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## PREFACE

This manual is the 11<sup>th</sup> Revised Edition, April 2011. It reflects the changes which have taken place with policy and education practices. It is a result of administrative and fiscal projections based on our growing population. This manual provides a single comprehensive reference point of post secondary policy and procedure for our membership.

### ***A Message from the Post Secondary Administrator Counsellor:***

I believe that the Squamish Nation People share a common vision for the future where more of our membership succeed in post secondary programs and embark upon rewarding careers. We can reach this goal through determination, self discipline, and mutual support.

## ***INTRODUCTION***

In this Handbook, we attempt to fully detail the Department's responsibilities to the student, and the student's responsibilities to the Squamish Nation. We think that it is essential that all students know their rights and responsibilities. We believe that this open administration will foster the continued development of policies and procedures that will treat all students in a consistently fair manner.

We sincerely hope that this Handbook is useful. Our goal is not to add to the student's workload, but to provide support and direction throughout their post secondary experience. To all of you, we in the Department of Education wish you the very best of success regarding your Post Secondary experience. We hope that your College or University life becomes the very best of times!

## **PROGRAM FUNDING ELIGIBILITY**

### **I. CLASSIFICATION**

**A.** The Department of Education, Squamish Nation, fully funds the following two (2) types of Public Institution Post Secondary Programs, subject to the availability of budgetary finances.

**College Preparation:** Up to an eight (8) month program that provides for successful completion of academic prerequisite courses required for entrance to a college, university or technical program; and,

**Regular Post Secondary Training:** A program that culminates at graduation with a Certificate, Diploma, or Degree.

A college or university letter of acceptance does not mean that funding is automatic. To be eligible for funding, the Program and the Student must fulfill certain requirements:

### **B. DEADLINES**

Only complete applications submitted by the deadline will be processed.

<u>Term:</u>	<u>Submission Deadline:</u>
Fall	June 1 <sup>st</sup>
Winter/Spring	October 1 <sup>st</sup>
Summer	March 1 <sup>st</sup>

As a part of the complete funding application, an official letter of acceptance from a Public Post Secondary institution is required. The following indicates the time required to gain acceptance into most colleges or universities:

<u>Term:</u>	<u>Application Deadline*:</u>
Fall	January 1 <sup>st</sup> to March 15 <sup>th</sup>
Winter/Spring	August 1 <sup>st</sup> to September 15 <sup>th</sup>
Summer	December 15 <sup>th</sup>

\*Use as a guideline, some schools or programs may have much earlier application dates.

### **C. PRIORITY**

Should there be more applications for sponsorship than money in the budget, first-time applicants and continuing students in good standing in an undergraduate program will have priority over returning students and students in graduate programs.

### **D. Program Specifics:**

1. The Program must be at least eight (8) months in length, leading to a Certificate, Diploma, or Degree.
2. The Program must have Grade 12 or Equivalent (G. E. D.) as an admission requirement.
3. The Program must be offered in a Public Institution.

4. Programs outside of Canada , Long Distance, or High Cost Tuition are not fully funded.

#### **E. Tuition Limitations:**

Maximum tuition per student per semester is as follows:

Undergraduate including Certificate and Diploma Programs	\$4,000.00
Graduate Studies	\$8,000.00

#### **II. SUMMER SESSIONS**

It is considered essential that full-time students be gainfully employed during the summer months. This is the time when a student can apply their newly acquired skills, form contacts, and develop academic related work experience for their resume.

For these reasons summer school sessions will only be funded if

1. It is a requirement of the program; or,
2. A Faculty advisor provides a written letter of recommendation to undertake summer studies; and,
3. There is budget money available; and,
4. Application is made no later than March 1<sup>st</sup>

#### **III. APPLICATION PROCESS**

Submit a completed funding application package on or before the deadline consisting of the following:

- a) Post- Secondary Funding Application Form\*
- b) Academic Records Release Form\*
- c) Prior School Records, from Grade 11 onward, including diplomas and certificates achieved (official copies only; photocopies not accepted) for new applicants only.
- d) Assessment Results (see: Assessment, Appendices 1).
- e) A letter of Acceptance from a recognized Public Post Secondary institution.
- f) Indication of the school's website address for Calendar information.

Applications submitted incomplete and/or after the deadline will not be processed. If the deadline for Fall is missed, the application may be processed for Spring/Winter semester if completed by that deadline.

\*See appendices for Blank forms.

#### **IV. TIME LIMITATIONS FOR FULL TIME SPONSORED STUDENTS**

All students must progress in their studies on a direct and expeditious path to Graduation. The following time lines have been established:

- A.** College Preparation: Eight (8) months, or two (2) semesters – up to a maximum of \*one (1) an additional semester.
- B.** College/University: **Maximum five (5) years** for certificate, diploma or undergraduate programs.

Multiple Certificate/Diploma Programs will only be approved if:

1. They are sequential in nature, where each certificate is a prerequisite of the next.  
OR
2. An applicant has worked a minimum of five (5) years in the field, and wishes to pursue a career change. AND
3. The total full-time sponsorship eligibility of five (5) years has not been exhausted.

**C. College/University Programs:**

1. Undergraduate Degree: Usually four (4) years or as quoted in the school's calendar. Up to a maximum of \*one (1) additional year.
2. Teacher Credentials: One (1) year or as quoted in the school's calendar. Up to a maximum of \*one (1) additional semester.
3. Master's Degree or Bachelor of Laws (LLB): Approximately one (1) to two (2) years or as quoted in the school/s calendar up to a maximum of \*one (1) additional year.
4. Doctorate Degree: Approximately one (1) to two (2) years or as quoted in the school's calendar – up to a maximum of \*one (1) additional year.

\*Addition years required over and above established credential limits to be funded on a part-time basis only.

Should a student change tribal membership during his/her post secondary training, the total years funded by Indian & Northern Affairs Canada will be a combination of years or semesters sponsored during all tribal affiliations.

*ONLY ONE SEQUENCE UNDERGRADUATE TO MASTER'S TO DOCTORAL DEGREE WILL BE FUNDED. MULTIPLE UNDERGRADUATE OR MASTER DEGREES WILL NOT BE CONSIDERED UNLESS THE SECOND DEGREE IS IN A STRATEGIC FIELD OF STUDY. MAXIMUM FUNDING LIMIT PER INDIVIDUAL IS TEN (10) YEARS.*

**V FUNDING CONTRACT**

Once a complete application is received and processed, a funding contract is issued. This contract indicates the Student Name, Band number, Authorized program, Institution name, Funding Level, Funding Starting date, Funding Ending date, Funding Level, Training or Travel allowance rate. The contract is sent to the student for via mail, fax or email. Sample template contract is attached as Appendix 5.

Upon receipt of the funding contract, the student must sign and date the document and return to the Education Department, Post Secondary Administrator/Counsellor. The student must read and ensure that all the details of the contract are accurate. Training and/or travel allowance payments will be released only to students who have submitted his/her signed funding contract.

The student will receive a copy of the funding contract signed by the student and the Post Secondary Administrator/Counsellor. This document can be considered proof of funding and income should the student require same for rental applications or student loan applications...etc.

## **FUNDING**

### **I. STUDENT FUNDING ELIGIBILITY**

In order to be funded, the individual must:

1. Be a Squamish Band Member.
2. Possess a High School Dogwood, or General Education Diploma (GED)
3. Copy of Status Card (front and back)
4. Satisfactorily pass the Squamish Nation Assessment Tests or successfully completed a minimum of one (1) full semester at the college level.
5. Be a resident of Canada for at least twelve (12) consecutive months prior to the date of your funding application.
6. Submit a complete application on or before the deadline.
7. Not exhausted full-time funding in prior programs.
8. Not in default or been defunded in the past year.

### **II. LEVELS OF FUNDING**

Funding will be allocated on a full-time or part-time basis as follows:

**A. Part-time** funding is based on an enrollment and successful completion of courses that total a maximum of nine (9) credits per semester:

1. Course tuition fees (100%), excluding medical and dental fees.
2. Required books and supplies to a maximum of \$100.00 per course supported by original receipts.
3. Monthly Travel allowance assessed on the basis and equal to Vancouver Transit bus passes:  
1 Zone = \$81.00/month; 2 Zone = \$110.00/month; 3 Zone = \$151.00/month

**B. Full-time** funding is based on minimum enrollment and successful completion of courses representing a minimum of twelve (12) credits per semester:

1. Course tuition fees (100%) excluding medical and dental fees.
2. Authorized books and supplies to a maximum of \$800.00/year supported by original receipts. (See page 17 for exceptions)
3. Monthly Training Allowance Based on Pay Rate Schedule (page 9)

### **III. Student Responsibilities**

#### **A. Justification of Premium Tuition/Foreign Location/Long Distance Programs:**

It is mandatory that a student justify his/her application to attend any of the following programs:

1. Premium Tuition programs at local public institutions or private institutions.
2. Foreign Location or Long Distance Domestic programs.

It must be recognized that high cost programs reduce the number of applicants that can be approved for Post Secondary funding. Extra commitments will be required of students who elect to undertake expensive programs. No travel allocation will be provided if a similar program is available locally.

**B. Student Requirements:**

Conditional to sponsorship a student must:

1. Submit registration enrolment documents indicating the course titles and credit allocation prior to commencement of classes.
2. Enroll in and satisfactorily complete a minimum of twelve (12) credits per semester.
3. Maintain near-perfect attendance (minimum ninety [90] percent).
4. Maintain a grade of "C" for all courses (2.0 grade point) or better.
5. Substantiate all books/supplies expenditures with course syllabi or "Books List" indicating texts required and original paid receipts for all expenditures.
6. Be employed outside school not more than twenty(20) hours per week (full time students only)
7. Submit grade reports/transcripts within thirty (30) days upon completion of each school term.

**C. Consequences of Default**

Failure to satisfy the foregoing Student Requirements will result in the following:

1. The initial training allowance payment in any new semester or term will be withheld pending receipt of an official registration document indicating enrollment in a minimum of twelve (12) credits.
2. When a full time student is enrolled in or fails to successfully complete the required credit minimum in one term, those credits must be made up in the next term. A continued shortage of credits results in status change (full time to part time).
3. Repeated poor attendance reports without justification in a semester will result in loss of funding.
4. Failure to maintain the C grade results in funding probation. If the school places a student on "Academic Probation" and restricts credit enrollment, funding will be adjusted to part-time.
5. Should the educational institution require a student to withdraw, loss of funding is automatic and immediate.

6. No books/supplies expenditures will be refunded without original paid receipts.
7. If grade reports/transcripts are not submitted within two (2) weeks of the start of the second semester, training allowances will be withheld pending receipt of prior semester grades.
8. Applications for funding submitted by continuing or returning students without an official transcript of grades for all prior funded courses are considered incomplete and will not be processed.
9. Should a student work for pay in excess of twenty (20) hours per week, funding will be reduced from full-time to part-time.
10. Training or travel allowance payments are not retroactive. Training and travel allowance payments will commence upon receipt of the signed "Funding Offer/Acceptance Contract" but not earlier than the start of classes.

#### IV. TRAINING ALLOWANCE FORMULA

A. Pay Rate Schedule effective January 1, 2007 (\*Rates subject to change without notice)

Student Status	Full time: Rate Per Month*
Single Student:	\$1,045.00
Married Student with an Employed Spouse:	\$1,045.00
1 Child	\$1,111.00
2 Children	\$1,353.00
3 Children	\$1,573.00
Additional Dependents each:	\$ 66.00
Married Student with Dependent Spouse:	
1 Child	\$1,540.00
2 Children	\$1,837.00
3 CHILDREN	\$2,095.00
Additional Dependents each:	\$ 66.00
Single Parent with:	
1 Child	\$1,496.00
2 Children	\$1,837.00
3 Children	\$2,095.00
Additional Dependents each:	\$ 66.00

Separated or divorced individuals who have joint custody of a child or children, will have their training allowance adjusted according to documented joint custody agreement and child maintenance payments.

*Note: When the school term begins after the third week or ends within the first week of the month, the monthly rate payment will be pro-rated accordingly.*

## **Declaration of Dependents**

### **Definitions:**

#### **Children**

A child under the age of nineteen (19) qualifies as a dependent if the applicant has legal custody with sole legal guardianship, and full financial responsibility for that child.

#### **Joint Custody**

A child under the age of nineteen (19) qualifies as a joint custody dependent if the applicant has partial financial responsibility and joint legal guardianship when that relationship can be documented by the joint custody agreement along with proof of support payments.

#### **Spouse**

A dependant spouse is an individual who is living with and solely dependent on the applicant for financial support where there are dependent children living in the household. A spouse may not qualify as a dependent if the spouse is employable, working (full or part time) or is regularly supported by an external source, such as the Ministry of Human Resources, Unemployment Insurance, Workmen's Compensation, or Pension.

#### **Common-law Spouse**

A common-law spouse may be declared as a dependent spouse if he/she meets the definition of spouse but only when submitted documentation indicates that the applicant and the common-law spouse have been living together for at least one year. The applicant must declare his/her funding status as a married Student.

When an individual no longer qualifies as a dependent, the training allowance will be automatically adjusted. When dollars have been disbursed for an individual who did not qualify as a dependant, those dollars will be similarly recovered.

Should there be any question regarding a student's marital status or number of legal dependents, it is the responsibility of the student to provide the necessary documentation to substantiate his/her case .

# ***INCENTIVES, GRADUATION AWARDS AND SCHOLARSHIPS***

## **I. INCENTIVES**

The Department of Education's Post Secondary Education Program offers three types of Scholarship Incentives subject to the availability of budgetary funds. All to be awarded to full time students who have achieved a minimum 3.00 grade point average in twelve (12) credits per semester. Incentive awards will be awarded to qualifying full time students currently attending school. No retroactive awards will be considered.

### **A. Undergraduate Strategic Studies Incentive**

An award amount is set at a maximum of \$1,750.00/per semester and is awarded to full-time students each semester after the first semester of an officially declared and accepted Degree Major throughout the student's funding eligibility; when budgetary finances permit and,

Eligibility is determined by official Degree Majors (Commerce, Economics, Applied and Physical Sciences, Science, Medicine, Mathematics, Computer Science, Forestry and Engineering).

### **B. Academic Achievement Incentive Scholarships**

An award amount is set at a maximum of \$1,000.00 per semester and is awarded to full-time students after the first semester throughout the student's funding eligibility: and,

Eligibility is limited to those students who are in an undergraduate program at a community college, technical institute or university.

### **C. Master/Doctoral Post Graduate Incentive**

A one time award set at a maximum of \$1,500.00 and is awarded to full-time students in Master or Doctoral programs after the completion of the first semester.

While the number of awards in each category will normally be determined by the number of full-time registered students, the department of Education reserves the right to determine the total number of Awards in each category.

Full-time standing is set at a minimum of 24 credits per year. The year's grade-point-average will be standardized and determined by the results of each semesters. When there are more eligible students than there are Awards, the highest grade-point averages will be the determining factor.

The Scholarship Incentives will be awarded twice a year at the end of Fall, Spring or Winter Semesters, as budgetary funds permit..

## II. GRADUATION AWARDS PROGRAM

The Council of the Squamish Nation has mandated the Department of Education to issue Graduation Awards to eligible Members. The following categories have been established:

1. Secondary School Diploma	\$ 200.00
2. One-Year Community College Certificate:	\$ 300.00
3. Trades Apprenticeship Certificate:	\$ 600.00
4. Two - Year Community College Diploma:	\$ 600.00
5. Undergraduate Degree	\$1,200.00
6. Master's degree:	\$2,000.00
7. Doctorate Degree:	\$2,500.00
8. Honorary Doctorate Degree	\$2,500.00

The One Year Community College Certificate Graduation Award was established April 23, 1997. Retroactivity cannot be considered prior to that date.

These Graduation Awards are issued only once at each level of accomplishment. However, students are only allowed a maximum of \$1,200.00 toward the completion of Undergraduate Programming. If a student completes a One-Year Community College Certificate, the student will be awarded \$300.00. If the student then completes a Two-Year Community College Diploma, the student will be awarded \$300.00, rather than \$600.00. Similarly, if the student then completes an Undergraduate Degree, the student will be awarded 600.00, rather than \$1,200.00.

If a student is required to complete one Undergraduate Degree in order to be admitted to another Undergraduate Degree, such as an L. L. B., or a Graduate Diploma, such as an Art Therapy Diploma, the student can be awarded the equivalent of a Master's Degree Award (\$1,500) upon completion of the second Undergraduate Degree or Graduate Diploma; however, upon the subsequent completion of a Master's Degree, a second Master's Degree Award will not be issued.

**Awards will be issued only when a sealed official transcript of marks and a diploma is submitted. (Under no circumstances will photo and fax copies of transcripts be accepted). All original diplomas will be returned to the student for their file.**

### **III. SCHOLARSHIP AND BURSARY ENDOWMENTS**

In addition to the Squamish Nation Post Secondary Education Scholarship Incentives, the Nation and individual Members have established Scholarship and Bursary Awards at the following institutions:

#### **VANCOUVER COMMUNITY COLLEGE**

Kwantenat (Chief Lois Guss) Award: Qualifications:

1. Squamish Nation Member
2. Enrolled full-time in the Culinary Arts, Baking Pastry Arts or Hospitality Management program and achieve a satisfactory performance
3. Completed a minimum of one (1) semester or 50% of program

Seliwiya-t (Marion Jacobs) Award: Qualifications:

1. Squamish Nation ancestry
2. Enrolled on a full-time basis and successfully completed at least one (1) semester or fifty (50) percent of the program.
3. First preference to be given to a Hair Design or Esthetics student, otherwise open to other regular programs.

#### **CAPILANO UNIVERSITY**

Skwxwú7mesh Úxwumixw (Squamish Nation) Scholarship: Qualifications:

1. Squamish Nation Member;
2. Achieve at least a 3.50 grade-average, based on the completion at least twelve credits during each of the last two semesters; and,
3. Demonstrated College and/or Squamish Community activities.

Xats'alánexw Siyám Scholarship: Qualifications:

1. Squamish Nation Member;
2. Fine Arts University Transfer or Professional Diploma Program Student;
3. Achieve at least a 2.67 grade-point-average within the most recent 30 credits;
4. Demonstrated College and/or Squamish Community activities.

Yataltanault (Carole Newman) Bursary: Qualifications:

1. Squamish Nation Member;
2. Single Parent;
3. Enrolment in a Business Administration Program preferred;
4. Selection is based on satisfactory performance and financial need; and,
5. If no student from a Business Administration Program meets the above-stated criteria, the Bursary can be awarded to a single parent from the Squamish Nation Enrolled in a College Post-Secondary Education Program.

Laura P. Band & Richard W. Band Scholarship: Qualifications (Maturing 2004):

1. Squamish, Fort Langley, or Cheam Nation Woman;
2. Enrollment in a University Transfer and or Career Program;
3. Completed at least 30 credits with a minimum 3.0 grade-point-average within the most recent thirty (30),
4. Demonstrated College an/or First Nation Community activities.

#### **SIMON FRASER UNIVERSITY**

Skwxwú7mesh Úxwumixw (Squamish Nation) bursary: Qualification:

1. Squamish Nation Member;
2. Achieve at least a 2.00 grade-point-average, based on the completion of at least twelve credits during each of the last two terms
3. Demonstrated financial need;
4. Demonstrated University and/or Squamish Community activities; and,
5. Open to both undergraduate and graduate students in all disciplines and fields of study.
- 6.

#### **UNIVERSITY OF BRITISH COLUMBIA**

Skwxwú7mesh Úxwumixw (Squamish Nation) Scholarship: Qualifications:

1. Squamish Nation Member;
2. Achieve at least a 3.50 grade-point-average, based on the completion of at least twelve credits during each of the last two terms;
3. Demonstrated University and/or Squamish Community activities; and,
4. Open to both undergraduate and graduate students in all disciplines and fields of study.

#### **SCHOLARSHIPS NOT AFFILIATED WITH A SPECIFIC INSTITUTION:**

Chief Joe Mathias B. C. Aboriginal Scholarship Fund- c/o 113 - 100 Park Royal South  
West Vancouver, BC V7T 1A2 Attn: Board of Directors

Also see the back cost of this manual for a list of websites for scholarships and busaries.

## **PROCEDURES AND CLARIFICATION OF POLICY BY TOPIC**

### **1. PROBATION AND TERMINATION OF FUNDING**

#### **A) PROBATION**

All Post Secondary students are required to maintain a minimum 2.00 Grade-Point-Average to ensure funding eligibility. If the Average should fall below this standard and it is clear that the student is attempting to succeed, the student will be allowed one additional term (semester/quarter) to raise the cumulative score to the required minimum level. If the student fails to do so, funding eligibility may be withdrawn.

If a student is placed on academic probation by one's school and is unable to register in the required minimum of twelve (12) credits as set by the Department of Education, the student's funding eligibility status will change from full-time to part-time.

#### **B) TERMINATION OR REDUCTION OF FUNDING:**

If a student does not honour his/her funding contract, payments to the student may be decreased, withheld or terminated. Some of the most common reasons for these actions include:

1. Registration in less than the minimum credit load without authorization.
2. Lack of attendance (Less than 90% attendance).
3. Failure to meet the minimum grade requirements.
4. Misuse of funding.
5. Failure to submit required documents such as transcripts, proof of registration, etc.
6. Dishonesty.
7. Harassment.
8. Intoxication or substance abuse affecting student achievement.
9. Withdrawal from a program without authorization.
10. Willful disobedience or insubordination.

If a student is expelled, required to withdraw from school, voluntarily withdraws or simply stops attending classes, termination of funding is automatic immediate. Any training allowances or benefits paid to the student after the date of termination must be repaid regardless of the reason for withdrawal. **All sponsorship entitlements are terminated once the student is no longer attending classes.**

Consequences of funding termination:

1. Loss of funding eligibility for a minimum of one (1) full year, during which time the student must reestablish his/her credibility by documenting successful completion of previously funded courses that required repetition; and
2. A repayment of all education dollars issued.

These consequences will be applied when a student has failed to maintain satisfactory attendance, the minimum 2.0 cumulative grade point average, and/or received monies to which the student is not entitled. The Department of Education will, in writing, offer the student an opportunity to establish an acceptable repayment plan. If the student fails to follow through, both the Membership Division and the Finance Department will be advised, and one's Distribution Shares or a portion of their Squamish Nation wage will be redirected toward payment of the debt until the full debt has been paid.

Once funding eligibility is lost, future post secondary education applications must be supported by proof of successful results from rewriting the assessment test and payment of outstanding debt.

Repeated default or failure to complete education programs may result in permanent loss of sponsorship eligibility.

**2. TUITION**

All required tuition, registration, and application fees will be paid with the **exception of any Medical or Dental fees**. Other exceptions are as follows:

- A. Long-distance Programs available at a local British Columbia institution or Premium Tuition Programs: In such cases, funding will pay tuition to the prevailing limitation . All other fees will have to be guaranteed by the student in writing.
- B. Correspondence Course tuition will only be paid upon submission of receipt of student payment of tuition plus proof of successful completion of the course.
- C. Audited Courses.
- D. Non-Credit Courses.

Payment of Tuition can be handled in two (2) ways.

- i. Arrange to have school submit invoices to Squamish Nation, or
- ii. A student can pay the school directly for an approved program, and submit original paid receipt to the Squamish Nation Education Department for full reimbursement.

Regardless of the method of payment **it is the student's responsibility to ensure that the tuition fees are paid by the deadline.**

**3. MEDICAL AND DENTAL INSURANCE FEES**

No Medical or Dental Insurance fees are paid by the Squamish Nation. Some post secondary institutions (i.e.. UBC; BCIT) have mandatory medical and dental insurance fees levied to all students. Since all Status Indians have medical and dental insurance, they must contact the student union office to opt out of the medical and dental insurance at the beginning of the semester. Failure to do so results in medical and dental fees assessed and the student being responsible for payment.

**4. REGISTRATION DOCUMENTS**

A student's registration document is the only real proof that a student is attending school and enrolled in the specified courses. The registration document shows the student name, student number, course numbers, course descriptions, course dates and credit load. At the beginning of each semester, the student must ensure that a registration document is submitted, otherwise training or travel allowance payments will be withheld until the document is received.

**4. BOOKS AND SUPPLIES**

Students will be limited to a maximum dollar amount based on course load as follows per term. At the beginning of each term, students will be issued an initial advance for books and supplies. Upon submission of detailed receipts and course outlines or required books list, expenditures up to the maximum amount less the initial advance will be reimbursed. All expenditures must be required and necessary.

<u>Course Load</u>	<u>Maximum Dollar Amount</u>
Four (4) Courses	\$800.00 per term
Additional Courses	\$200.00 per course per term

Books and supplies Reimbursement

Reimbursement cheques will not be processed until descriptive original receipts that list only books/supplies expenses are received. Receipts must be submitted for all expenditures. The advance dollar amount will be deducted from the total expenses and the difference refunded.

#### **5. TRAINING ALLOWANCES**

Training Allowances will only be issued to full-time students. We will prorate the monthly rate according to the actual course end date. Individual circumstances will be reviewed.

- A. Training Allowance Cheque Release. Training allowance cheques will only be released to the student.
- B. Pay Day. Cheques will be mailed out by the 23rd day of the month. For example, the cheque for September will be sent out August 23rd.

#### **6. SEASONAL TRAVEL**

Seasonal travel is only available for students who's normal permanent residence is within the Squamish Nation traditional territories and are attending approved long-distance programs that are not available at local public institutions.

#### **7. TRAVEL COSTS AND LONG-DISTANCE PROGRAMS**

If a student chooses to undertake a long-distance program, which is also available locally, the student will be held responsible for all travel costs.

#### **8. PRACTICUMS, CO-OP WORK TERMS AND ARTICLING**

When a Practicum, Work term placement or Law Article pays a student less than the appropriate Training Allowance, the student will receive the difference between the two from the Department of Education.

#### **9. LONG DISTANCE RELOCATION**

One month Training Allowance is available to students who are relocating to an approved long-distance school on a one-time basis. When a student is also relocating minor children, an initial round-trip to locate an apartment, school, childcare, and the like may be funded; however, such will be considered on a one-time-only basis. This allowance is not automatic. Individual circumstances will be reviewed.

#### **10. SHORT DISTANCE RELOCATION**

When a student must relocate to attend an approved post-secondary institution where the relocation costs are much less than one (1) months training allowance, only reasonable moving costs will be paid. This allowance is not automatic.

#### **11. PRIVATE SCHOOLS**

The Department of Education will not fund programs of study at private schools when a similar program is offered at a public institution. Tuition at Private Schools is too costly. Further, credit is not transferable to college and university.

#### **12. FULL TIME FUNDING STATUS**

If your registration falls below twelve (12) credit hours, your funding status changes from full-time to part-time, and you will no longer qualify for the monthly living allowance. If circumstances require you to drop a course, you must obtain approval from the Post-secondary Administrator Counsellor before doing so. Your registration must be kept current.

#### **13. REPETITION OF COURSE CREDITS**

If you repeat a course, we will not pay for the cost unless you achieved less than a "C" grade or you are required to obtain a higher grade in order to meet a specific program requirement.

**14. CORRESPONDENCE/DISTANCE EDUCATION COURSES**

We will not fund a Correspondence/Distance Ed. Course unless it is the only reasonable means to undertake the course and the student is willing to pay his/her tuition. Once the student successfully completes the course, tuition costs will be reimbursed upon submission of tuition receipt and transcript or grade report.

**15. AUDIT CLASSES**

Audit courses are not funded, nor can they be considered part of the minimum credit load requirement for a full-time student.

**16. TUTORIAL SUPPORT**

Before you seek Tutorial Assistance funding, please utilize the Campus' resources: English Lab, Math, Lab, Achievement Resource Centre.

Tutorial services can be funded up to a maximum of \$500.00/year (\$250.00/semester or 200.00/quarter) for courses numbered equal to or greater than 100 and has the prior approval of the Post Secondary Administrator Counsellor.

Payment of the tutor requires that a completed Tutor Assistance form be submitted. ( See appendix for Blank forms). We cannot approve payment when a close personal relationship exists between student and tutor.

**17. CHILDCARE**

Contact your district Ministry of Social Services as you may qualify for childcare support from the Ministry of Social Services otherwise childcare expenses are the responsibility of the student. All students with dependent(s) should apply to [www.studentaidbc.ca](http://www.studentaidbc.ca) for the \$200/month grant for students with dependents.

**18. ATTENDANCE**

The better the attendance rate, the higher the academic achievement. Near-perfect attendance or a minimum of ninety (90) percent attendance rate is required to demonstrate a commitment to an educational program and maintain sponsorship.

**19. WORK FOR PAY**

As a condition of full time funding, a student is not allowed to work for pay in excess of twenty (20) hours per week.

**20. ADDRESSES AND PHONE NUMBER**

Your address and telephone number must be kept current. If either changes please notify the office immediately.

**21. APPLICATION FOR FUNDING - CONTINUING STUDENTS**

A complete application including an Official Transcript for prior courses must be submitted for each new academic year on or before the deadline, regardless of the length of the Program. The next year's funding is not automatic, but subject to available budgetary finances and documented proof of successful completion of the prior term's courses.

**22. TIME LIMITS ON FULL-TIME FUNDING**

Students are required to complete their programs within the time limits specified. It is the students' responsibility to monitor their progress. Should a student exceed the specified time allocation for his/her program, funding may be limited to part-time or not approved at all depending on the situation. There is a five (5) year limit on full-time sponsorship for all undergraduate programs. Once an individual has exhausted this limit no additional funding will be approved at the undergraduate level. The absolute maximum lifetime full-time funding

eligibility for any one (1) member from College Preparation to a Doctoral program is ten (10) years or twenty (20) semesters .

**23. APPLICATION DEADLINES**

Only complete applications submitted by the established deadlines (Page 3) will be processed.

**24. APPLICATION PRIORITY APPROVAL**

In the event that budget funds are exceeded by the number of applications received, priority will be given to new applicants pursuing a certificate, diploma or undergraduate degree who have not received funding previously and continuing students in good standing in an undergraduate program.

**25. WAITLIST**

A waitlist will be established for applications received and deferred due to lack of budget funds. When an applicant is placed on the waitlist, the application will be processed in the next budget year on a first come, first serve basis for all undergraduate programs.

**26. TRANSCRIPTS OR DIPLOMAS ON FILE - RETURNING STUDENTS**

Student transcripts and diploma copies held in the Education office files are not easily accessible and do not satisfy subsequent program application requirements. Students are expected to maintain their own files with original education credentials or obtain same from the originating institution.

**27. PUBLIC TRANSPORTATION FARE REDUCTION - FASTRAX**

For full-time students attending public institutions, post-secondary students can travel throughout the Greater Vancouver Transit area on a regularly-priced one-zone monthly Fare Card. Fastrax Stickers are available at most student union associations for a nominal fee.

**28. APPEALS PROCESS**

If you believe that you have been unfairly denied equal access to Post Secondary opportunities by the Department of Education, Squamish Nation, you have the right to appeal. Appeals can be filed regarding denial of funding or funding status. It must, however, be stressed, **Appeals that are in direct conflict with standard Policies cannot be accepted.**

When filing an appeal, the following process must be followed:

- 1) An appeal letter, including all relevant documents, must be filed and a meeting held with the Education Director.
- 2) If the appeal is rejected, and it is the position of the appellant to pursue the appeal further, a written statement requesting such must be filed with the Education Director. The appeal file will then be transferred to the Council Co-Chairs, the Education Portfolio Chair, and the Band Administrator.
- 3) If this four member Appeals committee unanimously concludes that the appeal does not possess sufficient merit, the appeals process will end. If, however, it is determined that sufficient merit might exist, a closed-hearing will be held. Participants will include: Council Co-Chairs; Education Portfolio Chair; Band Administrator; Education Director; Post Secondary Administrator Counsellor; and the Appellant, who may choose to include one individual to act as an advocate.

- 4) Upon conclusion of the hearing, the Appeals board will have a maximum of two weeks to consider the appeal and render a written decision. Whatever the decision, the decision is binding on all parties.
- 5) If the decision is in favour of the Appellant, the Department of Education will process the decision within one week of receipt of the written decision.

Appeals that are in direct conflict with standard Policies cannot be accepted. The Appeals Board cannot revise or make new policies. Any appeal that is beyond the scope of the Board, is a matter for Council consideration.