

Da'naxda'xw First Nation
Post Secondary Assistance
Local Operating Guide

Policies and Procedures



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1.0 Introduction

The purpose of the Da'naxda'xw Post Secondary Assistance Program is to assist Da'naxda'xw Band members in acquiring the necessary Educational qualifications and skills needed to pursue successful individual careers.

Post Secondary Student Support (PSSSP) and University and College Entrance Preparation Program (UCEPP) programs include program and eligibility information. Indigenous Services Canada (ISC) regional offices may provide additional detail for the delivery of the programs and their services.

The following provides students with a guide to the Da'naxda'xw Post Secondary programs and policies. In this guide, we attempt to detail the Da'naxda'xw responsibility to the students and students' responsibilities to the Da'naxda'xw.

1.1 This document outlines:

- a) The criteria required to qualify for financial assistance.
- b) The maximum levels of allowances available through the Da'naxda'xw Assistance program.
- c) The maximum duration of assistance that may be provided with respect to the various levels of post-secondary education and training.
- d) The order of priority for funding these programs.

2.0 Definitions

- 2.1 **ACADEMIC YEAR** – post-secondary institutions define this but it will not be less than 8 months.
- 2.2 **ADULT BASIC EDUCATION** – this is a course of studies that will result in the completion of secondary education (grade 12) or equivalent.
- 2.3 **HOME STUDY OR CORRESPONDENCE/ON-LINE COURSES**- these are study programs that do not require daily attendance at a post-secondary institution.
- 2.4 **POST SECONDARY EDUCATION** – This is a program of studies offered by an accredited qualifying post-secondary institution for which completion of secondary school studies or equivalent is a prerequisite.

- 2.5 **SEMESTER** – this refers to the part of the academic year as defined by the post-secondary institution. Semesters usually cover the periods from September to December, January to April and May to August.
- 2.6 **ELIGIBLE BAND MEMBER**- this refers to any individual who is a registered member of the Da'naxda'xw First Nation

3.0 Eligible Programs

Only those programs that are offered by an institution on the list of Indigenous Services Canada shall be considered for funding.

Eligible post-secondary institutions are degree, diploma or certificate-granting institutions which are recognized by a province and include educational institutions affiliated with or delivering post-secondary programs by arrangement within an eligible post-secondary institution (ISC Education Program and Services Handbook).

3.1 CERTIFICATE/DIPLOMA PROGRAMS

- a) The purpose of this program is to upgrade academic skills to a level required for entrance into a college or university program. Graduation High School students may be eligible for this program.
- b) Funding may be offered up to a MAXIMUM of 2 academic years.

3.2 CERTIFICATE/DIPLOMA PROGRAMS

- a) At the discretion of the institute has grade 12 equivalent as an entrance requirement.
- b) Are at least (2) years in length.
- c) Have a diploma or certificate awarded when completed.
- d) Trades will be fully covered with tuition and living allowance if the course is 30 days or longer, if under 30 days only tuition and books will be covered.

3.3 UNIVERSITY UNDERGRADUATE PROGRAM

- a) Leading to bachelor's degree, i.e. Bachelor of Arts (BA) or Bachelor of Education Degree (B.E.D.)

3.4 UNIVERSITY GRADUATE PROGRAM

- a) Leading to a master's degree (MA) and or Doctorate (Ph.D.)

3.5 ADULT BASIC EDUCATION PROGRAM

- a) Courses of study that will result in the completion of secondary education (grade 12) or equivalent.

3.6 DISTANCE OR ON-LINE COURSES

- a) Courses that are offered off campus as either correspondence or internet programs. Some students are finding this to be successful to go this route.

4.0 LOCATIONS OF PROGRAMS

Usually, only programs offered in British Columbia will be funded. All students who wish to attend programs outside British Columbia must provide evidence that an eligible program(s) is not available in the province and can only be acquired outside BC before funding will be considered. Students required to enroll in a program outside BC shall only receive funding calculated in Canadian funds. The post-secondary program will not be responsible for exchange rates between Canada and US, for example if tuition is \$1000.00 US, the post-secondary program will pay \$1000.00 in Canadian funds at the time. It will be the student's responsibility to obtain any additional funding needed for out of Country educational purposes. Applicants who reside outside of BC must apply to the nearest post-secondary program. To be eligible to receive funding under the terms of the post-secondary program the applicant must be a registered member of the Da'naxda'xw First Nation "who has been a resident in Canada for 12 consecutive months, prior to the date of an application for funding" and have been accepted by an eligible institution. Priority will be given to applicants in the following order:

5.0 ELIGIBILITY CATEGORY LISTING

- a) Students currently enrolled (i.e.) Continuing students in a post-secondary institute who are returning to a full-time degree or diploma program.
- b) Students who have just graduated from Grade 12 and have been accepted into a full-time post-secondary degree, diploma or certified program.
- c) Students who are sitting on a waiting list.
- d) Students who have previously received post-secondary funding and have left their studies but wish to re-apply to obtain a BA, Masters, or PHD.

6.0 TIME LIMITS

The following describes limitations on the duration of available funding for eligible programs:

- a) The duration of support for a University/College Entrance Programs no longer have limits on the length of time for which students can receive assistance, or on the number of credentials a student can pursue at each level

- b) Diploma/Certified Programs must be attending for at least (2) years unless specifically required by the program.
- c) Undergraduate Programs may be funded for a maximum of four (4) years
- d) Masters and Doctorate Degree Programs may be funded for a maximum of three (3) years unless otherwise dictated by a program. Students enrolled in (b), (c), and (d) type programs may be assisted for up to one additional academic year per level, such an extension must be approved in writing by the institution's Dean or Head of the Department. In addition, students may be eligible for a one-year extension of their program for medical reasons.

7.0 CONDITIONS OF FUNDING

A student must be enrolled in a MINIMUM of three (3) courses and or nine (9) credits/units to qualify as a full-time student. We advise the students to make sure that they will have enough credits to complete their studies by just taking the minimum required courses, if not they are encouraged to take at least 4 courses for each semester. Graduate students who have completed their course work must be registered as thesis students and submit a study/research plan, shall qualify for full-time funding for a maximum of 3 academic years.

- a) Funding for full-time students includes tuition, books, supplies, a living allowance and a bus pass.
- b) If a student is registered in less than the above number of courses, he or she will be considered a part-time student and funding will usually be limited to tuition, books and supplies only. If you are taking 2 courses (part-time) we may consider giving 50% of the living allowance.
- c) Continuing full-time post-secondary students will be given priority in funding allocations. The approval of funding for new students will be provided within the limits of the remaining funds available to the Post Secondary Assistance Program.
- d) All full-time students will be required to maintain a minimum grade average of 2.50 or the letter equivalent of a C average.
- e) A student required to repeat a course of study **must pay for retaking the course themselves** and to complete the course on their own time as it will not be considered as part of the course load.
- f) The Maximum time limit for financial support for UCEPP students is two academic years (as defined by the institution), or in the case of part-time students the equivalent of two academic years. In previous guidelines, the maximum time limit for UCEPP was one academic year.

- g) All distance and online programs will be discussed by the administration and chiefs to approve whether they qualify for a living allowance.
- h) The duration of assistance may exceed the official length of the program as long as the student is in satisfactory academic standing at the institution.

Note; students who have been funded but have failed to complete a program and have had their funding suspended may reapply only after they have repaid the funds for the program that they were unable to complete. So, if a student fails to complete a semester, they must repay all tuition, book, travel and living allowance fees for that semester. Repayment may be waived for special circumstances such as a personal chronic illness, car accident etc. Also, upon reapplying for funding they will be required to provide specific reasons why they feel they will be more successful in their studies.

8.0 ALLOWANCES

TUITION SUPPORT – Students are eligible to receive funding for tuition compulsory student fees, bus pass and required books and supplies maybe provided to students enrolled in all four levels. Absolutely no clothing or technology is permitted to purchase on your Bookstore account. Rewrites are not included in funding; Parking is not included in funding.

LIVING ALLOWANCE- this is intended to assist students to cover such costs as food, shelter, daycare and any other associated costs. It is the student’s responsibility to organize their budget within the monthly allowance. Students maybe eligible to receive funds during the summer May- August only if it is a requirement for their degree. If students are required to take summer classes, they will only be eligible for 1 summer during the length of their degree.

9.0 APPLICATION PROCEDURE

The deadline for applications for Post Secondary Assistance is **May 15** for studies beginning in the fall semester, If you have not met the deadline specified and have submitted an application for sponsorship, let our office know you would like to keep your application on file for future funding that may become available. If there are students who have the necessary documents and application in and have been approved but have decided to withdraw their application, Chief and administrative may consider sponsorship from the list of students that were put on a wait list for financial reasons. All applications must include a covering letter that outlines:

- a) The intended program of study and the reasons for choosing it;
- b) The expected start and completion date;
- c) An acceptance letter from the institution;
- d) The applicant must specify the level of funding for which they are applying, i.e. tuition and books only, if they are requesting a living allowance they must

indicate if they are making an application as a single person and if not to please state on the application if you are requiring an allowance to include spouse and number of children if the student is claiming common law spousal dependent a copy of the previous year's tax return must be sent to validate that there is a relationship so please file your taxes as a couple.

- e) Signed copies of the **Student Agreement** form and **information to Release Form** must accompany all applications.
- f) Students will be notified in writing either by email or mail whether they have been approved or if they have been denied for not meeting any or all the requirements stated in this section.

10.0 GRADES AND TRANSCRIPTS

- a) **GRADE POINT AVERAGE (GPA);** all students must meet the minimum sessional grade point average required to maintain a satisfactory standing at the institute they are attending. Failure to meet this requirement may result in the withdrawal of funding support. Generally, the minimum GPA for most educational institutions is 2.0 or the letter equivalent of a C average. The requirements of a graduate program generally require a GPA of 3.00 or a letter grade equivalent of a B.
- b) **TRANSCRIPTS;** are required to be submitted at the **END OF EACH TERM** and at the end of the academic year in order to qualify for ongoing funding. **Failure to submit transcripts will result in immediate suspension of funding.**

11.0 APPEALS

- a) If a student's application for funding is not approved, the student will be notified in writing the reasons for not being approved. If the student wishes to dispute the reasons for not being approved, they must do so in writing to the Band Administrator.
- b) Upon receipt of an appeal the Band Administrator shall determine if there are grounds for appeal. The only grounds for appeal are breaches of Post Secondary policy and/or Band Policy. If such grounds are found, then the matter shall be referred to the Chief and Administration for resolution.
- c) If it is found that there are no grounds for appeal this shall be conveyed to the student in writing and shall include the reasons for disallowing the appeal.

PLEASE READ AND KNOW THE POLICIES AS SET OUT BY THE DA'NAXDA'XW POST SECONDARY COMMITTEE ALONG WITH THE GUIDELINES OF THE INDIGENOUS

AFFAIRS CANADA. THE IMPORTANCE OF KEEPING IN TOUCH WITH THE POST SECONDARY OFFICE AND SENDING YOUR TRANSCRIPTS FOLLOWING EACH SEMESTER IS **CRUCIAL**. THE TRANSCRIPTS SHOW IF YOU ARE TAKING ENOUGH CLASSES, DID YOU COMPLETE THE SEMESTER IN GOOD STANDING AND ARE YOU MAINTAINING THE GPA. IF YOU ARE NOT MAINTAINING THE GPA, OR FAILING TO GO TO CLASSES, OR DID NOT COMPLETE THE SEMESTER, THIS MAY SUSPEND ALL FUNDING

OR

FAILING TO SEND IN THE NECESSARY DOCUMENTS CAN CAUSE A HOLD ON THE LIVING ALLOWANCE.

12.0 Definitions

Academic year: is defined by the post-secondary institution,

Band: as defined by the *Indian act*

Canadian public institution: is a post-secondary institution that receives the majority of its funding from federal and provincial governments.

Dependant: means a person who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of income allowed for a dependent spouse by the Canada Revenue Agency.

Dependent spouse: means a person who is married to the student or a person who has lived with the student as husband or wife for a period of at least one year prior to application for educational support. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by the Canada Revenue Agency.

Full-time students and part-time students: are as defined by the post-secondary institution. Note that short-term intensive summer programs may qualify as full-time.

Post-secondary education: means a program of studies, offered by an eligible post-secondary institution, for which completion of secondary school studies or its equivalent is a prerequisite.

Post-secondary institutions: are degree, diploma, and certificate-granting institutions that are recognized by a province or territory in Canada or abroad. They include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution, as well as First -Nations-designated and directed institutions.

Private post-secondary institutions: is a Canadian or foreign post-secondary institution that receives the majority of its funding from sources other than governments.

Program of Studies: includes all post-secondary programs, at least, leading to a certificate, diploma or degree. Programs less than one academic year which are prerequisites to post-secondary programs of at least one academic year are included.

Recipient: is an administering organization in receipt of funds intended to finance the PSSSP and UCEPP in accordance with the National Program Guidelines. This may be band Councils or recognized First Nations bands, organizations designated by Band Councils or other First Nations organizations which have responsibility for the administration of the program or a portion of it.

Semester: refers to a part of the academic year, as defined by the post-secondary institutions. Semesters usually cover the periods from September to December, January to April, and May to August. The number of semesters, period and length is defined by the individual institutions.

Student: is an individual who has successfully applied to be funded under the PSSSP or UCEPP and fulfills the conditions of the programs in order to receive financial support to successfully attain a recognized post-secondary education credential.

Treaty of Status Indian and Indian: means a person whose name has been entered in the Indian Registry maintained by Indigenous Services Canada as defined by the *Indian Act*.

13.0 Link to all eligible Post-Secondary Education institutes in Canada

<https://www.sac-isc.gc.ca/eng/1429541743524/1531402273996>

For more information contact your

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*We wish all our students success in the careers
they have chosen to pursue.*