

STZ'UMINUS FIRST NATION



POST-SECONDARY EDUCATION PROGRAM

POLICIES AND PROCEDURES



Stz'uminus First Nation Chief and Council approved the SFN Post-Secondary Education Program Policies and Procedure on March 24, 1998, on August 27, 2003 this policy was amended by the SFN Chief and Council.



Table of Contents

Table of Contents Index	1
Stz’uminus First Nation Chief and Council	2
Purpose and Intent	3
Eligibility	4
Category	5
Location Eligibility and Funding Eligibility	6 & 7
Application Procedure, Deadline for Application, Application Package	8
Additional Package Requirements	9
Approval of Application	10
Minimum Grades	11
Probation and Suspension of Funding	12
Waiting List	13
Appeal Procedures	14
Student Support	15
Graduation Awards Program	16
Financial Aide, Other Important Information, College or University Waiting List Procedure	17
Appendix 1	18
Appendix 2	19
Appendix 3	20



STZ'UMINUS FIRST NATION CHIEF AND COUNCIL

Approved by Chief and Council - March 24, 1998
Amended by Chief and Council – August 27, 2003

To all Stz'uminus First Nation Members:

The SFN Post-Secondary Education Guide was developed to provide all members with a detailed look at our post-secondary education program. In this guide, we attempt to outline the Education Departments responsibilities to the student and the student's responsibilities to the Stz'uminus First Nation.

We think that it is essential that all students fully 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.

The various post-secondary allowances issued by the Stz'uminus First Nation Education Department are clearly defined regarding purpose and amount. The Education Department cannot issue funds in excess of the maximum levels of assistance. If a student requires additional dollars to meet one's financial requirements, the student is encouraged to make application for scholarships, bursaries and/or loans at the school's Financial Aid Office. Additional information can be obtained from your Stz'uminus First Nations Student Advisor.

We sincerely hope that this Guide is as useful to you as we had planned. To all of you, wish you the best of success regarding your post-secondary experience. We hope that your College or University life becomes the very best of times!



PURPOSE AND INTENT

The objective of the Post-Secondary program is to support Stz'uminus First Nation members to gain access to Post-Secondary education, to graduate with the skills needed to pursue individual careers and to contribute to the achievement of self-government and economic self-reliance.

The Stz'uminus First Nation Policies and Procedures were designed to help a student understand his/her responsibilities, rights, and obligations while in attendance at a Post-Secondary Institution. Funding time lines are set to maximize the amount of funding available to each student, and to provide services to as many eligible individuals as possible.

Funding dollars are committed each year in the following priority:

1. Continuing post-secondary students are given first priority.
 - i. Individual assessed by Post-Secondary Coordinator – Year/Level will be considered.
 - ii. Year 3 & 4 of studies in good standing will provide transcripts and current information only.
 - iii. Has proof of continuing student status.
2. High school graduates are given second priority.
 - i. LPI assessment with College/University.
 - ii. LMI (Labor Market Information – course selection).
 - iii. High School transcripts (June).
3. Programs Vocational/Career Training programs, eight months in length or more, which will provide continuous employment.
 - i. Students who have demonstrated work experience or volunteer work related to school.
 - ii. Training will be given priority.
4. Students moving from developmental education programs into post-secondary.



ELIGIBILITY

Personal Eligibility & Suitability

- A. You must be registered Stz'uminus First Nation Member for a minimum 2-years and have lived in Canada for twelve (12) consecutive months prior to the date of the application.
- B. To assist you in course selection and career planning, students are asked to review their plans with the appropriate student advisor at the Post-Secondary Institution and the Stz'uminus First Nation Post-Secondary Coordinator (PSC) and complete any assessment tests, which could assist the student in career choices.
- C. Students must complete the Stz'uminus First Nation Education Package and identify intended start date.
- D. Students wishing to continue higher education (Masters, Doctorate) **MUST** have 2-YEARS experience in the field prior to furthering their education.
- E. Students wishing to enroll in another program after completion, not related to current studies must wait a school year and are encouraged to find employment in field of study.



CATEGORY

Program Eligibility: There are several types of programs that are eligible to be funded through Post-Secondary Program (PSP).

A. University – College Preparation

Attends a Post-secondary Institution in order to upgrade their educational background to a level that would prepare them for entry to a regular Post-Secondary training program. Ideally, the students already possess a regular high school diploma. However, consideration will be given to students who do not possess the diploma – provided that the required assessment scores indicate reasonable chances to succeed after a maximum of eight months of “University-College Preparation” training. In order to receive further funding a student must meet University College entry and their chosen program requirements at the end of 8-months.

B. Level One Student

Attends a Community College in a course of studies that requires academic grade 12 and leads to a Diploma. Certificate programs may be eligible for approval depending on funding availability. (Ministry of Advanced Education hand book CHOICES provided online, check with your Student Advisor).

C. Level Two Student

Is enrolled in an Undergraduate University Degree Program. A second undergraduate degree which requires a first degree will also remain in this level. Example; Bachelor of Arts plus Bachelor of Education.

D. Level Three Student

Master’s Program, maximum 24 months, full time and/or part-time to be determined by Institution, PSC and Student.

E. Level Four Student

Doctorate, to be determined on program

Note: Students must be enrolled in minimum 3-courses for the first term and 4 courses in the second term. (Not to be confused with upgrading).

Note: Post Graduate Students who fall below standards will be evaluated by Academic Institution and Post-Secondary Committee.

Note: For ALL students:
Institute must be public post-secondary institute and/or recognized institute.
Institute **MUST** be PRE-APPROVED by Stz’uminus First Nation Post-Secondary Coordinator prior to registration.



Location Eligibility

- A. Only those undergraduate programs offered in B.C. will be funded. However, if the student can provide a good justification for attending a program in another (elsewhere), his/her reason will be considered by the Stz'uminus First Nation Education Department and Post-Secondary Committee. Funds to attend foreign institution are ONLY provided if a comparable program is not available in Canada. A student attending a program outside of B.C. can apply for a travel allowance and on completion he/she will be eligible for return transportation. However, this is subject to availability of funds and payment will be based on the least expensive form of travel.

Note: If a student receives approval to enroll in a program outside of Canada, all approved funding will be calculated in Canadian funds.

Funding Eligibility

- A. Length of funding
There are time limits on the amount of funding available to each student depending on the program.
- | | | |
|------|--------------------------------|---|
| I. | University-College Preparation | 8 months |
| II. | Diploma Programs | e.g. Business Admin., Aquaculture, etc. 16 months |
| III. | Bachelor of Arts, Science | 32 months 4-years |
| IV. | Bachelor of Education | 40 months 5-years |
| V. | Master or Doctorate | 24 months 1-2 year |
| VI. | Law Degree | 24 months 1-2 years (Law students in the articling year are considered to be fully employed and are not eligible to receive post-secondary funding) |
- VII. ABE Funding will be based on funds available. ABE students who have pre-applied and approved to attend Vancouver Island University and/or any another recognized institute. **Funds will include student's activity fee, books, and bus pass.**
- B. Summer School
- i. If a student is enrolled in summer school, that time is calculated into the funding time limit.
 - ii. Funding for Summer school is only available for 3rd and 4th year students, who require specific courses to finish their degree.
 - iii. Summer school is not for repeating courses.
 - iv. Exceptions will be made if they are supported with documentation from the Educational Institution and approval by the Stz'uminus First Nation Post-Secondary Advisor.



C. Type of funding

- i. A student enrolled in a minimum of four (4) University/College credit courses per semester and/or twelve (12) credit/units during the regular University/College year; He/she will be considered Full-time. **Funds will include: tuition, books, training allowance.** (Depending on available funds) and according to guidelines in Appendix II.
- ii. First to third year college/university students will not be employed more than 20 hours per week.
- iii. Individual applications and/or Level of Studies will determine limits of hours of work unless the student can prove they can maintain their grades and employment in good standing.
- iv. Fourth year or greater students will receive full sponsorship regardless of full-time employment or not.
- v. Individual applications and/or Level of Studies will determine limits of hours of work unless the student can prove they can maintain their grades and employment in good standing.
- vi. A student is registered in less than (4) courses and/or (12) credits/units; he or she will be considered a part-time; ** students and funding will be limited to tuition, books, and supplies. **Note:** Students enrolled in the NITEP Program, who are registered in 4-courses but only receive credits for 3-courses; are also considered Full-time students.
- vii. ** NO Exceptions – prior approval from the Stz’uminus First Nation Post-Secondary Coordinator is required.

Note: The budget amount for Living Allowance per student is subsidy, and depending on the student’s financial picture, this subsidy may or may not be adequate. The student needs to assess his or her budget for the school year and any extra requirements. (e.g. day-care, clothing etc.) If students perceives a shortfall of funds, then he or she is encouraged to pursue further financial funding to increase what they receive from the Stz’uminus First Nation living allowance i.e. Bursaries or grants.



I. APPLICATION PROCEDURES

A. Application

If you are considering taking a post-secondary program and are seeking sponsorship from the Stz'uminus First Nation Education Department, you **MUST** do the following:

- i. Pick up a Stz'uminus First Nation Post-Secondary application form and fill it out completely. An example is in the back of these guidelines.
- ii. Contact the Stz'uminus First Nation Post-Secondary Coordinator and arrange a meeting to discuss your application to be on the sponsorship list. This meeting and your submission of your signed application is extremely important, because this officially puts you on the waiting list for Stz'uminus First Nation sponsorship.

B. Deadline for Application

- i. The last possible date that approved application packages will be accepted at the Stz'uminus First Nation Education Department office is March 31st, 4:00 p.m., for the new Financial Fiscal Year. Application must be stamped "Received" prior to this date and time.
- ii. The application package must be first approved by Stz'uminus First Nation Post-Secondary Coordinator before it is reviewed by the Stz'uminus First Nation Executive Director.

C. Application Package

Must be sent to Education Department attention: Post-Secondary Coordinator the application package **MUST** include the following:

- i. Complete funding application forms.
- ii. Labour Market Information (LMI).
- iii. A copy of the student's completed college or university application, showing clearly the program applied for, or a copy of the student's permission to register.
- iv. First year students – a copy of the student's high school transcript.
- v. Continuing students – a photocopy of the most recent college transcript and also a signed release of information form.
- vi. A hand written letter in which the student state his or her short and long term academic and career goal.
- vii. A letter from your College or University or high school Student Advisor supporting your application along with assessment results.
- viii. No student will receive Post-Secondary funding unless he or she has undertaken assessment test and the results have been reviewed by the Post-Secondary Coordinator.
- ix. A Funding Offer or Acceptance from indicating you are aware of the Stz'uminus First nation Education Department policies and procedures must be signed.
- x. A release form which permits Stz'uminus First Nation to obtain official transcripts and faculty progress and attendance reports.



D. Additional Package Requirements

- i. Conditional approval of an application will require that all of the above are received by the Stz'uminus First Nation Education Department before March 31st for September enrollment. (Applications received after March 31st due date will be put on the waiting list).
- ii. The one exception to the above is applications packages for students presently enrolled in grade 12 will be accepted without the high school transcripts. Conditional approval may be given until the complete high school transcript is received.
- iii. If a student is in a program that is longer than eight (8) months per year because of Teacher Practicum etc., or if a student wishes to continue in school during the summer, it is the student's responsibility to note this on their application forms. ** For example, if a student is in the Faculty of Education and has a practicum in May 2002, funding for that must be included in the application before March 2001.
- iv. Students are strongly advised to make a photocopy of their completed application package for their records before it is mailed or delivered.



II. APPROVAL OF APPLICATION

- A. Approval Criteria, funding is limited applications which meet the eligibility requirements mentioned will not be automatically approved. Other factors which will be considered are:
 - i. The value of the student's proposed training to the community,
 - ii. The past academic performance of the student,
 - iii. The commitment of the student to the program of studies,
- B. Stz'uminus First Nation Education Department has the option of interviewing all students who are applying for Post-Secondary funding. However, some students **MUST** be interviewed as part of the review process, including:
 - i. All students applying for Post-Secondary funding for the first time.
 - ii. All continuing students who were on academic probation at the end of the previous school term.
 - iii. All students reapplying after having funding suspended in the past.
- C. No Funding will be sent to the student **UNTIL** a copy of the school's Permission to register in the approved program is received by Stz'uminus First Nation Education Department.
- D. All students who submit complete application packages will be notified in writing regarding the status of their application at the earliest possible date.
- E. It is an expectation of receiving funding from the Stz'uminus First Nation that the student must attend the Student Orientation Program provided by the institution and the Stz'uminus First Nation orientation at the beginning of the school year.
- F. All Post-Secondary students, who accept funding awarded by Stz'uminus First Nation Education Department, are required to sign a release form which permits the Education Department to obtain academic transcripts, and faculty progress and attendance reports. If a student fails to sign this release form, funding will be denied.
- G. Students receiving post-secondary funding for the first time will only receive a financial commitment from Stz'uminus First Nation for the First-term. Half way through the first term or semester, the student must present a report of their course standing at that time. If this is not received, funding for the second term or semester will **NOT** be approved.
- H. Since first year is usually very difficult – we strongly advise keeping in close contact with your Post-Secondary Coordinator.



III.
IV.

VI MINIMUM GRADES

Funding students to receive continuing funding, a minimum “B+” grade average or grade point average (GPA) of 3.25 must be maintained OR if the degree or course program requires higher standing you must meet the required (GPA) to receive continuing funding.

Grade	Percentage (%)	Grade Value	Grade Scale Table, Point Description
A+	90-100	4.33	Excellent (First Class Standing)
A	85-89	4.00	
A-	80-84	3.67	
B+	76-79	3.33	Good
B	72-75	3.00	
B-	68-71	2.67	
C+	64-67	2.33	Satisfactory
C	60-63	2.00	
C-	55-59	1.67	
D	50-54	1.00	Poor
F	0-49	0.00	Failing work Unsatisfactory performance or failure to meet course requirements.

- Students should be aware that while a 3.25 GPA will usually ensure continued funding, acceptance into programs such as law or medicine will be impossible unless their GPA is much higher.
- Graduate students must maintain a B+ average or better in order to receive funding.



VIII. PROBATION AND SUSPENSION OF FUNDING

- A. A student may be put on probation if the GPA drops below 3.25 or if he or she is failing to meet requirements during the school year. As a condition of probation, a monthly report from each instructor showing the student's progress and attendance will be required. Funding will then be on a month to month basis depending upon the reports. If you do not submit status reports or continuing failure and absences will result in funding being immediately suspended. The probation may last one or two terms or semester, depending on the student's improvement.
- B. If the GPA does not improve to passing grade the next semester's funding will be suspended. The student will then be required to complete a full semester **WITHOUT** Stz'uminus First Nation funding and obtain a GPA of at least 3.25.
- C. Funding will not be automatically approved once a semester is completed successfully.
- D. A student, who is considering withdrawal or dropping a course, **MUST** advise his or her Stz'uminus First Nation Post-Secondary Coordinator BEFORE doing so. Failure to do this will result in suspension of present and future funding.
- E. This also applies to unofficial withdrawals, which are registered on transcripts and are considered to be failures by most institutions.
- F. The student **MUST ALSO** advise the Educational Institution they are attending. It is not the responsibility of your student advisor to officially withdraw you from the program.
- G. If a student funded by Stz'uminus First Nation drops out for whatever reason without first seeking and receiving the permission of the Stz'uminus First Nation Post-Secondary Coordinator, he or she will have to completed 2-semesters without Stz'uminus First Nation assistance prior to applying for future funding.



IX. WAITING LIST

- a. As it was noted earlier, funds for Post-Secondary Education are limited and have to be managed carefully to maximize the number of Stz'uminus First Nation students attending Post-Secondary programs in a school year. All students will be placed on a waiting list at the time that their completed application is received by the Stz'uminus First Nation Education Department. Both the Stz'uminus First Nation Post-Secondary Coordinator and the Stz'uminus First Nation Education Director will keep copies of the application.
- b. If funding is not available for the Stz'uminus First Nation member at the time of application, he or she will be notified per the waiting list.



X. APPEAL PROCEDURES

- a. If a student's application for funding is not approved or a decision is made affecting their sponsorship, the student may appeal the decision.
- b. The level of financial assistance for students cannot be appealed.
- c. Appeal process **MUST** be followed in proper channels – if **NOT** followed the appeal will be invalid. (For more details please refer to APPENDIS 1).



XI. STUDENT SUPPORT

a. Counselling:

- i. Career planning and the Post-Secondary application and registration process can be a frustrating experience. Students are advised to meet with the Stz'uminus First Nations Post-Secondary Coordinator as early as possible in their career planning process. Please leaver yourself lots of time when it comes to meeting the deadlines for funding applications and registration, etc.
- ii. Once you are in the Post-Secondary Institution, keep in contact with your Stz'uminus First Nation Post-Secondary Coordinator. Once again, if you are having a problem, don't wait until it is too late to ask for assistance.



XII. GRADUATION AWARDS PROGRAM

- a. Effective April 1, 1998 (August 27, 2003 amend,) the Chief and Council of Stz'uminus First Nation has mandated the Education Department to issue Graduation awards to eligible members as follows:
- b. Trades Apprenticeship Certification 8-10 month (i.e Cooks) \$ 500.00
- c. Two-Year Community college Diploma (i.e. ECEC or CYC) \$ 750.00
- d. Journeyman, Certified Trades (i.e. Plumber or Electrician) \$ 1,000.00
- e. Undergraduate Degree (i.e. Teacher, lawyer or Social Worker) \$ 1,000.00
- f. Master's Degree \$ 2,000.00
- g. Doctorate Degree \$ 3,000.00
- h. Awards are limited to those students, who are registered Stz'uminus First Nation members at the time of Graduation, and who graduated after the effected date set by Chief and Council, April 1st 1998 (**August 27th 2003 amend**).
- i. These graduation awards are issued only once at each level of accomplishment. Awards will not be issued until acceptable documentation has been submitted. In most cases this means a sealed official transcript of marks and a photo-copy of Diploma. (Under no circumstances will photo and fax copies of transcripts be accepted).



XIII. FINANCIAL AID

- A. Many other scholarships and bursaries are available for students and you are encouraged to apply. Marks are not necessarily the qualifying factor. A list of bursaries or scholarships can be proved by most schools or post-secondary institutions.

XIV. OTHER IMPORTANT INFORMATION

- a. Private Institution Funding – NO private institution program will be sponsored.
- b. It is in the student's best interest as well as the student as well as the student's obligation to make an appointment with the Stz'uminus First Nation Post-Secondary Coordinator and the Stz'uminus First Nation to agree upon the best options to suit the student's needs and requirements.
- c. Sponsorship Letters: Formal sponsorship is based on a letter from the Stz'uminus First Nation Education Department committing to a legal contract between the Education Institution and the Stz'uminus First nation for services rendered and received on behalf of the student.
- d. The institution reserves the right to decline offers of sponsorship, which may not be in accord with the institution's policies. The institution may also cancel existing sponsorships where warranted.

XV. COLLEGE OR UNIVERSITY WAITING LIST PROCEDURE

- a. Fee or waitlisted courses are not charged to the Stz'uminus First Nation Education Department until the student is accepted into the course.

**XVI. APPENDIX 1****STZ'UMINUS FIRST NATION EDUCATION APPEALS PROCEDURE**

- a. Whenever a student wishes to alter a decision of the Stz'uminus First Nation Education Department which significantly affects that student, he or she shall meet with their Post-Secondary Coordinator to attempt to resolve the matter within 5-working days.
- b. If the matter is still unresolved the applicant will take the Post-Secondary Coordinator decision make a request in writing for an appeal and meet with the Stz'uminus First Nation Education Director in an attempt to resolve the matter within 5-working days. If the matter is still unresolved this will then go to:
- c. The Stz'uminus First Nation Education Post-Secondary Committee who shall review and recommend solutions based on issue and budget.
- d. If the matter is still unresolved the student shall file a Notice of Appeal with the Stz'uminus First Nation Band Administrator. The Notice of Appeal shall be in writing and shall contain the name, address, and placement of the student and shall state in general terms the nature of the decision, the reason for the appeal and the remedial action sought by the student.
- e. If the matter is still unresolved the appeal with then go to Stz'uminus First Nation Chief and Council and their decision will be final.

ALL DECISIONS MADE ARE FINAL

This Appeal Procedure for all intents and purposes, shall be known as Stz'uminus First Nation Education Department APPEALS PROCEDURE.

*****PLEASE NOTE:** Students MUST follow proper procedures; IF NOT FOLLOWED APPEALS WILLNOT BE VALID. ***



XVII. APPENDIX 2

STZ'UMINUS FIRST NATION POST-SECONDARY LIVING ALLOWANCE RATES

Rates comply with the Canada Student Loan

CODE	STUDENT STATUS	MAX. MONTHLY ALLOWANCE ^{EQ}	BI-MONTHLY (15 TH AND 30 TH)	HIGH RENTAL AREAS \$ 100.00 PER MONTH
S1	Single student living w/parents	\$ 427.	\$ 213.	Don Not Qualify
S2	Single student living away from home	\$ 1,028.	\$ 514.	Do Not Qualify
S3	Single Parent			Qualify for High Rental Area Funding
A	w/ 1 dependent	\$ 1,309.	\$ 654.50	
B	w/ 2 dependents	\$ 1,459.	\$ 729.50	
C	w/ 3 dependents	\$ 1,609.	\$ 804.50	
D	w/ 4 dependents	\$ 1,759.	\$ 879.50	
E	w/ 5 dependents	\$ 1,909.	\$ 954.50	
F	w/ 6 dependents	\$ 2,059.	\$ 1,029.50	
M1	Student w/ employed spouse	\$ 1,028.	\$ 514.	Qualify for High Rental Area Funding
A	w/ 1 dependent	\$ 1,178.	\$ 589.	
B	w/ 2 dependents	\$ 1,328.	\$ 664.	
C	w/ 3 dependents	\$ 1,478.	\$ 739.	
D	w/ 4 dependents	\$ 1,628.	\$ 814.	
E	w/ 5 dependents	\$ 1,778.	\$ 889.	
F	w/ 6 dependents	\$ 1,928.	\$ 964.	
G	w/ 7 dependents	\$ 2,078.	\$ 1,039.	
M2	Student w/ dependent spouse	\$ 1,309.	\$ 654.50	Qualify for High Rental Area Funding
A	w/ 1 dependent	\$ 1,459.	\$ 729.50	
B	w/ 2 dependents	\$ 1,609.	\$ 804.50	
C	w/ 3 dependents	\$ 1,759.	\$ 879.50	
D	w/ 4 dependents	\$ 1,909.	\$ 954.50	
E	w/ 5 dependents	\$ 2,059.	\$ 1,029.50	
F	w/ 6 dependents	\$ 2,209.	\$ 1,104.50	

**** APPROVED BY STZ'UMINUS FIRST NATION CHIEF AND COUNCIL FEBRUARY 2007****



XVIII. APPENDIX 3

TUITION, BOOKS AND SUPPLIES

a. Tuition

All required tuition and related fees will be paid. The exceptions are as follows:

- i. Pre-approval for correspondence course will only be granted if the course is not available at a local institution and or if a student needs ONLY 2 credits to qualify to graduate.
- ii. Fees for repeated courses are the responsibility of the student
- iii. Audited Courses – no courses will be audited without pre-approval of the Stz'uminus First Nation Post-Secondary Coordinator.
- iv. Non-Credited courses.

b. Books and Supplies

- XIX. Full-time Students: Stz'uminus First Nation full-time students attending a recognized college or university will receive a maximum of 450.00 (four hundred and fifty dollars) per term; for 4 or more courses.
- XX. Part-time students: will receive \$ 100.00 (one-hundred dollars) per course, per term.
- XXI. UCEP Students will receive a book allowance of \$ 100.00 per course.
- XXII. If costs of books exceed amount of allowance issued the student MUST provide original textbook receipts; and will be reviewed for approval and reimbursement.
- XXIII. Students must provide original receipts along with course data – a list of required text books.
- XXIV. Clothing allowance – pending on the Post-Secondary Program of studies; i.e. teacher practicum. **NOTE:** This should be included on Post-Secondary Application. Required clothing allowance of \$ 100.00 per year.