office Number _____

SURNAME (BLOCK LETTERS)	DATE OF BIRTH	S.I.N.
GIVEN NAMES (BLOCK LETTERS)	MALE _____ FEMALE _____	FILE NO.
ADMINISTERING AUTHORITY	DATE OF REQUEST	
ADDRESS NAK'AZDLI BAND COUNCIL Education Department P.O. Box 1329 Fort St. James, BC V0J 1P0	_____ AUTHORIZATION SIGNATURE	

TO BE COMPLETED BY EMPLOYMENT CANADA

ADDRESS: _____

INSURANCE	Approximate date of first payment _____ Remarks (if disqualification, delay, other): _____ _____ _____
1. Has a benefit period been established? _____	
2. If so, weekly rate? _____	
3. Claim filed and pending as of (Date): _____	
INSTRUCTIONS	
HRDC: Complete insurance section and return to originating Administering Authority above.	_____ DATE LOCAL OFFICE MANAGER

APPENDIX VII (continued)



NAK'AZDLI BAND COUNCIL

EDUCATION DEPARTMENT

P.O. Box 1329, Fort St. James, B.C. V0J 1P0

Telephone: (250) 996-7171

Fax: (250) 996-8010

ACTION REQUEST
CONSENT FOR RELEASE

Date: _____

The Undersigned authorizes the release of information to **Nak'azdli Band Education Department** for purposes of income verification.

I, _____, consent to the release of information by:

Ministry of Housing & Social Development (Social Assistance)

Re: Income verification for the sole purpose of determining eligibility for assistance.

Social Insurance Number _____

Date of Birth _____

Signature _____

Date _____

TO BE COMPLETED BY A MINISTRY OF HOUSING & SOCIAL DEVELOPMENT OFFICER

Official use only <reply> Ministry of Housing & Social Development

- 1) Is there an open GA file with the Ministry Yes No
- 2) Has the client received assistance for the month of _____, 2008
- 3) If yes: Support \$ _____ Shelter \$ _____

Ministry Stamp _____

Date _____

APPENDIX VIII

CHECKLIST

To ensure faster process of application, follow this checklist and provide all required documentation.

	<u>Provided:</u>	
	Yes	No
1. High School Transcripts	Yes	No
2. Transcripts from Post-Secondary	Yes	No
3. Letter of Acceptance	Yes	No
4. Application Form	Yes	No
5. Letter of Intent, (incl. Family History, return address etc.)	Yes	No
6. Student Release Form (signed)	Yes	No
7. Complete Career Assessment	Yes	No
8. Education Planner	Yes	No
9. Student Contract (signed)	Yes	No
10. Verification of income (signed) (ie: EI, S.A., Canada Pension, income tax statement for applicant and spouse.)	Yes	No
11. Student Introduction (per Section 6.04)	Yes	No
12. Previous Sponsorship Information	Yes	No
13. Copy of all dependents birth certificate And (if applicable) Guardianships, Adoptions papers	Yes	No

Other:

Applicant's Signature

Date