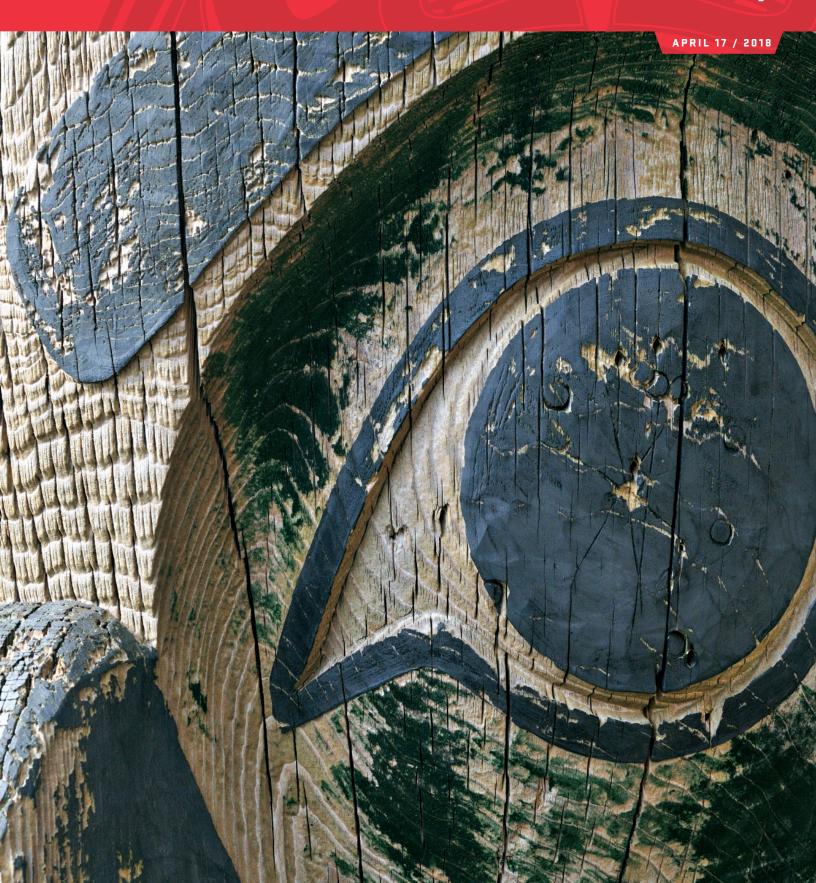
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Post-Secondary Education Policy



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POLICY NAME: Post-Secondary Education Policy

CATEGORY: Education

AUTHORITY: Council

APPROVED ON: April 17, 2018

EFFECTIVE DATE: April 17, 2018

1.0 POLICY STATEMENT

This policy seeks to support Squamish Nation members by providing encouragement, guidance and access to Post-Secondary Education opportunities. This policy is intended to support members along their education journey through to graduation from their respective programs of study with knowledge, skills and abilities to pursue their chosen careers and realize their full potential.

2.0 PURPOSE

The purpose of this policy is to inform members pursuing Post-Secondary Education of the services and supports available through the Education, Employment & Department (EE&T). The Squamish Nation believes that in formalizing policies all individuals interacting with the EE&T Department will be treated in a way that reflects our commitment to excellence based on the following principles:

- A. Enhance educational outcomes for Squamish Nation adult learners;
- B. Assist with member access, retention and completion of Post-Secondary Studies;
- C. Ensure fairness, equality and transparency;
- D. To support as many eligible students as possible, pending budget availability.

3.0 DEFINITIONS

"Academic Year" is the length of an academic year for a Program of Study as defined by the Post-Secondary Institution.

"Dependent" is a person who is:

- A. Under 19 years of age;
- B. Relies on the student for support; and,
- C. Resides with the student on a full-time basis.

"Dependent Spouse" means a person who is married to the student or has lived with the student as a partner, in a marriage-like relationship, for a period of at least one year prior to the student's application for Post-Secondary Education support. This person is dependent upon the student and does not receive an annual income in excess of the level of income allowed for a dependent spouse by Canada Revenue Agency.

"Full-time student" means a student who is enrolled in a minimum of 12 course credits per semester. Exceptions to the 12 credit per semester requirement are as follows:

- A. Students with designated learning disabilities (psycho-education assessment) may qualify for full-time student status if they attend sixty percent (60%) of a full course load for a Program of Study offered by an eligible Post-Secondary Institution.

 This often equals 9 credits per term; or,
- B. Programs with a <u>set course schedule</u> (cohort) considered full-time by the respective institution.

"Good Standing" means successful attendance and completion leading to credit towards a formal credential, certificate, diploma or degree for each period of study. The Squamish Nation has high expectations for all students. Satisfactory academic standing is a requirement of PSE funding.

"Part-time student" means a student who is enrolled in 11 credits or less, for a Program of Study at an eligible Post-Secondary Institution.

"Post-Secondary Institution" means an accredited Institution that grants certificates, diplomas and/or degrees and is a Post-Secondary Institution recognized by provincial or territorial Ministry of Education, or recognized to deliver Post-Secondary Education programs by arrangement within an eligible Post-Secondary Institution.

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

"Program of Study" or "Program" means a program that is:

- A. Delivered by an eligible Post-Secondary Institution;
- B. Requires the completion of secondary school studies or the equivalent as recognized by the Post-Secondary Institute; and,

"Semester" means a distinct study period, lasting at least 12 to 17 weeks which forms part of a longer program, as defined by a Post-Secondary Institution.

4.0 ELIGIBLE STUDENTS

Students may be eligible to receive education services and supports under this policy if they:

- A. Are a registered Squamish Nation member;
- B. Are a resident of Canada, for at least twelve (12) consecutive months prior to the date of your funding application;
- C. Are not in default or have not been defunded in the past academic year.

NOTE: Students that are not eliqible will need to seek other funding sources.

5.0 ELIGIBLE POST-SECONDARY INSTITUTIONS

Eligible Post-Secondary Institutions are degree, diploma, or certificate granting institutions which are:

- A. Recognized by a province or territory (in Canada or abroad); or
- B. Educational institutions recognized to deliver Post-Secondary Programs by arrangement within an eligible Post-Secondary Institution.

Before applying to a Post-Secondary Institution, the student should check with the EE&T Department to determine if the institution meets the eligibility requirements.

6.0 ELIGIBLE PROGRAMS

A. Eligible programs must meet the following criteria:

- I. Have a grade 12 entry-level requirement (or equivalent);
- II. University College Entrance Preparation Programs, under circumstances as outlined in this policy.

B. Distance or E-Learning Programs

Distance or e-learning programs may be considered for sponsorship pending the submission of an "Exception Letter" which outlines a unique circumstance/opportunity for attending this type of program, along with the required application forms and supporting documentation.

NOTE: Please speak with the EE&T Department to determine if the program you are hoping to attend meets the eligibility requirements as required by INAC.

C. University and College Entrance Preparation Programs (UCEPP)

Note for students applying for assistance for UCEPP students must:

I. Already be at a level that would allow for the attainment of their necessary Post-Secondary Entry-level requirements.

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

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

7. 0 SELECTION CRITERIA

The EE&T Department receives limited funding from INAC for the delivery of the Post-Secondary Education and University and College Entrance Preparation Programs (UCEPP). The selection of applicants will be based in order of priority as per the following:

I. Where there are more applications than funding available, priority for funding will be given to members who have not previously completed a program at the same/ or lower level then the program they are applying for.

EG: If a member submits an application is to be funded for a 2nd Diploma (they have already completed a diploma) and there is limited funding available, priority will be given to a member who has submitted an application, who has not previously completed a program.

Exceptions to the above will be for members who are applying for the same/or a lower level program due to medical reasons - A doctors note will be required.

EG: A member who has a medical condition that requires a career change.

- II. Continuing students that are in good academic standing (students who were provided PSE funding in the most recent academic year, have successfully completed the year and are continuing in their same approved program);
- III. Recent high school graduates (with high academic achievement and clear goals that demonstrate readiness);
- IV. New applicants (who have not received funding from the this program before);
- V. Returning students in good academic standing (students who have stepped out of their Post-Secondary Studies and have a clear plan of how to resume their studies);

VI. Returning students who were defunded due to poor academic standing (who have renewed commitment and a clear vision of how to successfully complete their Post-Secondary Studies) — <u>must</u> submit a "Personal Education Plan Letter" along with their application explaining their education plan to the Post-Secondary Student Advocate.

8.0 WAITLIST (DEFERRED STUDENTS)

Deferred students are students who met all eligibility requirements for Post-Secondary Education support but are unable to be funded due to financial constraints. Deferred students will be placed on a waitlist in the order in which their application was received. As additional funding becomes available, waitlisted students will be funded in the sequence in which they were waitlisted in accordance to the selection criteria as defined in section 7.0 of this policy.

NOTE: Deferred students <u>must submit</u> a new application by the appropriate deadline for each new academic year.

9.0 APPLICATION DEADLINE

Students must complete and submit the <u>"Post-Secondary Funding Application Form"</u> in <u>Appendix A</u>, including all required supporting documentation, to the EE&T Department by the appropriate deadline:

Deadline: May 1st for a Fall (September) program start date, or, March 1st for a Summer (May) program start date.

Students are responsible for ensuring that their application form is <u>complete</u>, <u>signed and</u> received by the deadline. Incomplete applications will cause delays or result in ineligibility.

Late complete applications will only be considered if there are sufficient funds available after processing completed applications received on time.

Any application that misrepresents the student's circumstances, or a spouse's circumstances (where the student is claiming living allowance in relation to a spouse), will result in denial/cancellation of funding or repayment of funding received.

10.0 REQUIRED DOCUMENTATION

Please note the following documents are required in order for your Application to be considered complete:

- A. Post-Secondary Funding Application (located in Appendix A):
 - I. Checklist,
 - II. Application Form,
 - III. Academic Release Form, and
 - IV. Automatic Direct Deposit Form & Void Cheque;
- B. Copy of Status Card (both sides);
- C. Copy of acceptance letter from an eligible Post-Secondary Program that will be delivered by an eligible Post-Secondary Institution;
- D. Official Transcripts from all institutions attended (official transcripts are signed and sealed by the institution and have not been opened. Photocopied, scanned or emailed copies and faxes of official transcripts do not meet the reporting requirements for PSE funding).
- E. "Exception Letter" or "Personal Education Plan" letter, if required.

NOTE: Both the Squamish Nation Post-Secondary Education Policy AND the Applications forms are located on the Squamish.net website for your convenience.

11.0 POST-SECONDARY FUNDING

This Post-Secondary Education program policy has to adhere to INAC by way of the National Program Guidelines, which refer to maximum amounts of funding that can be provided to students and describe how no students are entitled to these amounts. The actual amount of funding available to eligible students will depend on the overall amount of funding available during a given fiscal year (April to March) and is determined by the EEGT Department. Funding must be expended according to eligibility guidelines as shown in the National Program Guidelines and cannot be backdated to cover a period of time before a student has been approved for support.

INAC National Program Guidelines link: https://tinyurl.com/ycn5o6p4 [Link shortened from https://www.aadnc-aandc.gc.ca/eng/1519315907451/1519316043291]

12.0 ELIGIBLE EXPENSES

The following types of expenses may be eliqible, pending sponsorship approval:

- A. Application fees (Application fees will only be reimbursed for the institutions that have been approved for sponsorship from the EE&T Department)
- B. Tuition and mandatory student fees, including Upass (Excluding Medical & Dental Fees);
- C. Books and supplies;
- D. Living allowance and (Eligible Amounts located in Appendix B);
- E. Travel, in some cases:
- F. Tutoring, pending budget availability (form located in Appendix C);
- G. Psycho-Educational Testing;
- H. Initial professional/examination certification fees associated with the profession of the Post-Secondary Education obtained.

Limits to and approval of expenses are subject to available funding as determined by the EE&T Department. Students are responsible for making sure they pursue other sources of funding if the Post-Secondary Education funding is not going to be enough to meet their financial needs.

13.0 TUITION PAYMENTS & LIMITATIONS

The EEGT Department will pay approved tuition amounts directly to the Post-Secondary Institution upon receiving an invoice. In the case that a Post-Secondary Institution does not bill EEGT directly, sponsored students are responsible to forward invoices directly from the institution to the Post-Secondary Student Advocate (PSSA) along with any necessary supporting documentation, information and deadlines.

A. Tuition maximum per semester are as follows:

- Undergraduate or lower (including certificate, diploma, and bachelor programs) \$4,000/semester
- II. <u>Graduate or PHD programs</u> (including graduate certificate/diplomas) \$8,000/semester

Students attending private or foreign Post-Secondary Institutions will be sponsored at the same tuition rate, or, tuition rate that is the least amount charged by the Canadian institution nearest to the student's place of residence at the time of application, which offers a comparable program.

B. Potential exceptions to maximums above:

Potential exceptions to the tuition maximums, pending budget availability, include:

- Students enrolled in a foreign institution at the actual tuition rate, where
 it is demonstrated that there is no comparable program available at an
 institution in Canada;
- II. Specialized programs/fields, and advanced or professional degree program such as: Dentistry, Medicine or Masters/Doctoral programs.

14.0 EDUCATIONAL SUPPORT SERVICES

A. Living Allowance

Full-time students (see definition on <u>page 2</u>) may receive financial support in the form of a living allowance to be used towards living costs such as food, shelter, clothing, daily transportation, utilities, daycare, and other personal expenses. The amount a student may receive is outlined in the chart set out in <u>Appendix B</u>.

Full-time students who are employed more than 20 hours a week are not entitled to

receive living allowance.

B. Books and Supplies

Full-time and part-time sponsored students may receive assistance for books and supplies that are required for their program of study. Students must submit:

- I. Course registration documentation, showing how many courses/credits the student is enrolled in; and,
- II. Books & supplies list.

The maximum dollar amount is based on a per course basis: Each course (3 credits) = \$125

An advance for books and supplies will be issued at the beginning of each new semester once a course registration and book list has been submitted.

Reimbursements for required books and supplies may qualify for reimbursement above the initial advance, pending budget availability, up to a maximum of \$800 per term.

No books or supply expenses will be reimbursed without the original paid receipts.

C. Travel Allowance

Full-Time sponsored students are eligible to applying for travel assistance, and are expected to use the most economical means of travel possible. Students wishing to apply for travel assistance must submit a request for such support along with their funding application form on or before the application deadline. The following applies:

- Full-time sponsored students may be eligible for one (1) round trip per academic year to the student's permanent place of residence from the nearest Canadian Post-Secondary Institution which offers the least expensive comparable program that offers the program of studies selected by the student, up to a maximum of \$2,000. Approved travel is determined based on budget availability.
- II. <u>Distance or e-learning students</u> who are required to travel to another location to complete their required exams can be eligible for travel support. Where possible, students should request an accommodation (such as taking the exam in the local school under the supervision of a teacher or school principal) to minimize need for travel.

D. Psycho-Educational Assessment

Full-time sponsored students may qualify for sponsorship of a psycho-educational assessment pending a written recommendation from a teacher/administrator/counselor, or, for students who had an Individual Education Plan while attending High School.

E. Initial Professional / Examination Certification Fees

EEGT may support the above fees if certification fees are a requirement to qualify for employment in the profession associated with the Post-Secondary Education obtained.

F. Part-time Students

Part-time students may receive assistance for tuition and compulsory fees, and books and supplies support up to the maximum set out on page 8.

Part-time students are not eligible to receive living allowance or travel support.

15.0 LIMITS OF ASSISTANCE

Post-Secondary Education funding is meant to assist eligible registered Squamish Nation members who pursue Post-Secondary Programs.

The duration of sponsorship must align with the official length of a program as defined by the Post-Secondary Institution.

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 as per the institution's definition of satisfactory "academic standing".

A. Program Levels

Level 1	<u>Diploma or Certificate Programs</u>
Level 2	Undergraduate University Programs
Level 3	Advanced or Professional Degree Programs/Masters Programs
Level 4	Doctoral Programs

B. The only exceptions to the above are as follows:

I. University and College Entrance Preparation Programs (UCEPP) may be sponsored for up to two (2) academic years (as defined by the institution offering the program) or in the case of part-time students, the equivalent of 24 months. At the end of the each term (or part of the academic year, as defined by the institution offering the program), continued financial support will be subject to receipt of a statement from the institution confirming the successful completion of the prior term.

C. Changing / Pausing a Program of Studies

If a student changes programs within one of the levels or temporarily pauses their studies, the number of academic years or semesters used at that level is still counted for reporting purposes and must be considered when calculating the amount of time that may be available for assistance. Therefore, students must be aware that such changes may affect the overall funding available and how this may affect their ability to complete their program.

Before making any changes, students must discuss this with the Post-Secondary Counsellor to ensure they will still be eligible for sponsorship or not.

Students who become eligible for sponsorship and have already completed a portion of their Post-Secondary Studies without assistance may receive assistance for the balance of their program of studies, but cannot be reimbursed for previous expenses.

D. High Cost Programs

Programs that differ a great deal in terms of cost or delivery in comparison with programs that are available locally can only be approved pending budget availability and all documentation is in place. Approving high cost programs or those that are offered at an accelerated pace can significantly reduce the number of applicants who can be sponsored through the Post-Secondary Program in a fiscal year.

E. Summer Programs

May-August courses may only be funded if required and/or the budget allows. Summer sponsorship will be reviewed on a case-by-case basis. The student must fill out an application form, supported by required documentation as per the deadline outlined on page 6.

16.0 EXPENSES NOT COVERED

Post-Secondary funding cannot be provided for the following:

- I. School/program/course assessment fees;
- II. Late registration or late de-registration fees;
- III. Medical & dental fees:
- IV. Parking;
- V. Deferred examinations or rewrites;
- VI. Clothing;
- VII. Printers or printer ink;
- VII. Costly equipment.

17.0 STUDENT INCENTIVES

The EE&T Department offers three types of pending budget availability:

A. Scholarships / Awards

These Incentives may be provided to a maximum of 5% of the total number of students sponsored under EE&T Post-Secondary Program. These awards are competitive in nature and based on academic achievement. Incentives recipients and amounts will be determined upon the submission of official transcripts based on budget availability.

B. Student Lap Tops

To assist with student projects, assignments and research required to be successful in their academic studies, pending budget availability:

I. First year sponsored students may receive electronic equipment

NOTE: priority is to utilize funds to assist students with tuition, books and supplies; however, in March of each academic year qualifying students will be notified if funds are available for this incentive.

C. Graduation Awards

The EE&T Department believes in recognizing the dedication and efforts of students who graduate from Post-Secondary Programs. The following awards have been established:

l,	One-Year Certificate\$300
II.	Trades Apprenticeship Certificate (Red Seal)\$600
III.	Two-Year Diploma (Including Graduate Diploma) \$600
IV.	Undergraduate (Bachelor) Degree\$1,200
V.	Master's Degree\$2,000
VI.	Doctorate Degree \$2,500
VII.	Honorary Doctorate Degree\$2,500

Important Restrictions:

a) Only students who are approved and sponsored from the EEGT Department

Post-Secondary Program qualify for these awards;

- b) Retroactive awards are not eligible, graduation award requests will be considered for the current year of graduation;
- c) Only upon the submission of official, sealed transcripts showing graduation will requests be accepted;
- d) Only one graduation award will be issued at each level;
- e) Students are only allowed a maximum graduation award amount, as shown above, towards the completion of each program level,
 - > For example: If a student receives a diploma graduation award of \$600, then later graduates with an Undergraduate degree, they are only eligible to receive the difference of \$600, totaling the \$1,200 amount for that program level.

NOTE: This Student Incentives section is <u>not</u> subject to the Appeal Process set out on <u>page 18</u> in these Guidelines. The Appeal Process is meant to ensure students receive fair access to apply for PSE funding.

18.0 STUDENT RESPONSIBILITIES

Students must comply with these Guidelines:

A. Students must submit:

- I. Course registration documents at the beginning of each term, indicating course titles and credit allocation prior to the commencement of classes;
- II. Grades reports/transcript at the end of each term (Spring, Summer, Fall);
- III. Official Transcript at the end of each academic year (May) or when your sponsorship ends, whichever is first;
- IV. A new application for each academic year, by the appropriate deadline.
- B. Maintain good academic standing, as defined by the institution at which the student is enrolled in, and a minimum grade point average 2.0.
 - I. Where a student does not maintain good academic standing, his or her funding

may be suspended or terminated, or the student may be placed on funding probation for a period of one year for first probation, and be lower on the funding allocation priority list when re-submitting for sponsorship to the EE&T department in the future.

- C. Students must inform the EE&T department of any changes in their enrollment status from full-time to part-time student in advance of any such change (this will affect the student's eligibility for certain types of assistance (e.g. travel and living allowance).
- D. Students who intend to drop or add courses must notify the EE&T Department in advance of any such change. Course selection is very important for determining funding eligibility and students may be required to reimburse the EE&T Department for courses dropped without a valid reason. Students adding courses may be eligible for additional funding assistance.
- E. Students are responsible for ensuring that the funding received is used for the intended educational expenses, as set out in these Guidelines.
- F. A student must pay back any monthly living allowance provided to him or her where the student does not attend or quits his or her program of study after receiving the living allowance.
- G. Full-time sponsored students must not work for pay in excess of 20 hours per week.
- H. Students must keep their contact information, including home address, home phone, cell phone, banking information and email current with the Post-Secondary Student Advocate. The student must notify the PSE Advisor of any changes immediately. Failure to do so may result in late cheques and missed important information.

19.0 TERMINATION OR SUSPENSION OF SPONSORSHIP/FUNDING

A. Cause for Termination / Suspension of Sponsorship

The EE&T Department may terminate funding granted to an eligible student in accordance with these Guidelines for any of the following reasons:

- I. The student makes a misrepresentation or false statement on his or her application form;
- II. The student's academic status changes from full-time to part-time without the student first notifying the Education Department;
- III. The student withdraws from or changes his or her Program of Study without first notifying the EEGT Department;
- IV. The student withdraws from the Post-Secondary Institution;
- V. The student is successful, without good reason, in fewer than [60 or 75%] of the courses in which the student is registered;
- VI. The student does not maintain Good Standing at a Post-Secondary Institution in accordance with these Guidelines;
- VII. The student is in breach of, and has not taken acceptable steps to rectify, a breach of his or her Student Contract.

B. Reinstatement

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

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

20.0 APPEAL PROCESS

NOTE: There is no appeal against refusal of assistance because funds are not available or the student and or program does not meet the eliqibility or quidelines set out in this policy.

Where a student believes s/he has been unfairly denied access to Post-Secondary Education funding opportunities by the EE&T Department and is convinced this Post-Secondary Program Policy or National Program Guidelines are not being fairly applied to his or her situation, the student has the right of appeal in accordance with the following process:

- I. The student must discuss the recommendation with the EE6T Department, by way of the Post-Secondary Student Advocate, in an attempt to resolve any disagreement that may have arisen in respect of the recommendation, including disagreements regarding the application process or interpretation of a provision of the Guidelines;
- II. Where the student and EEGT Department are unable to resolve the disagreement, the student may file a formal written Appeal Letter, including all relevant documents, with the EEGT Department within fourteen (14) days of the funding decision. The Appeal Letter must clearly state the reason for the appeal.
- III. The Post-Secondary Appeal Committee (PSAC) will review and respond to the Appeal Letter within ten (10) business days.
- IV. The PSAC will review the Appeal and all related documents and information. The student will be notified in writing of the date and time of the PSAC meeting at which the student's Appeal will be presented. The student will have the option of being present or having a representative there on his or her behalf. The student appellant should present his/her position directly to the PSAC if attending the meeting in person. All attempts to accommodate the student to present their case will be made (i.e. an out of province student may request a conference call, or communication video conference or other electronic method compatible with the First Nation's available technology).
- V. The appeal will then be reviewed by the PSAC and a decision that is consistent with this policy and the 2017-18 National Program Guidelines will be made. The decision will be final and carried out as soon as possible.

NOTE: INAC will not accept appeals from students based on decisions made by the Squamish Nation EE&T Department.

IMPORTANT FORMS

To access forms please go to the url links below - (PDF files, hosted on Squamish.net):

APPENDIX A Application Forms, including Checklist

https://tinyurl.com/yd2tyvf8

APPENDIX B Monthly Training Allowance Chart

https://tinyurl.com/ybladd8n

APPENDIX C Tutor Support Form

https://tinyurl.com/y9b4ezhq



Squamish Nation
Education, Employment and Training

NOTES		

