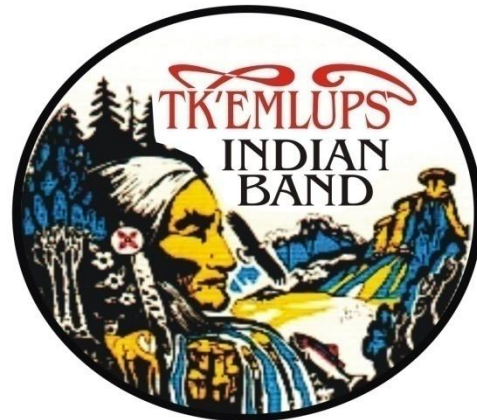


TK'EMLÚPS TE SECWÉPEMC



TK'EMLÚPS TE SECWÉPEMC POST SECONDARY POLICY & PROCEDURE MANUAL

Amended for Chief and Council
November 26, 2013

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1 PREAMBLE

The Tk'emlúps te Secwépemc (hereinafter called TteS) Education Department

- Mandate is to bring forth innovative programs and initiatives to better aid students for success, while promoting positive educational experiences. It is the philosophical approach of this department to blend quality education and culture.
- Recognizes that Aboriginal Education funding is not meant to sustain all future generations and that funding should be administered with reverence.
- By means of its policies, procedures and understandings, promotes fairness, acknowledges achievements and accepts change as a reality.
- Staff and those elected as Chief and Councilors will uphold the policies and procedures found in this manual to the best of their ability.

The Tk'emlúps te Secwépemc Policy and Procedure Manual

- Applies to all students whom we provide funding. The *Post-Secondary Review Committee* developed the Manual and Chief and Council ratified it in 2006; on April 28, 2010 and on November 6, 2012 and November 26, 2013. It is to be revised every two years or as needed with any changes from the *Aboriginal Affairs and Northern Development Canada (hereinafter called AANDC) National Post-Secondary Education Guidelines*.
- Monitors the program delivery of the post-secondary education program and its services. Staff from our department and from AANDC may provide students with additional information upon request.
- Deals with the funding agencies that sponsor our post secondary education program, AANDC and TteS, this also includes the Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation (UCEP).

2 PHILOSOPHY, VISION, MISSION STATEMENT

2.1 Philosophy:

In traditional times, the grandparents, parents, aunts and uncles supported all children so they may achieve their fullest potential holistically and, moreover, closely observed them to identify and nurture those with gifts and talents. This was done for thousands of years to ensure our survival as a people. Also, in our traditional educational practices, we believed that all children must be honored and be provided with safe, healthy and nurturing environment

Today, our people still believe that education holds the key to our survival. As leaders, educators and child care providers, we are entrusted to provide our children with quality care and educational programs and to strive to strengthen our families through utilizing many of these underlying traditional /educational practices. We must revitalize our language, history and cultural programs and promote inter-generational teaching. For in doing so, we will again have the great orators, warriors, leaders, spiritual advisors, medicine people, herbalists, craftsmen, fishermen, athletes, educators, child care workers, business people, and so on.

2.2 Vision:

To have a self-reliant *Tk'emlúps te Secwépemc* who are valuable contributing members of their family, community and nation.

2.3 Mission Statement:

To create accountable partnerships locally, regionally and nationally so our membership may obtain the education needed for employment in the professional field and in the trades and training industry.

3.0 PROGRAM OBJECTIVES

The objective of the **TteS Post Secondary Education Program** is to improve the employability of our membership by providing eligible students with access to education and skill development opportunities at the post-secondary level.

The expectation is to lead to greater participation of our members in post-secondary studies, higher membership graduation rates from post-secondary programs, and higher employment rates for our people. It is expected that students who are sponsored will have post-secondary educational outcomes comparable to other Canadians.

Within this larger objective, each of the two components of the Post-Secondary Education Program (PSSSP) and University College Entrance Program (UCEP) has its own specific objectives.

3.1 The Post-Secondary Student Support Program (PSSSP)

The objective of the PSSSP is to improve the employability of TteS band member by providing eligible students with access to education and skill development opportunities at the post-secondary level.

3.2 University College Entrance Preparation (UCEP)

The objective of UCEP is to provide financial support to TteS who are enrolled in University and College Entrance Preparation (UCEP) programs, offered in Canadian post-secondary institutions, to enable them to attain the academic level required for entrance to degree and diploma credit programs.

3.3 Eligible Post-Secondary Institutions

They are degree, diploma or certificate granting institutions, which are recognized by a province (or territory) and include educational institutions affiliated with, or delivering post-secondary programs by arrangement with a provincially recognized post-secondary institution.

3.4 Eligibility

Under our programs, eligible recipients are Indian education organizations, Indian post-secondary institutions and other eligible Canadian post-secondary institutions that develop and deliver special programs for registered **Tk'emlúps te Secwépemc band** members.

3.5 Post-Secondary Education

This is a program of studies offered by a post-secondary institution that includes at least one academic year (as defined by the institution) and for which completion of secondary school studies (or its equivalent as recognized by the post-secondary institution) are required.

3.6 Eligible Students

AANDC requires Bands to demonstrate that sponsored students are eligible to obtain Post-Secondary Education funding and they must be:

1. A registered Indian with the **Tk'emlúps te Secwépemc**
2. A resident in Canada for 12 consecutive months prior to the date of application for funding (for students attending institutions outside of Canada, this residency provision applies only to their first year of studies);
3. Accepted by an eligible post-secondary institution into a degree, certificate or UCEP or Trades and Training program;
4. Maintain continued satisfactory academic standing with that institution. Priority is given for student applicants in the following the following categories:
 - **Continuing students** are those who are currently funded by **TteS Education Department** and who have met the requirements described in this manual.
 - **Graduate students** are first priority and can be approved for funding throughout the year depending if funding is available; April and November deadlines are not enforced. In order to ensure high school students have funding, doctoral students may only obtain up to 50% of program costs.
 - **High school graduates, UCEP Graduates** who have completed the requirements to receive a High school or Adult Dogwood Diploma from the Province of British Columbia Ministry of Education
 - **Wait List students** are those who submitted an application the previous year
 - **New Applicants** are those who have submitted all requirements by April 30th

See priority list in section 5.2

4.0 POST SECONDARY EDUCATION FUNDING FROM AANDC AND OUR BAND CONTRIBUTION

AANDC shall confirm its authorities to enter into an agreement with the **Tk'emlúps te Secwépemc** to fund the proposed activities. It is expected that this funding agreement will be ongoing; therefore, the TteS is required to provide a complete review of its accountability and management processes and systems.

Post-Secondary Education Assistance will be provided within the limits of available funding from AANDC and TteS funding allocation from KIBST and PTAX. The programs funded include the Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation (UCEP). The TteS funding allocation also allows for special consideration in granting educational funds for students who:

- Are enrolled in Trades and Training programs: Levels 2 to 4 (8 weeks in duration)
- Are enrolled in BCAMTA sponsored programs through the Memorandum of Understanding (MOU) between BCAMTA and the Tk'emlúps te Secwépemc. This will be inclusive of future MOU's between the Tk'emlúps te Secwépemc and its partners.
- Have graduated and are eligible to receive funding through our graduation incentive program
- Are enrolled in accredited programs that directly benefit the Tk'emlúps te Secwépemc Community as a whole and that his/her education contributes to the overall vision of **“to have self-reliant Tk'emlúps te Secwépemc who are valuable contributing members of their family, community and nation.”** If the program tuition fees are over \$10,000, then band members are encouraged to apply for sponsorship from other funding agencies.
- Registration, Certification and/or honorary credential. This section would be defined as professional designation and honorary credentials that provide band members with the ability to directly contribute the Tk'emlúps te Secwépemc in achieving self governance.

4.1 Post-Secondary Student Support Program (PSSSP) of the Tk'emlúps te Secwépemc:

In 2006, the *Tk'emlúps te Secwépemc* implemented their own operating guidelines that are consistent with AANDC national post-secondary education guidelines. Funding for each student must not exceed the maximum amounts payable.

4.2 Limits of Assistance can be provided at four levels of post-secondary education:

Level 1: Community college and diploma or certificate programs; Level 2: Undergraduate University programs (i.e. bachelor degree); Level 3: Advanced, professional or graduate degree programs (i.e. master programs); Level 4: Doctoral Programs.

University College Entrance Program	Level 2 Certificate/Diploma	Level 2 Undergrad Degree	Level 3 Graduate Degree	Level 4 Doctoral Programs
One academic year as defined by the institute	20 months maximum program no less than 8 months; trades and training min 6 months	40 months maximum and the student must remain in good standing with the institute	20 months maximum and the student must remain in good standing with the institute	
No extensions	1 yr. extension granted if Dept. Dean approves	1 yr. extension granted if Dept. Dean approves	1 yr. extension granted if Dept. Dean approves	
Tuition & student fees	Tuition & student fees	Tuition & student fees	Tuition & student fees	50 % Tuition & Student fees
Book allowance: f/t @ \$600/sem. p/t @ \$300/sem.	Book allowance: f/t @ \$600/sem. p/t @ \$300/sem.	Book allowance f/t @ \$600/sem. p/t @ \$300/sem.	Book allowance f/t @ \$600/sem. p/t @ \$300/sem.	Book allowance f/t @ \$600/sem. p/t @ \$300/sem.
Living allowance: see table below	Living allowance: see table below	Living allowance: see table below	Living allowance: see table below	50% Living Allowance
Tutoring: any PSE student/band member may apply, eligible for up to \$500/year	Tutoring any PSE student/band member may apply, eligible for up to \$500/year	Tutoring any PSE student/band member may apply, eligible for up to \$500/year	Tutoring any PSE student/band member may apply, eligible for up to \$500/year	

Emergency and/or/medical help: students must apply to social development manager

4.2.1 Eligible Tuition & Student Fees:

Please Note: Every student is **NOT** entitled to the maximum allowable payment per student from AANDC. We only have a limited budget to fund as many students as we can annually. The maximum amount was established to ensure that the most extreme circumstances could be funded as necessary. The actual amount of funding available to a student will depend on the overall amount of funding available in the program.

4.2.2 Living Allowances

Students and their dependents can receive funding to help them pay their living expenses while they are attending a post-secondary institution. The TteS tries to parallel the regional living allowances established by the Canada Student Loan Program (CSLP).

The CSLP Monthly Living Allowances rates are updated annually. The TteS will review and make recommendations prior to the beginning of the new Fiscal year. **TteS** does not have to pay the maximum living allowances established by the CSLT, however, those rates cannot be exceeded. A pro-rated living allowance may be issued and is dependent upon start and end dates of the students program. Students will be advised in advance and in writing of their pro-rated amount. The rates that are used are included in our policy (in order to provide transparency and consistency) are as follows:

# of Dependents	Amount Payable
0 dependents	\$1,150.00
(1) One dependent	\$1,550.00
(2) Two dependents	\$1,700.00
(3) Three dependents	\$1,850.00
Each additional dependent	\$150.00

4.2.3 Daycare

Daycare is not included in the living allowance and students are advised to apply for daycare subsidy.

4.2.4 Students Living in Major Cities

Students living in major cities are eligible for an additional \$100.00 per month to meet the high living costs. (Cities with a minimum population of 250,000 and greater)

4.2.5 Part-time Students

As defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and 50% of the maximum amount allowed to f/t for books and supplies (i.e., they are not eligible for living allowances or travel).

4.2.6 Study Abroad Programs

1. Funding is subject to availability of funds
2. Students may apply for Study Abroad Programs, such as those available at Thompson Rivers University, and travel to another country and take courses like First Nations studies only if these programs are not available in Canada.
3. Tuition will be paid to the allowance amounts in Canadian currency to a maximum of \$5,000.00 per semester, no exceptions;
4. Limited funding is available for students who wish to attend an eligible post-secondary institute outside of Canada. It is the student's responsibility to provide documentation that these credits are transferable to the sponsoring institute, like TRU or in Canada;
5. Education assistance will not be greater than those paid to students attending a Canadian post-secondary institute offering the same program;
6. Students are required to seek their own alternative funding sources for costs over and above those supported through the *TteS*
7. Student taking part in student exchange programs will be paid as to their programs in Canada and will need to seek other funding sources;
8. All funds will be issued in Canadian currency and does not account for exchange rate;
9. Study abroad students are expected to apply for bursaries/scholarships to offset financial costs. The student must see either the FN advisor and/or financial aid office.

4.2.7 Student Loans

1. Although we understand that not all band members are willing to wait until their name reaches the top of the Wait List, the TteS cannot reimburse students who receive Canada Student Loans.
2. Providing these students maintain a C+ average, they will be given priority for post-secondary education funding in the next fiscal year.
3. All post-secondary students are eligible to apply for a Canada Student Loan to offset their costs of living and education; however please remember that, **TteS** will not be responsible for repaying for student loans.

4.2.8 Students with Disabilities

As needed, the Post-Secondary Coordinator must assist students with disabilities to obtain verification of their disability and submit all documents to the post secondary institute and ensure student is classified as a student with disabilities so they may obtain additional support from the institute.

These students may be sponsored for a minimum of three courses per semester, however, in special circumstances, two courses may be approved providing the Disabilities Centre has his/her family doctors and/or specialist report verifying his/her disability. The maximum number of student months will still apply for these students.

4.3 University and College Entrance Program (UCEP)

Students applying for assistance with UCEP are required to obtain from the post-secondary institution offering the program a statement which attests that the UCEP program will provide the student with the necessary courses to attain the academic level for university or college entrance and the student will be eligible to be accepted as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

4.3.1 Limits of Assistance

- a) For all UCEP students, the maximum time limit for financial assistance support will be **one academic year (as defined by the institution offering the program)** or in the case of part time studies, the equivalent of one academic year. At the end of the first term, financial support for the term will be subject to receipt of a statement from the institution confirming the successful completion of the first term.
- b) For any new students funded for UCEP, the maximum time limit for financial support is one academic year. Students who become eligible for support and who have previously

completed a portion of post-secondary studies without support from this program will receive support for the balance of their program in accordance with the policies set out in this manual;

- c) Documentation must be submitted verifying that the student is working towards a BC Adult Graduation Diploma or prerequisites for entrance into students program of choice before funding will be granted. Students must consult an academic advisor;
- d) High school students who are pregnant or are young mom's and can provide verification that they are registered in an adult dogwood diploma program (e.g. First Steps Program affiliated with Thompson Rivers University) are eligible for post-secondary education assistance; and
- e) Support for living expenses will be provided for the full month of September and for the remaining of the academic year student will be prorated as per students' attendance from the prior month's attendance reports. Students must be enrolled in at least four (4) accredited courses per semester to be eligible for tuition, books and supplies, travel and tutorial costs.

4.3.2 Level 1 and 2 Funding

Students applying for level 1 and 2 must submit documentation that a grade 12 prerequisite is required for entrance into the program. Students must be enrolled in at least four (4) accredited courses per academic semester to be eligible for living allowance, tuition, book and supplies, travel and tutorial costs.

4.4 Limitations of Assistance

- a) Student support will not exceed the limits established for level 1 and 2.
- b) Students who change programs within the levels 1 and 2 will have the academic years counted towards the maximum number of student months (40), therefore, students **must provide documentation that they consulted an academic advisor in order to graduate in a timely manner.**
- c) In special circumstances, assistance for an additional degree at the bachelor degree level may be approved if it is a prerequisite for entrance into a graduate program
- d) Assistance may be approved for a one year extension if approved by the Dean or Head of the Department and if substantiated by medical or other relevant documents.
- e) Students who have completed level 2 with or without funding are ineligible for level 1 assistance from the band

- f) Students who drop out of level 2 studies may be assisted in level 1 studies but they may not exceed the allowable amount of student months per level
- g) Where students change programs within one of the levels, the academic years used for each program within each level will be counted for assistance purposes. Students who become eligible for assistance and who have previously completed a portion of post-secondary studies without assistance from this program will receive assistance for the balance of their program studies.
- h) Under special circumstances, students may be funded for a spring or summer session, one time during the undergraduate degree program.

4.4.1 Distance Education students

These students may obtain tuition, books and supplies, travel, tutorial and living allowances. An eligible student must be enrolled in at least (4) accredited courses or 12 credit hours per academic semester and meet all other criteria for obtaining post-secondary education.

4.4.2 Full Time Students

These students may obtain tuition, books and supplies, travel, tutorial and living allowances if they are registered in a minimum of (4) accredited courses and/or as indicated in the post secondary institute calendar or website. In special circumstances the Dean of the Department or Department Head may write a letter stating they recognize the student to be enrolled in full time studies. The maximum number of student months will remain the same.

4.4.3 Part Time Students

Are those as defined by the attending institute are ineligible for Living allowances but are eligible for tuition, book, supplies, tutorial and travel.

4.4.4 Students in Study Abroad Programs

Are those who attend eligible Post-Secondary Institutes in other countries may be eligible as per “Study Abroad Programs”. Approval is pending availability of funding and only if the program is accredited through a sponsoring institute and/or transferrable to Canada

4.4.5 Trades and Technology and Training Apprenticeship Programs:

In order for the TteS to sponsor these students AANDC requires that:

- i. students be registered in an **eligible** post-secondary institute

- ii. the program must have a **grade 12** prerequisite
- iii. the program must continue for at least **6 to 8 months**
- iv. Because **TteS** provides top ups to our funding allocation, special consideration is granted for those students previously funded – *Trades students can submit applications throughout the year when their next level of apprenticeship training is required*

4.4.6 Post Baccalaureate Program

A Post Baccalaureate Diploma is considered as a Level 2 Program. Special consideration may be granted for those students who have used up their maximum number of 40 months.

Some colleges and universities offer programs for which a first undergraduate degree is a prerequisite, but which are usually not considered traditional graduate education. Such programs are sometimes offered under the umbrella of continuing education and may lead to a second undergraduate degree, a certificate or credential, or to a pre-medical master's degree in a field such as biomedical or health sciences. These are commonly referred to as post baccalaureate programs. Such courses of study may be used to prepare students for graduate or professional school or for a different career or profession. Therefore students who have not used up their allocated funding (total 40 months) are eligible for further funding under Level 2 up to 40 months.

4.5 Level 3 & 4 Graduate Programs

1. Students are allowed funding for only one Professional and/or Post-graduate program (either a **masters degree or doctorate program**).
2. Students in a doctorate program may only obtain 50% of program costs so they are encouraged to apply for Government Grants, All Nations Trust and so on. The Post-Secondary Coordinator must advise perspective students on their Level III funding and most favorable options;
3. Students who are enrolled in a master's degree program are eligible to obtain a lap top, or a computer up to \$1,000.00 after completing one semester successfully;
4. Students who have completed a Master's Degree program, with support from the **TteS** are not eligible for Level I, II or III support. Students who have completed a Master's Degree program are eligible for support towards a Doctorate Program;

5. Students who resume Level III studies after dropping out will have the previous support amounts received subtracted from total available months;
6. Students who change programs within the levels will have the academic years counted towards the maximum **number of student months**;
7. Students who become eligible for support and who have already completed a portion of their post-secondary studies without support will have the academic years counted towards the maximum time support available per level;

4.6 Academic Achievement Incentive

In recognition of academic achievement, the *TteS* may award incentives to full time students in Level I, II & III programs and who have achieved a grade average of B (3.00 GPA) or higher in their program of studies.

Incentive	Education Department Contribution	C&C / TteS Revenue-Contribution	Total Incentive Amount
Grade point average:			
3.00 GPA – B	\$100.00	\$100.00	\$200.00
4.33 GPA – A+	\$150.00	\$150.00	\$300.00

The **Tk’emlúps te Secwépemc Education Department** may provide incentives for students to engage in studies that directly contribute to the *Tk’emlúps te Secwépemc* achieving self-governance and economic self-reliance, or to recognize academic achievement.

The **Tk’emlúps te Secwépemc Education Department** may provide the types of incentives listed in this section. Eligible students may be awarded one Graduation Incentive and one Academic Achievement Incentive in an academic year.

4.6.1 Graduation Incentives

Graduation Incentives for Level 1 & 2	Education Department Contribution	C&C / TteS Revenue-Contribution	Incentive confirmation of graduation-minus grad clothing	Graduation clothing allowance confirmation from college/university
Adult dogwood diploma	\$200.00	\$300.00	\$250.00	\$250.00
1 year Certificate	\$300.00	\$400.00	\$450.00	\$250.00
2 year Diploma	\$500.00	\$600.00	\$850.00	\$250.00
4/5 yr. Bachelor degree	\$1,000.00	\$1,250.00	\$2,000.00	\$250.00
Post Baccalaureate	\$500.00	\$750.00	\$1,000.00	\$250.00
Level 3	\$1,500.00	\$2,000.00	\$3,200.00	\$250.00

Level 4				
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4.6.2 Annual Graduation Awards Banquet

The TteS and Chief and Council will recognize student achievements annually at the TteS Student Awards Banquet hosted in June of that year. It is the responsibility of the Post-Secondary Coordinator to update Chief and Council with a list of post secondary graduates to ensure him/her recognition is realized. Upon confirmation from the high school or post-secondary institution, students will:

- ✓ Obtain graduation clothing allowance
- ✓ Obtain graduation gift at the banquet
- ✓ Upon confirmation from institute that the student has successfully graduated from their program, he/she will obtain graduation incentive allowance

5.0 STUDENT SELECTION PROCESS MUST DONE FAIRLY, EQUITABLE AND RESPECTFULLY

5.1 The Post-Secondary Review Committee

The purpose of the committee is to approve all post-secondary students funding for the fiscal year and are scheduled to meet in

- May,
- August
- November.

The committee is comprised of 5 members who are as follows:

- The Education Manager and the Post Secondary Education Coordinator
- 1 staff from the human resource department
- 1 staff from the finance department
- The councilor portfolio holder for education or as needed, the secondary portfolio holder.

A budget forecast is completed to ensure we remain within funding allocation from AANDC and band contribution.

5.2 Funding is based on the following set of priorities:

5.2.1 First priority is currently funded students whom the band is currently funding and who have met the requirements described in this manual; he/she **must apply by April 30th** for Fall/Winter Semester and **November 15th** for Winter/Spring Semester.

5.2.2 Second priority are graduate students so they may be approved for funding throughout the year depending if funding is available; April and November deadlines are not enforced.

5.2.3 Third Priority is high school graduates and UCEP graduates are those who are Members and have completed the requirements to receive a High school or Adult Dogwood Diploma from the Province of British Columbia Ministry of Education.

- ✓ The Post-Secondary Coordinator and the Truancy Officer must meet with high school Graduates by January to discuss their plans after graduation and provide him/her with an application for post-secondary education;
- ✓ Those with leaving school certificates must apply for University College Entrance Programs. Their Language Proficiency Index must be submitted to the Post-Secondary coordinator by April 30th along with their completed post-secondary application forms.
- ✓ Grade 12 graduates may take a maximum of one year off before continuing on to post-secondary education providing he/she writes a letter to inform the Post-Secondary Education Coordinator

5.2.4 Fourth priority are Wait Listed students. Pending availability of funding, these student applications must be complete, all relevant documents must be included and they must submit confirmation that they do not have any debts owing to *TteS*.

See below:

- **Students funding their own programs**, such as EI, Student Loan, bursaries, scholarships
- Students who have submitted a PSE application the **previous year** and have been given a number on our established post-secondary wait list.
- Students on **Approved Medical Leave** and are ready to resume their programs, however, they must bring in their doctor's note confirming they are fit to begin their studies to the Post-Secondary Coordinator prior to April 30th. Students who have submitted late applications may be considered for the following semester;

5.2.5 Fifth priority is new students. New students must apply annually by 4:00pm on April 30th. If the student and family is normally on the reserve and the student is willing to return for employment purposes.

New students must submit the following:

- A complete application package issued by the *Education Department*;
- A Letter of Acceptance for the next academic year;
- Most recent official transcripts / report card; and
- A copy of their Status Card.

5.2.6 Sixth Priority are those students who live off reserve and are unwilling to return for employment purpose pending job availability and providing he/she applies for a position that meets their qualifications and experience;

5.2.7 Seventh Priority is Bill C-3 until AANDC provides funding for them

5.2.8 Applicants Who are Ineligible

1. Incarcerated band members are **not** eligible for post-secondary funding.
2. Band members who have been living out of the country for 12 months or more.
3. Members who are in debt with the **Tk'emlúps te Secwépemc (\$2,500 or more)** are not being eligible for post-secondary financial assistance as per BCR# 00-63 dated June 19, 2000. Funding may become available those members in debt with the band if a **significant schedule** of repayment has been signed by all appropriate parties involved and will be kept on record in the Finance Department.

5.3 The Post-Secondary Coordinator is responsible for:

- Forwarding the names of students to the Finance Department who withdraw and are now in debt to the band
- Annually the Post Secondary Coordinator must forward the repayment form to post-secondary students who owe money.
- Forwarding the request for deduction form to the Housing Department and Finance Department for rental payments. **No exceptions; and**
- Working in partnership with the Housing Department and Finance Department staff so they will be aware of any problems such as student arrears, housing arrears, daycare arrears or nursery arrears.

6.0 STUDENT RESPONSIBILITIES

In order to be eligible for funding from the **Tk'emlúps te Secwépemc Education Department**, student applicants must:

1. Submit their official transcripts 4-6 weeks after the end of each semester;
2. Submit official transcripts showing that they remain in good academic standing with the institute (65% grade point average); submitting transcripts after the deadline will affect funding decisions;
3. Students on probation are to provide monthly in-term transcripts;
4. Submitted documents are routinely verified and if there is evidence of falsified or withheld documents, the student will lose their funding and/or any further application for Post-secondary education will be denied.
5. Have not exceeded the maximum funding months for their program (i.e. maximum 8 months funding for certificate program; maximum 5 years/40 months for a bachelor degree)
6. Be in good financial standing with **TteS** and not be in financial debt. With reference to Band Council Resolution (BCR) #00-63, dated June 19, 2000, **TteS** members who owe a debt to the band are ineligible for funding, until payment agreement is scheduled;
7. Be familiar with this Post-Secondary Policy and Procedure Manual so they may submit all required documents listed in the appendices, Application for Education Assistance Check List to the post-secondary institute and the Post-Secondary Coordinator;
8. Demonstrate maturity, responsibility and commitment to their personal development so they may attain their educational and career goals in a timely manner. The Post-secondary Coordinator must be informed of any such developments;
9. Meet application deadlines - **deadline for Fall semester is April 30th annually and the deadline for Winter is November 15th annually;**
10. Submit a Student Self-Evaluation form when requesting continued assistance;
 - a. Keep the Post-Secondary Coordinator informed of academic progress and apply in writing if you require assistance, i.e. tutoring, medical withdrawal, and program extension. Withdrawals must be done prior to the cutoff date established by the post-secondary institute;

11. Provide course registration showing that they are enrolled in a minimum of four courses per semester or the equivalent of twelve course credits/semester;
 - a. Students with confirmed disabilities may enroll in 3 courses or in special circumstances 2 courses (see Student Disabilities).
12. Seek alternative funding if he/she is or plans on studying abroad and the tuition fees are more than **\$5,000.00** CAD/semester. Students are responsible for the difference. Please refer to Section 9.13 for more information;
13. Follow lines of authority, as set in the appeal process section;
14. Provide the **Education Department** with a waiver if the student is a minor (under 19 years of age) or has special needs so the Post-Secondary Coordinator may discuss his/her education with his/her legal guardian/s. However, **students are expected to be mature and responsible and act on their own behalf;**
15. Make arrangements with Indian Health and/or the Social Development Department to request payment for their Health Care Insurance coverage. The **Education Department** will not pay for student health benefits; therefore it is the student's responsibility to "opt" out of them by appropriate deadlines set out by their post-secondary institution.
 - a. Note: TteS band member staff employees may include their dependent child/ren attending a post-secondary institution up to 25 years of age on their Blue Cross extended health benefits;
16. Develop and maintain mutually respectful working relationships between the student and the Post-Secondary Coordinator and the TteS;
17. Notify Post-Secondary Education Coordinator of any part time employment; maintain satisfactory academic standing while undergoing paid work. An employed student may work up to a maximum of 20 hours per week. If the student exceeds more than 20 paid hours, he/she may not be considered for funding or financial assistance. This policy excludes Co-Op students; and
18. Attendance; Students must maintain 90% attendance in all classes, lectures, laboratories and seminars in each subject for which they are receiving funding.
 - o In cases of epidemics or pandemics each case shall be reviewed by Post-Secondary Coordinator and **Education Manager**; and
19. Self Evaluation: funded students are required to write a self evaluation at the end of each semester, including their observations and reflections of their learning.
20. Probation: Students will be placed on academic probation if a student:

- Is placed on academic probation by the post-secondary institute;
- Students must notify the Post-Secondary Coordinator within five working days.
- The student may have his/her funding suspended pending severity of misconduct.
- Students placed on probation will be required to sign a contract with the Post-Secondary Coordinator stipulating terms and conditions for continued funding.
- Students will have to pay for their own tuition costs if they have to repeat a course in order to graduate from their program.

21. Students will be required to pay all monies if they fraudulently obtained post secondary funding

7.0 LOSS OF EDUCATION ASSISTANCE & REINSTATEMENT

Students, who are placed on academic probation by the post-secondary institute for two consecutive semesters, will lose their post-secondary education assistance. Students who lose education assistance will be required to:

- a) **Refund TteS all monies received** for the semester which resulted in loss of education assistance; however, those student who attained post secondary education funds fraudulently will not be eligible until they have repaid the entire amount to TteS
- b) Provide official transcripts to **TteS verifying that he/she have paid for their own educational costs** for two semesters and are in good standing with the post-secondary institute.
- c) TteS will **NOT** reimburse student who have funded themselves for two semesters.
- d) When in good standing with the TteS, you may re-apply for post-secondary education assistance by **April 30th** and be placed on the Wait List;

7.1 Tutoring:

- Students who obtain an unacceptable grade point average will be required to make an appointment with the post-secondary education coordinator to sign a probation form agreeing to seek tutoring. Monies will be paid directly to the tutor at a maximum payment of \$25/hour;
- Students are encouraged to utilize peer tutors;
- Funding will be subject to availability;
- Special consideration given to those needing help for graduation.
- See an academic advisor or First Nation counselor for obtaining assistance through student services.
- Any band member may apply for tutoring to help complete their graduation requirements.

7.2 Course Withdrawals

When a student withdraws from a course for any reason other than medical withdrawal, he/she must report this immediately to the Post-Secondary Education Coordinator. The student must also meet with an academic advisor who will send a letter to the Post- Secondary Education Coordinator supporting the decision of the student. **Students must withdraw by the Institutes deadline and are responsible for the amount owing from the withdrawn course.** Special consideration may be granted to students as a result of extenuating circumstances.

7.2.1 Medical Withdrawals

1. When a student must withdrawal from his/her studies for medical reasons, he/she must report this immediately to the Post-Secondary Education Coordinator and complete a Medical Withdrawal form.
2. The student must also notify the post-secondary institute immediately and provide documentation that he/she has properly withdrawn for medical reasons (see institutes policy on withdrawals, for example, call in, fax in form, mail in forms, bring form in). Please note the following:
3. Reasons for the withdrawal must be documented preferably by a family physician, however, if one is not available, then a walk in clinic doctor. Any fees charged by your physician in completing the Medical Withdrawal Form are the student's responsibility and will not be reimbursed by the Post-Secondary **Education Department**;
4. Failure to provide all required documentation within 7 working days will result in loss of funding, however, if you are bed ridden/hospitalized, then you have 21 days to comply);
5. Funding eligibility will be held in accordance with the estimated recovery time needed as documented by the physician;
6. Students must submit their completed post-secondary application forms and all relevant documentation including a medical clearance by April 30th.
7. Students may phone in a withdrawal but must fax or submit a written request within 7 days. If a student withdrawals by the institute deadline, he/she will have a "W" withdrawal grade;
8. Those who did not will receive a final grade of "I" incomplete. Students who miss either of the deadlines will receive a grade of "F" or "DNC" unless they can satisfy the Registrar that they have suffered illness or domestic affliction or circumstances beyond their control, which have prevented them from withdrawing from their courses within the relevant deadline. Tuition fees and course materials are generally non-refundable. Because of the impact on their education future, students are urged to seek counseling from an academic advisor / First Nation's academic coordinator and post-secondary coordinator before making a final decision to withdrawal.

7.2.2 Personal Wellness

Our department encourages the holistic development of your spiritual, physical, emotional and mental wellbeing. With this goal in mind, the **Education Manager** will provide a referral to the Social Development Manager for A&D programs, grief and counseling or a program such as Choices.

8.0 RESPONSIBILITIES OF THE EDUCATION DEPARTMENT

It is the responsibility of the **Education Department** to ensure fair and equitable funding and to distribute funding to eligible post-secondary students, if funding is available, as per this policy and procedure manual. Please note that **Education Department** is required to administer all funding in accordance with AANDC Post-Secondary National Program Guidelines.

8.1 Strategic Planning

The **Education Department** has accountability and requires an organizational plan for and evaluation of its programs and services on an ongoing basis. Every year, the **Education Manager** will meet with the education staff assess their past and recent innovative changes in their programs and services and be ready to actively participate in the annual **Education Department's** strategic planning sessions. All of these plans will then be presented at the joint Chief and Council and **Education Manager** strategic planning sessions. Student data will be put into graphs for our annual report so we may track how post-secondary students are doing. The Post-Secondary Coordinator is responsible for input.

8.2 Policy Review

The Post-Secondary Policy and Procedure Manual will be reviewed by the *Post-Secondary Review Committee* every two years (or as needed) and then submitted to Chief and Council for ratification. Review process will commence April 2010 and again November, and every two years after that.

- These Policies are posted on our website: <http://www.tkemlups.ca/social-sector/education>
AANDC National Post-Secondary Guidelines are posted on their website
<http://www.aandc-aandc.gc.ca>

Please note: **TteS** Living allowances were increased in April of 2010. Due to the funding limitations and number of student applicants, there will be no increase for this period. This will be reviewed annually.

8.3 Ethics & Accountability

The Education Staff are in a position of trust by the **Tk'emlúps te Secwépemc** and are responsible to advise and administer the education and employment programs with integrity and honesty. They are to avoid conflicts of interest, real or perceived. All decision must be made in fairness and equity for all band members. All employees must adhere to the following code of ethics:

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- ✓ be honest, open, fair and respectful;
 - ✓ act in the best interests of *ttes* and students;
 - ✓ exercise care and diligence in all matters;
 - ✓ keep updated on relevant policies and procedures from *ttes* services canada, canada student loan and AANDC national post secondary guidelines;
 - ✓ adhere to code of ethics and oath of confidentiality in effectively managing this program; and
 - ✓ ensure our policies and procedures are made public and are posted on *ttes*'s website.

8.4 Conflict of Interest

- Is defined as any relationship that is, or appears to be, not in the best interest of the **Tk'emlúps te Secwépemc** or **Education Department**. A conflict of interest would prejudice an individual's ability to perform his duties and responsibilities objectively. A conflict of interest is a situation in which the interests (i.e. personal, familial, professional) of an **Education Department** staff employee or designated affiliate involved in a decision making, evaluating, ranking or assessing process have real or perceived impact, either positive or negative, on the results of the evaluation, ranking or assessing process or related work. Conflict of interest depends on the situation, not the character or actions of the individual.
- A conflict of interest or a potential conflict of interest exists if an employee or designated affiliate of the **Education Department**, who is in a decision making capacity, takes part in a decision making process which results in a benefit to the employee **or** an immediate family member (parent, grandparent, sibling, child, aunt, uncle) **or** a member of that individual's household.
- The **Education Department** Staff, Post-Secondary Review Committee and Chief and Council are expected to conduct ourselves with the highest of ethical standards and in a manner that will bear the closest scrutiny; therefore individuals cannot be involved in a real or perceived conflict of interest.

8.4.1 Declarations of Conflicts of Interest by Education Department Staff & Affiliates

- If any **Education Department** staff or designated affiliate has any direct interest that might be affected by, or might reasonably be perceived to be affected by, any action under consideration by the panel or committee, that member or attendee is **required to make a public declaration or;**
- Highlight written declaration in advance of the meeting if possible, of the existence of such interest to the **Education Manager** or chair immediately.
- If the employee does not follow proper procedure and the application is approved, the decision must be reversed.
- *Please note* that in order to safeguard conflicts of interest, two signatures are required on sponsorship letters and cheque requisitions. One signature is from the **Education Manager** and the other is from the Post-Secondary Coordinator and if absent, the Acting Education Manager.

8.5 Post-Secondary Education Coordinator Responsibilities

- The Post-Secondary Coordinator must adhere to the lines of authority and may only discuss Post Secondary Education issues with the Education Manager.
- The Post-Secondary Coordinator may discuss confidential student issues with the Education manager
- Where the **Education Department** recognizes that there has been substantial impact or limitations to **TteS** budget or realizing its overall vision, the **Education Manager** will report to Chief and Council and request financial support from the finance Committee. The Post-Secondary Coordinator must report to the Education manager and budget concerns as the manager holds this responsibility.

8.6 Education Manager Responsibilities

- The Post-Secondary Education Review Committee reviews/approves Post-secondary applicants for the fiscal year, however daily operations are conducted along with the education manager's approval upon recommendation by the Post-Secondary Education Coordinator and Education Manger may approve anything \$2000.00 and under. (With limited applicants per year.)
- **Education Manger** will report to Chief and Council and request financial support from finance committee.

Amongst other duties, the **Education Manager** will be responsible for the following:

- overseeing all quality services and programs and ensuring quality programs are facilitated;
- handling all education staff human resource issues
- overseeing all education department budgets;
- final signing authority and approval on all matters regarding education; and
- ensuring respectful, reciprocal relationships between education staff & stakeholders.

8.7 Chief and Council Responsibilities

Amongst other duties, the **TteS** Chief and Council will be responsible for the following:

- Upholding their duties as per their signed Oath of Office;
- Upholding their duties as per their signed Terms of Reference; and
- Upholding the integrity of this Policy & Procedures Manual.

9.0 BEHAVIOUR PROTOCOL

The term *behavior protocol* refers to clients of the education department who deal with our staff.

Students & Staff; *Language and Actions*

- There will be no tolerance of any type of language (profanity), action or otherwise behavior that can be interpreted as unreasonable or violent.
- This non-violence policy will be adhered to at all times when the students are in contact with any member of the **Education Department** staff, including casual meetings, formal occasions, written communication.
- **Education Department** staff & students should be expected to be mature and responsible and conduct themselves in a professional manner at all times.

Legal Guardians or any Affiliate of a Student;

- Please note that the **Education Department** will not address or discuss any educational matters with any legal guardian, parent or any affiliate of a student. For confidentiality reasons, the **Education Department** will only communicate directly with students. The only exception to this rule will be for special needs students.

10.0 APPEAL PROCEDURE

The Tk'emlúps te Secwépemc Education Department believes in being fair and equitable, therefore, Band members may appeal any decision made by the Department. These processes must be followed in order to appeal a Tk'emlúps te Secwépemc Education Department or Post-Secondary Review Committee decision:

1. An appellant must first discuss matters with the Post-Secondary Coordinator. If the appellant is not satisfied, he/she may wish to take the matter further;
2. If the issue cannot be resolved with the Post-Secondary Coordinator, the appellant must then discuss matters with the Education Manager to resolve the issue. If the appellant does not reside within the Kamloops area this may be accomplished through telecommunications;
3. If appellant is not satisfied with the decision of Education Manager,
In matters regarding National Post-Secondary Education Guidelines, the Education Manager will contact the Advisor of Education of AANDC to get a written decision on the matter; or
4. In matters regarding TteS local operating policy, the appellant must submit a written Letter of Appeal to the Education Manager within seven working days of the initial communication;
 - a. The Education Manager will then call a meeting of an Impartial Appeal Board (herein referred to as the board) to hear the applicants complaint, consisting of:
 - b. Two TteS Department Managers (not of the appellants immediate family);
 - c. Two First Nation representatives from a local post-secondary institute;
 - d. A TteS Elder; and/or
 - e. The appellant may invite one support person.
5. Those accepting the invitation to sit on the board must be provided with a copy of the Post-Secondary Policy and Procedures Manual at least seven days prior to the hearing;
6. The Appeal Hearing must have a Chairperson who will ensure the hearing is closed to the public and if the appellant does not reside in the Kamloops area, may arrange for a teleconference;
7. The Post-Secondary Coordinator may appear briefly beforehand to submit a letter explaining the rationale for the decision, what he/she has done to support the appellant and any journal entries showing the dates and times of conversations with the appellant;

8. Appeals must be submitted prior to budget deadlines and must be relevant to the current year; The Appeal committee is encouraged to make a decision during the appellant's hearing; and
9. The final decision of the Appeal Board shall be in writing and is final and binding on all parties; therefore a student may not appeal to AANDC.

Please note the following:

- The appeal process must commence within 30 days of the written appeal;
- Members to this board must adhere to the Conflict of Interest section as set out in this manual;
- The appellant's support person is for support only—this individual is a non-voting participant and must adhere to Section 6.4 set out in this manual;
- 90% of appeals rarely undertake this appeal process;
- Students may wish to contact BC Regional Representative from AANDC for more information;
- Funding decisions may be referred for the next fiscal year, pending funding availability.

11.0 DEFINITIONS

AANDC: Aboriginal Affairs Northern Development Canada

Academic Year: Refers to two four-month semesters, or as defined by the attending post-secondary institute.

Academic Probation: Is defined as a period of time during which a student is under suspension or strict academic guidelines due to an infraction of the Institutes' student code of conduct, which includes, but is not limited to, failing grades and/or poor attendance.

Books and Supplies Allowance: Is the allowance provided to students each semester to pay costs for their programs books and/or supplies.

Chief and Council: Refers to the elected officials of the Tk'emlúps te Secwépemc designated to manage all matters to do with band business and governance.

Conflict of Interest: Is defined as any relationship that is, or appears to be, not in the best interest of the Tk'emlúps te Secwépemc or Education Department. A conflict of interest would prejudice an individual's ability to perform his or her duties and responsibilities objectively.

Debts Owed to the Band: Refers to applicant's debt that is owed to the band or any of its entities. All applicants must not have any debts owed to the band and must submit verification from the Finance Department that they do not owe any debts.

Dependent Child: A dependent child may be verified through submission of last income tax and defined under subsection 252(1) of the Canada Revenue Income Tax Act; a dependent child means:

- A person of whom the individual is the natural parent whether the person was born within or outside marriage;
- A person who is wholly dependent on the individual for support and under the individual's custody and control in law or in fact (or was so immediately before such person reached the age of 19), but does not include a foster child for whom the foster parents receive support payments from an agency responsible for the child's care;
- A child of the individual's spouse;
- An adopted child of the individual.

Dependent Spouse (including Common-Law Partner): A dependent spouse may be verified through submission of last income tax and defined in the Canada Revenue General Income Tax and Benefit guide; a dependent spouse refers to someone you are legally married to or a person who has been living with you and that you have had a relationship with for at least six continuous months prior to application.

Distance Education: Refers to a program delivered by an eligible post-secondary institute, either by correspondence or on-line. A living allowance may be provided for students enrolled in 4 courses per academic semester and meet all other criteria for obtaining post-secondary education. The Education Manager oversees PSE program and makes all final decisions.

Eligible Post-Secondary Institutions: Refers to the level of education following high school, provided by colleges and universities and are recognized by INAC in granting degrees, diplomas or certificates.

Emergency Assistance Fund: Refers to a support fund intended for emergencies and/or extraordinary circumstances such as individual and/or immediate family illness, accident or bereavement. This support is granted upon completion of an application to Social Development Department and dependent upon availability of funds.

Full time student: Refers to an Education Department sponsored student who takes at least four (4) credit courses per semester or 12 credit hours. For Students with disabilities, as defined by the Post Secondary Institution, must be enrolled in a minimum 2 courses.

Funded Student Months: Full-time student months are that of which the student received living allowance. Clarify this in policy.

Employed Student: Is defined as a student who participates in paid part-time employment while enrolled in a full time academic program. Part-time employment must not exceed 20 hours per week.

Health Benefits: Refers to the Health Benefits provided by the Eligible Post-Secondary Institution.

High School Graduate: Refers to a Tk'emlúps te Secwépemc member who graduated from a grade 12 academic program and obtained a Regular or Adult Dogwood Diploma, with the Province of British Columbia.

Incentive Allowance: Refers to a special honorarium allowance provided to students who verify their successful completion of a certificate, diploma or degree program by means of their academic transcripts.

Living in Major Cities Allowance: Refers to a financial addition to a post-secondary students living allowance to accommodate the high cost living in one of Canada's major cities. Major cities in Canada

will parallel Stats Canada and are as follows: Toronto, Montreal, Vancouver, Ottawa, Calgary, Edmonton, Winnipeg, Quebec City, Hamilton, and London.

Medical leave: Refers to a post-secondary student who must withdrawal from his/her studies for medical reasons.

Part time student: Refers to a student who takes three courses or less per semester.

Policy Development and Approval: Refers to the process in which the Tk'emlúps te Secwépemc Education Department updates its Post-Secondary Policy and Procedure Manual. This may include the process governed by future policy processes laid by the Tk'emlúps te Secwépemc.

Post-Secondary Review Committee meets in May, August and November to approve applications. The Post-Secondary Education Coordinator works with Education Manager to assist PSE students and attain career goals.

Post-Secondary Education Funding: Refers to the financial assistance given to Tk'emlúps te Secwépemc Education Department from the AANDC and band contribution. These financial amounts are then dispersed to applicants based on the eligibility criteria set out in this manual.

Tk'emlúps te Secwépemc: Refers to the federally and provincially recognized band organization for the Secwépemc people of the Kamloops region, herein afterwards referred to as TteS.

Tuition: Refers to a fee charged by the Post-Secondary Institute for enrollment in a program of studies. Tuition is provided to eligible full time or part time students each academic year for a certificate, diploma and degree at an eligible post-secondary institute or affiliated institute.

University Entrance Preparatory Program (UCEP): refers to a program leading to a British Columbia Adult Dogwood that is required to gain entry into a post-secondary program.

Wait List: Is defined as a compiled list of Tk'emlúps te Secwépemc students who have submitted all required documents for post-secondary education funding and as funding becomes available these students will be contacted according.

Withdrawal: means the formal process of withdrawing from a course or program of studies by completing a withdrawal form required by the post-secondary institute and the Tk'emlúps te Secwépemc Education Department.

12.0 DISCLAIMER

The contents of this policy and procedure manual are subject to alteration or amendment without prior notice. All funding decisions are contingent upon availability of funds.

Many circumstances, both within and beyond the control of the Tk'emlúps te Secwépemc Education Department may cause changes. These may include but are not limited to:

1. Changes to better serve the Tk'emlúps te Secwépemc;
2. Changes in financial resources;
3. Natural catastrophes or disasters;

4. Changes in staffing;
 5. Changes introduced by AANDC/Services Canada / Tk'emlúps te Secwépemc
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13.0 APPENDIX

MOU: BCAMTA and Tk'emlúps te Secwépemc Education Department

Introduction: Tk'emlúps te Secwépemc Education Department recognizes the need for communication and cooperation with the BC Aboriginal Mining and Training Association. Tk'emlúps te Secwépemc Education Department has worked with BCAMTA in the past to help train Tk'emlúps te Secwépemc Members by splitting tuition and living allowance costs. It is necessary for BCAMTA and Tk'emlúps te Secwépemc to have an agreement towards shared funding.

Purpose: The purpose of the agreement is to provide Tk'emlúps te Secwépemc Members with various training opportunities in trades and training by working interoperability with BCAMTA.

Scope: The scope of the agreement includes the BC Aboriginal Mining and Training Association and the Tk'emlúps te Secwépemc Education Department. Tuition, book and supplies would be supplied through BCAMTA and living allowance would be funded through Post-Secondary funds as well as KIBST and KTAX.

Definitions: Living allowance will be granted for students who have supplied the Post-Secondary Coordinator with a letter from BCAMTA stating they are in a full time program and with information on the start and end dates. Funding for living allowance is dependent on Post-Secondary funds from AANDC as well as KIBST and KTAX.

Policy: Students who wish to receive training through BCAMTA can be approved for living allowance throughout the year depending on when the training is available. Funding for living allowance is dependent on Post-Secondary funds from AANDC as well as KIBST and KTAX.

User Procedure Requirements & Maintenance: BCAMTA and the TteS Post-Secondary Coordinator, as well as other Education Department staff are to stay in good communication with one another as well as to develop and maintain respectful working relationships. The TteS students are responsible for handing in a complete post-secondary application to the Post-Secondary Coordinator and expected to adhere to the student responsibilities listed in the TteS Post-Secondary Policy and Procedures Manual. BCAMTA is responsible for supplying the Post-Secondary Coordinator with information on programs in which TteS members are enrolled in.

Responsibility: It is the responsibility of both BCAMTA and the TteS Education Department to work together to ensure TteS members tuition, supplies, and living allowance is covered (depending if funding is available.)

Updates to MOU: To be decided by BCAMTA, Post-Secondary Review Committee, and/or Chief and Council.