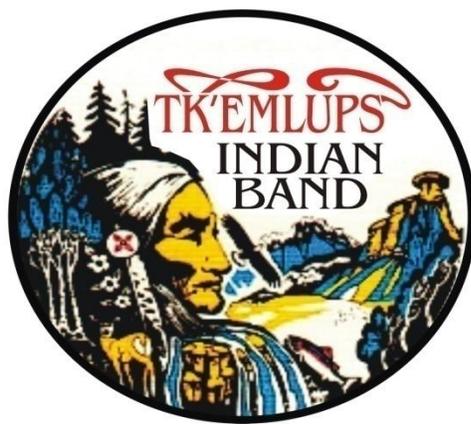


# TK'EMLÚPS TE SECWÉPEMC

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## POST SECONDARY POLICY & PROCEDURE MANUAL

**FINAL DRAFT**

## Table of Contents

<b>1</b>	<b>Preamble</b>	<b>5</b>
<b>2</b>	<b>Philosophy, Vision, Mission Statement</b>	<b>5</b>
2.1	Philosophy:	5
2.2	Vision:	5
2.3	Mission Statement:	5
<b>3</b>	<b>Definitions</b>	<b>6</b>
<b>4</b>	<b>Organizational Structure</b>	<b>9</b>
<b>5</b>	<b>Responsibilities of the education dept.</b>	<b>10</b>
5.1	Strategic Planning	11
5.2	Policy Review	11
5.3	Ethics & Accountability	11
5.4	Conflict of Interest	11
5.4.1	<i>Declarations of Conflicts of Interest by Education Department Staff &amp; Affiliates</i>	12
5.5	Post Secondary Coordinator Responsibilities	13
5.6	Education Manager Responsibilities	13
5.7	Chief & Council Responsibilities	13
<b>6</b>	<b>Behaviour Protocol</b>	<b>13</b>
6.1	Education Department Staff	13
6.2	Students	13
6.3	Legal Guardians or any Affiliate of a Student	14
6.4	Advocate	14
6.5	Miscellaneous	14
<b>7</b>	<b>Program Objectives</b>	<b>14</b>
7.1	The Post Secondary Student Support Program (PSSSP)	15
7.2	The University and College Entrance Preparation (UCEP)	15
<b>8</b>	<b>Eligibility</b>	<b>15</b>
8.1	Eligible Students	15
8.1.1	<i>Continuing students</i>	15
8.1.2	<i>High school graduates</i>	16
8.1.3	<i>Others - Wait List:(subject to availability of funds)</i>	16
8.2	Eligible Institutions	16
<b>9</b>	<b>Funding</b>	<b>16</b>
9.1	Post Secondary Student Support Program (PSSSP)of the Tk'emlúps te Secwépemc	17
9.1.1	<i>Limits of Assistance</i>	17
9.2	Level 1	17
9.3	Level 2	18
9.4	Level 3	19
9.5	University and College Entrance Program (UCEP)	19
9.5.1	<i>Limits of Assistance</i>	19
9.6	Eligible Tuition & Student Fees	20
9.7	Books & Supplies	20
9.8	Travel Costs for full time students	20
9.9	Emergency Assistance Fund	21
9.10	Living Allowances	21
9.11	Incentive Allowance	22
9.11.1	<i>Incentives for students enrolled in Level 3 programs</i>	22

9.11.2	Graduation Incentives for Level 2 .....	22
9.11.3	Graduation Incentives for Level I .....	22
9.11.4	Graduation Incentives for UCEP.....	22
9.11.5	Academic Achievement Incentive .....	22
9.12	Other awards for band members.....	23
9.12.1	Lafarge – Annual Academic Achievement Award.....	23
9.12.2	Thompson Rivers University - Studies Award.....	24
9.12.3	Tk’emlúps te Secwépemc Strategic Studies Scholarship.....	24
9.12.4	New Gold Inc. Scholarship.....	24
9.12.5	External Study Awards.....	24
9.13	Study Abroad Programs.....	25
9.14	Distance Education .....	25
9.15	Student Loans.....	25
9.16	Students with Disabilities .....	26
<b>10</b>	<b>Student Application Process.....</b>	<b>26</b>
10.1	New Students .....	26
10.2	Continuing Students .....	26
<b>11</b>	<b>Selection Process .....</b>	<b>26</b>
11.1	Debts Owed to the Tk’emlúps te Secwépemc.....	27
<b>12</b>	<b>Student Responsibilities .....</b>	<b>28</b>
12.1	Attendance .....	29
12.2	Student Self Evaluation .....	29
12.3	Probation.....	30
12.3.1	Loss of Education Assistance & Reinstatement .....	30
12.4	Mandatory Tutoring .....	30
12.5	Medical Withdrawals.....	31
12.6	Personal Wellness .....	32
<b>13</b>	<b>Appeal Procedure.....</b>	<b>32</b>
<b>14</b>	<b>Disclaimer .....</b>	<b>34</b>
<b>15</b>	<b>Post Secondary Review Committee .....</b>	<b>34</b>
<b>16</b>	<b>Appendices.....</b>	<b>35</b>
<b>APPENDIX A .....</b>		<b>36</b>
<b>APPENDIX B .....</b>		<b>41</b>
<b>APPENDIX C.....</b>		<b>42</b>
<b>APPENDIX D .....</b>		<b>43</b>
<b>APPENDIX E.....</b>		<b>44</b>
<b>APPENDIX F.....</b>		<b>45</b>
<b>APPENDIX G .....</b>		<b>46</b>
<b>APPENDIX H.....</b>		<b>47</b>
<b>APPENDIX I.....</b>		<b>48</b>
<b>Appendix J .....</b>		<b>50</b>
<b>Appendix K.....</b>		<b>51</b>

<b>APPENDIX L</b> .....	<b>53</b>
<b>APPENDIX M</b> .....	<b>55</b>
<b>APPENDIX N</b> .....	<b>58</b>
<b>APPENDIX N</b> .....	<b>66</b>
<b>APPENDIX O</b> .....	<b>68</b>

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## 1 PREAMBLE

The mandate of the *Education Department* 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.

The *Education Department* recognizes that Aboriginal Education funding is not meant to sustain all future generations and that funding should be administered with reverence.

The *Education Department*, by means of its policies, procedures and understandings, promotes fairness, acknowledges achievements and accepts change as a reality.

It is expected that those who are employed within the *Education Department* and those elected as Chief and Councilors will uphold the policies and procedures found in this manual to the best of their ability.

The following policy and procedure manual will be in effect as of April 28, 2010 and will apply to all *Tk'emlúps te Secwepemc* funded students. These procedures include program and student criteria, in addition to providing the *Tk'emlúps te Secwepemc* delivery of the post secondary education program and its services. Indian and Northern Affairs (INAC) regional offices and *Education Department* may provide additional detail.

It's important to note that these policies and procedures deal with both federal funding and *Tk'emlúps te Secwepemc* funding programs, including Post Secondary Student Support Program (PSSSP) and University and College Entrance Preparation (UCEP).

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## 2 PHILOSOPHY, VISION, MISSION STATEMENT

### 2.1 Philosophy:

In our traditional educational practices, the grandparents, parents, aunts and uncles observed the children to identify and nurture their gifts and talents. Today we still believe that education holds the key to our survival. As educators, we are entrusted to ensure our children are provided with safe, happy, healthy and nurturing environments so that they have the potential to fully develop holistically. Moreover, we must again strengthen our families and communities through utilizing many of these underlying traditional / cultural educational principals and practices

### 2.2 Vision:

To have self reliant *Tk'emlúps te Secwepemc* 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.

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### 3 DEFINITIONS

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

**Academic Institution:** Refers to an accredited post-secondary institution which receives the majority of its funding from federal and provincial governments.

**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 Secwepemc* 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 Secwepemc* or *Education Department*. A conflict of interest would prejudice an individual's ability to perform his or her duties and responsibilities objectively. A conflict of interest is a situation in which the interests (for example: personal, familial, professional or commercial) of an *Education Department* Staff member or designated affiliate involved in decision making, evaluation, ranking, or assessment processes have a real or perceived impact, either positive or negative, on the results of the evaluation, ranking, or assessment processes, or related work. Conflict of interest depends on the situation, not the character or actions of the individual.

**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.

**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 a *Education Department* sponsored student who takes at least four (4) credit courses per semester.

**Employed Student:** Is defined as a student who participates in paid part time employment while enrolled in a full time academic program.

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

**High School Graduate:** Refers to a *Tk'emlúps te Secwepemc* member who graduated from a grade 12 academic program and obtained a Regular Dogwood Diploma , Trades & Training Certificate or School Leaving Certificate with the Province of British Columbia.

**Incentive Allowances:** 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 (3) or less credit courses per semester.

**Policy Development and Approval:** Refers to the process in which the *Tk'emlúps te Secwepemc 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 Secwepemc*.

**Post-Secondary Education:** Refers to the level of education following high school, provided by colleges and universities.

**Post Secondary Education Funding:** Refers to the financial assistance given to *Tk'emlúps te Secwepemc Education Department* from the Department of Indian and Northern Affairs Canada. These financial amounts are then dispersed to applicants based on the eligibility criteria set out in this manual.

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

**Thompson River University:** is a post-secondary institute located in Kamloops, B.C and is used in this policy as an example only.

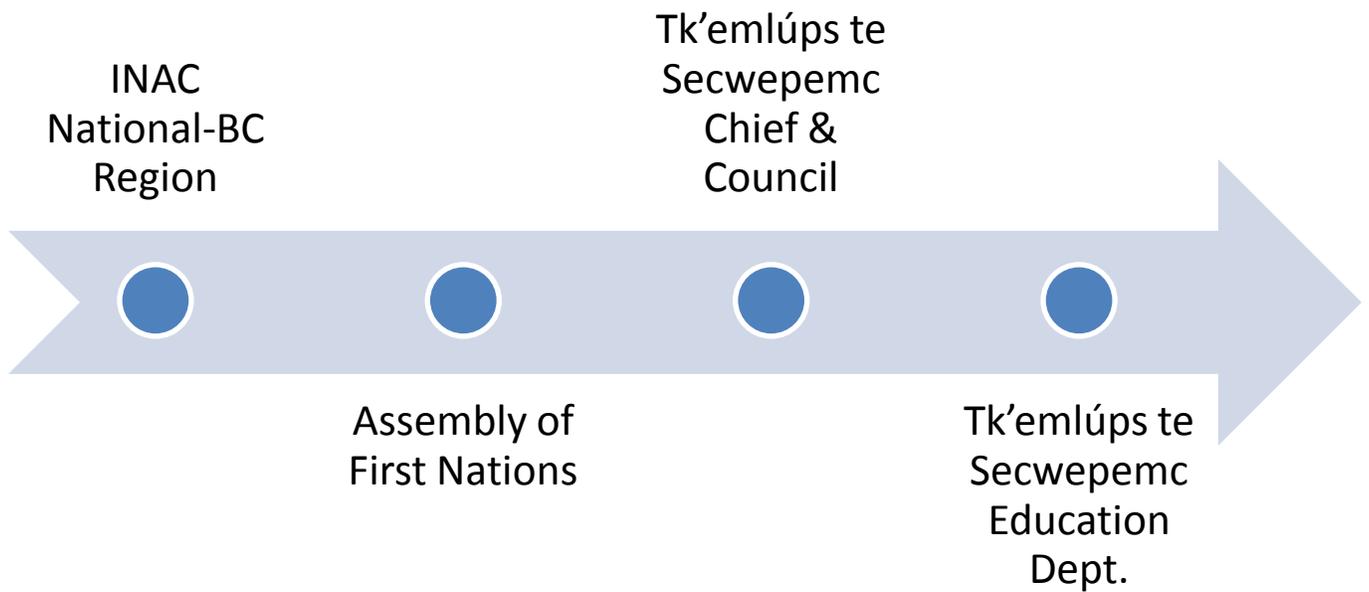
**Tuition:** Refers to a fee charged by the Post Secondary Institute for enrollment in a program of studies. Tuition is provided to eligible full time or part time students each academic year for a certificate, diploma and degree at an eligible post secondary institute or affiliated institute.

**University Entrance Preparatory Program (UCEP):** refers to a program not necessarily leading to a British Columbia Dogwood Diploma or a British Columbia Adult Dogwood but is required to gain entry into a post-secondary program.

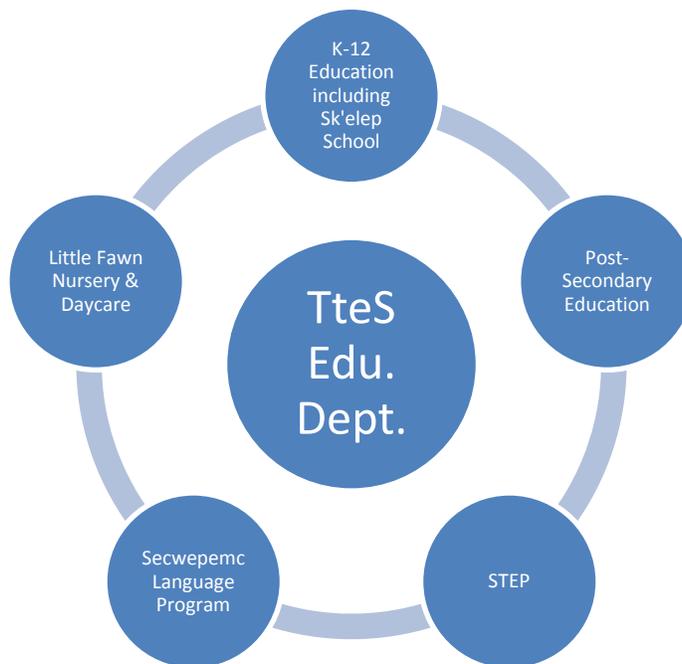
**Wait List:** Is defined as a Compiled list of *Tk'emlúps te Secwepemc* students who have submitted all required documents for post secondary education funding and as funding becomes available these students will be contacted according.

**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 Secwepemc Education Department*. Please see Appendix H for form.

## 4 ORGANIZATIONAL STRUCTURE



The *Tk'emlúps te Secwepemc Education Department* facilitates the following services:



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## 5 RESPONSIBILITIES OF THE EDUCATION DEPT.

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 Indian Northern Affairs Canada Post Secondary National Program Guidelines.

The *Education Department* has a responsibility to:

- Make every effort to assist in the success of all students while advocating for additional support funds;
- Comprehend and respect the need for absolute confidentiality and to do whatever means necessary to protect the students' right to privacy;
- Offer useful and constructive programs in order to promote education within the community;
- Remain open minded to suggestions from the community and specifically from the Education Committee;
- Follow current *Tk'emlúps te Secwepemc Education Department* Policy and Procedure Manual;
- Provide meaningful information about professional employment opportunities or the trades industry through hosting job fairs, speaker series, brochures, etc.;
- Plan, develop and implement quality professional and/or trades and training initiatives;
- Promote the development of professional employment opportunities and/or apprenticeship/trades network to encourage the hiring of *TteS* post secondary students/apprentices;
- Promote culturally sensitive workplace environments for post secondary students and/or apprentices;
- Promote the development of excellent work ethics for employment retention;
- Promote professional employment opportunities and/or apprenticeships and industry training with our community members, commencing with our elementary and secondary school students;
- Effectively manage our programs and services; and
- Embrace change in the field of education and make efforts to keep the *Tk'emlúps te Secwepemc* abreast with developments in the industry.

## 5.1 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.

## 5.2 Policy Review

The Post Secondary Policy and Procedure Manual will be reviewed by the *Post Secondary Review Committee* every two years and then submitted to Chief and Council for ratification. Review process will commence April 2010 and again April 2012, and every two years after that.

*Tk'emlúps te Secwepemc* polices and regulations are posted on our website: <http://www.tkemlups.ca/social-sector/education> and INAC's National Post Secondary Guidelines are posted on their website [www.ainc-inac.gc.ca](http://www.ainc-inac.gc.ca).

Please note: *TteS* will take into consideration the increase of living costs when doing a policy review.

## 5.3 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:

1. Be honest, open, fair and respectful;
2. Act in the best interests of *TteS* and students;
3. Exercise care and diligence in all matters;
4. Keep updated on relevant policies and procedures from *TteS* Services Canada, Canada Student Loan and INAC National Post Secondary Guidelines;
5. Adhere to code of ethics and oath of confidentiality in effectively managing this program; and
6. Ensure our policies and procedures are made public and are posted on *TteS's* website.

## 5.4 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.

#### **5.4.1 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 written declaration in advance of the meeting if possible) of the existence of such interest to the **Education Manager** or chair immediately.
- The possible existence of such interest may also be proposed to the **Education Department** Manger or chair by a member or attendee other than the member having the interest.
- All declared or proposed possible conflicts of interest, and the actions taken, will be recorded in the minutes of the meeting. With respect to any such declared interest or proposed possible interest, the **Education Manager** or chair will make an initial determination regarding whether the circumstances constitute a conflict of interest.
- In determining whether the circumstances constitute a conflict of interest, the **Education Manager** or chair may, at his or her discretion, consult with other members of the panel or committee. The **Education Manager** or chair's decision will be subject to review in accordance with Robert's Rules of Order.
- Employees or affiliates who are in conflict should also take great care in not influencing the decision before they leave the room. It is incumbent on the decision making body to properly assess each application and not let outside factors influence their decision. We are expected to conduct ourselves with the highest of ethical standards in a manner which will bear the closest scrutiny.
- Depending on the nature of the conflict, the Education Manager or the chair may ask the member to remove him/herself from any deliberations or decisions before the Post Secondary Review Committee.
- If the **Education Department** employee or affiliate follows proper procedure and the application is approved, the decision is valid; however, 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** or Acting Manager if absent, and the other is from the Administrator of the Program.

## 5.5 Post Secondary Coordinator Responsibilities

Please see Appendix L for a copy of the Post Secondary Coordinator job posting that sets out the roles, responsibilities and duties.

Also important to note is that the Post secondary coordinator can only discuss confidential student issues with their direct supervisor 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 and request political support from Chief and Council.

## 5.6 Education Manager Responsibilities

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

1. Overseeing all Educational Programs and ensuring quality programs are facilitated;
2. Handling all human resource Educational Department staff matters
3. Overseeing all Education Department budgets;
4. Final signing authority and approval on all matters regarding education; and
5. Ensuring respectful, reciprocal relationships between post secondary coordinator and students.

## 5.7 Chief & Council Responsibilities

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

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

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# 6 BEHAVIOUR PROTOCOL

The term behavior protocol refers to any and all individuals that come in contact with any staff member of the *Education Department*.

## 6.1 Education Department Staff

Staff members will adhere to the behavior etiquette for *Tk'emlúps te Secwepemc* employees according to the *Tk'emlúps te Secwepemc* Personnel Policy and Procedures Manual (formerly known as KIB Personnel Policy and Procedures Manual) and to the Education Department Code of Conduct (see Appendix 0).

## 6.2 Students

*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, etc.

### 6.3 Legal Guardians or any Affiliate of a Student

#### *Language and Actions*

There will be no tolerance of any type of language, 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 legal guardians/affiliate of student are in contact with any member of the *Education Department* staff, including casual meetings, formal occasions, written communication, etc.

Please note that the *Education Department* will not address or discuss any educational matters (or any 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 in regards to communication around a student with a disability. Please refer to Section 13.m for more elaboration.

### 6.4 Advocate

While student advocating from anyone is encouraged, this department will not entertain any type of unacceptable advocating for students. This type of behavior will be documented and reported immediately to the *Education Manager* or to the Manger of Human Resources; this type of behavior may result in temporary or permanent suspension of communications between the individual(s) and the *Education Department*.

- **Acceptable Advocating:** some examples of acceptable advocating are support letters from doctors or university staff, encouraging communications for sponsorship, and so on.
- **Unacceptable Advocating:** some examples of unacceptable advocating are bribery, intimidation, threats of violence, bullying, and political pressuring from Chief and Council, and so on.

### 6.5 Miscellaneous

Please note that the *Occupational Health and Safety Committee* are in the process of developing emergency procedure plan. Any real or implied threats or behaviour must be reported the *Education Manager* who will deal with the incident through various administrative measures and, depending upon the incident, may involve the RCMP.

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## 7 PROGRAM OBJECTIVES

The objective of the *Tk'emlúps te Secwépehc Education Department* 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 funded from *Tk'emlúps te Secwépehc Education Department* 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 UCEP) has its own specific objectives.

## 7.1 The Post Secondary Student Support Program (PSSSP)

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

## 7.2 The University and College Entrance Preparation (UCEP)

The objective of UCEP is to provide financial support to First Nation and Inuit students 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.

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# 8 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.

Eligible post secondary institutions 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.

Post secondary education 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) is required.

## 8.1 Eligible Students

Recipients are required to demonstrate the eligibility of students to receive funding. To be eligible for funding, students must be a registered Indian with the *Tk'emlúps te Secwépemc* who have been:

- 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);
- Accepted by an eligible post secondary institution into a degree, certificate or UCEP program; and
- Maintain continued satisfactory academic standing with that institution.

There are three categories of applications as follows:

### 8.1.1 Continuing students

Students who are currently funded by *TteS Education Department* and who have met the requirements described in this manual. Continuing students must:

- Submit official transcripts showing that they remain in good academic standing with the institute (65% grade point average);
- Not have 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)

### 8.1.2 High school graduates

*TteS* Members who completed the requirements to receive a Regular Dogwood Diploma from the Province of British Columbia Ministry of Education.

### 8.1.3 Others - Wait List:(subject to availability of funds)

- If a student has accessed or obtained other funding, he/she will be the first priority from the waitlist (i.e. funding from Student Loan, EI, CITAC, etc.);
- Students who have met requirements and will partake in a full time course of studies;
- Full time students with disabilities;
- Students who are on Medical leave—students who have properly withdrawn for medical reasons, are eligible to withdrawal from their studies temporarily and may resume their studies providing they notify the post secondary coordinator prior to March 15;
- Part-Time students who carry a course load of 1-3 courses per semester or the equivalent as defined by the attending institute are **ineligible** for living allowances;
- Students in Study Abroad Programs: Students who attend eligible Post-Secondary Institutes in other countries may be eligible as per “Study Abroad Programs” (see Section 10.12); and
- Incarcerated members are **not** eligible for post secondary funding.

Submission of relevant documents and confirmation that no debt is owed to *TteS* and Acceptance into an accredited Post Secondary Institute certificate, diploma or degree programs is required.

## 8.2 Eligible Institutions

Eligible post secondary institutions 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 within an eligible post secondary institution.

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## 9 FUNDING

INAC 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 *Tk'emlúps te Secwépemc* is required to provide a complete review of its accountability and management processes and systems.

Assistance will be provided within the limits of available funding. It's important to note that these policies and procedures deal with both federal and *Tk'emlúps te Secwépemc* funding programs, including the Post Secondary Student Support Program (PSSSP) and University and College Entrance Preparation (UCEP).

## 9.1 Post Secondary Student Support Program (PSSSP) of the Tk'emlúps te Secwépemc

The *Tk'emlúps te Secwépemc* will have local post secondary guidelines that are consistent with INAC's national guidelines and tuition will not exceed the maximum amounts payable in Section 10.16.

### 9.1.1 Limits of Assistance

Assistance can be provided at three 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 or doctoral programs, dentistry, medicine, etc.)
- A. Financial assistance for tuition, compulsory student fees and required books will be provided to students enrolled in all three levels.
- B. Assistance for travel and living expenses will be provided to students to complete one program at each level. Level 2 may include assistance for an additional degree program at the bachelor level which has as a prerequisite of an undergraduate degree.
- C. The duration of assistance in (B) will be in accordance with the official length of the program as defined by the post secondary institution in which the student is enrolled, while the student is in good standing at the institution.
- D. Students enrolled in Levels 1 and 2 may be assisted for up to one additional academic year per level if such an extension is approved by the institution's dean or head of department of that faculty. Students enrolled in Level 3 may be assisted for up to one additional academic year for medical or personal reasons substantiated by medical or other documentation. *\*This is why students are encouraged to be enrolled in minimum of four credit courses.*
- E. Students may be assisted in Level 1 studies after dropping out of Level 2 studies. If a student resumes Level 2 studies, the previous time spent at Level 2 will be counted for assistance purposes.
- F. Students who have completed a Level 2 program, with or without financial assistance from the band, are ineligible for Level 1 program assistance. Students who have completed a Level 3 program, with or without financial assistance from the band, are ineligible for Level 1 or 2 program assistance.
- G. Student support will not exceed the limits set out in (C) and (D). 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.

If the number of eligible student applicants exceeds the funding available, selection priority criteria will apply.

## 9.2 Level 1

1. For all Level I students, the maximum time limit for financial support towards a certificate will be no less than **eight** months;

2. Trades and technology and training apprenticeship programs: Students registered in these programs with an **eligible** post secondary institute will be given special consideration for funding. According to INAC, the program must have a **grade 12 prerequisite and continue for at least 6 months**;
3. For all Level I students, the maximum time limit for financial support towards a diploma will be in accordance with the official length of program (as defined by the institution offering the program);
4. For all Level I students, financial support will not exceed 20 months;
5. Tuition support at Level I (see Section 9.6);
6. Funding will be provided to a maximum of two four (4) month semesters per academic year;
7. Book and Supplies support (see Section 9.7);
8. Support for registration, professional certification and examination fees are provided;
9. Support for Living Expenses will be provided (see Section 9.10); and
10. Students who change programs within the levels 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.

### 9.3 Level 2

1. For all Level II students, the maximum time limit for financial support towards a bachelor's degree will be in accordance with the official length of program (as defined by the institution offering the program);
2. The maximum time limit for financial support will be 40 months with a one year extension if the Department Dean provides a letter of support. If the delay was for medical reasons, a doctor's note may also be required;
3. Funding will be provided to a maximum of two semesters per academic year;
4. Tuition support (see Section 9.6);
5. Book and Supplies (see 9.7);
6. Support for registration, professional certification and examination fees are provided;
7. Support for Living Expenses will be provided (see Section 9.10);
8. Students who **change programs** within the levels will have the academic years counted towards the maximum student months allowed, therefore, students **must provide documentation** that they consulted an academic advisor in order to graduate in a timely manner; and
9. Under special circumstances, students may be funded for a spring or summer session, one time during the undergraduate degree program.

## 9.4 Level 3

1. Students are allowed funding for only **one professional degree or Post-graduate program (masters or doctorate)**. Students may apply for Government Grants for doctorate programs. The Post Secondary Coordinator must advise perspective students on their Level III funding and most favorable options;
2. 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;
3. Students who have completed a Masters Degree program, with support from the *Tk'emlúps te Secwépemc Education Department*, are not eligible for Level I, II or III support. Students who have completed a Masters Degree program are eligible for support towards a Doctorate Program;
4. Students who resume Level III studies after dropping out will have the previous support amounts received subtracted from total available months;
5. Students who change programs within the levels will have the academic years counted towards the maximum **number of student months**;
6. 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;
7. Tuition support at Level III (see Section 9.6);
8. Book and Supplies support (see Section 9.7); and
9. Support for Living Expenses will be provided (see Section 9.10);

## 9.5 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.

### 9.5.1 Limits of Assistance

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.

Please note the following:

- a) Students who are currently enrolled in a UCEP program that is longer than one year may be funded to complete that program, in order to ensure that there is no disruption in services. 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;

- b) 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 education advisor;
- c) 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
- d) 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.

## 9.6 Eligible Tuition & Student Fees

PLEASE NOTE: This is a maximum allowable payment per student. Every student is NOT entitled to this amount. 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.

For a student in a UCEP, community college or CEGEP diploma or certificate program, or an undergraduate university program, the maximum amount payable per year cannot exceed \$35,000. On an extraordinary and justified basis, the maximum amount payable per year for a student in an advanced or professional degree program (e.g., dentistry, medicine, Masters or Doctoral programs) cannot exceed \$75,000.

Part-time students, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and the actual cost of books and supplies which are listed as required by the post-secondary institution (i.e., they are not eligible for living allowances or travel).

## 9.7 Books & Supplies

Post Secondary students may be funded according to the actual cost of books and supplies up to a \$600.00/per semester. In exceptional circumstances, this amount may be increased providing the post secondary institution writes a letter of support that highlights the cost & supplies.

## 9.8 Travel Costs for full time students

Students are entitled to apply for financial assistance for travel and the *Tk'emlúps te Secwépemc Education Department* may financially assist these eligible students.

Please note the following:

- i. The *Education Department* may financially assist with one return trip to the student's permanent place of residence from the post secondary institution per semester;
- ii. The allowable travel amount is calculated according to the distance from the institute to their hometown (i.e. from UBC to Kamloops). The choice of transportation to be funded is at the discretion of *Tk'emlúps te Secwépemc Education Department*, usually it will be calculated at the most economical means of travel;
- iii. The student will be required to submit a complete and signed Appendix F form before the travel date. This form must be submitted by noon on the Monday prior to travelling as a cheque will be ready on that following Friday; and

- iv. Students must save receipts and submit Appendix G form after the travel and submit it to the *Tk'emlúps te Secwepemc Education Department* Post Secondary Coordinator within seven working days. It is the student's responsibility to ensure the form is complete and accurate.

## 9.9 Emergency Assistance Fund

Students are eligible to access an emergency assistance fund provided by the *TteS* Social Development Department. This fund provides financial assistance for *Tk'emlúps te Secwepemc* members for emergencies such as:

1. Tragedies
2. Bereavement
3. Serious Illness
4. Disaster

These are just examples. For more information on what circumstances are eligible, please contact the Social Development Department at 250.828.9811.

## 9.10 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 *Tk'emlúps te Secwepemc Education Department* 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 *Tk'emlúps te Secwepemc Education Department* 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 Canada Student Loan Program, however, those rates cannot be exceeded. 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

Please Note: Students living in Major Cities are eligible for an additional \$100.00 per month to meet the high living costs.

Please refer to Section 5.2 for cost of living increases for information.

## **9.11 Incentive Allowance**

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

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

### **9.11.1 Incentives for students enrolled in Level 3 programs**

Full time sponsored students in a Level III degree program will receive a one-time incentive from the *Tk'emlúps te Secwepemc Education Department* in the amount of \$3,500. Students will be eligible for this incentive upon commencement of the second year of the degree (and continuation in the same program), or upon successful completion of the degree.

### **9.11.2 Graduation Incentives for Level 2**

(a) Upon graduation, a full time sponsored student in a Level II **Bachelor Degree** program will receive a one-time graduation incentive from the *Tk'emlúps te Secwepemc Education Department* in the amount of \$2,250.00.

(b) Upon graduation, a full time sponsored student in a Level II **Post Baccalaureate** program will receive a one-time graduation incentive from the *Tk'emlúps te Secwepemc Education Department* in the amount of \$1,250.00.

### **9.11.3 Graduation Incentives for Level I**

(a) Students enrolled as a full time sponsored student in a Level I **Certificate** program, based on a minimum eight-month term, will receive a one time graduation incentive from the *Tk'emlúps te Secwepemc Education Department* in the amount of \$700.00.

(b) Students enrolled as a full time sponsored student in a Level I **Diploma** program, based on a minimum eight-month term, will receive a one time graduation incentive from the *Tk'emlúps te Secwepemc Education Department* in the amount of \$1,100.00.

### **9.11.4 Graduation Incentives for UCEP**

Students enrolled as full-time sponsored students in a **UCEP** Program will receive a one time graduation incentive from the *Tk'emlúps te Secwepemc Education Department* in the amount of \$500.00.

### **9.11.5 Academic Achievement Incentive**

In recognition of academic achievement, the *Tk'emlúps te Secwepemc Education Department* may award incentives to full time sponsored students in Level I, II & III programs and who have achieved a grade average of C+ or higher in their program of studies.

- a) Students currently receiving support under the PSSSP are eligible for incentives in recognition of academic achievements.
- b) Students are eligible for the following incentive amounts:
  - i. \$50.00/semester for a C+ average;
  - ii. \$100.00/semester for a B average;

- iii. \$150.00/semester for an A average (being on the Dean's list) The Chief and Council will match incentive allowances for those on the Dean's list.

- c) Students may be eligible for the incentive upon successful completion of each year of their program of studies and successful completion of their program

The *Tk'emlúps te Secwepemc Education Department* 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 **sponsored** students who are graduating to ensure student recognition is realized.

<i>Incentive</i>	<i>Education Dept. Contribution</i>	<i>C&amp;C / TTES Revenue-Contribution</i>	<b>Total Incentive Amount</b>
<b>Grade point average:</b>			
65%	\$50.00	\$50.00	<b>\$100.00</b>
75%	\$100.00	\$100.00	<b>\$200.00</b>
90% -be on Dean's list	\$150.00	\$150.00	<b>\$300.00</b>
<b>Graduation Incentives for Level 1 &amp; 2 programs:</b>			
Adult dogwood diploma	\$200.00	\$300.00	<b>\$500.00</b>
1 year Certificate	\$300.00	\$400.00	<b>\$700.00</b>
2 year Diploma	\$500.00	\$600.00	<b>\$1,100.00</b>
4/5 yr Bachelor degree	\$1,000.00	\$1,250.00	<b>\$2,250.00</b>
Post Baccalaureate	\$500.00	\$750.00	<b>\$1,250.00</b>
<b>Graduation Incentive for Level 3 program:</b>			
Masters Degree	\$1,500.00	\$2,000.00	<b>\$3,500.00</b>

## 9.12 Other awards for band members

The *Tk'emlúps te Secwepemc Education Department* provides additional awards for its members outside of those listed above in Section 9.11. Amongst these awards are the Lafarge Annual Academic Achievement Award, TRU Studies Award and the *Tk'emlúps te Secwepemc* Strategic Studies Scholarship.

### 9.12.1 Lafarge – Annual Academic Achievement Award

The Lafarge Canada Inc. Award is given to select students who are leaders and role models in their school and community. The *Education Department* looks to support students who demonstrate a balanced lifestyle and commitment to the post-secondary education of their choice.

Post-Secondary Coordinator will mail out application and criteria to all eligible post-secondary students by September 15<sup>th</sup>, of each year. Once mail out is done it is the student's responsibility to submit their completed application on time by **4:00pm of Oct 31<sup>st</sup>** of that year.

A student may be awarded this award only once every two years, to ensure all students have an equal opportunity at winning this award. Please see Appendix M for an Lafarge Canada Inc Award Application.

### **9.12.2 Thompson Rivers University - Studies Award**

The TRU Studies award is given to select students who are leaders and role models in their school and community. The *Education Department* looks to support TRU students who demonstrate a balanced lifestyle and commitment to the post-secondary education of their choice.

The funding from this scholarship is directly awarded to Thompson Rivers University from the *Tk'emlúps te Secwépmc Education Department*. *TteS* students attending TRU are encouraged to apply for this award.

### **9.12.3 Tk'emlúps te Secwépmc Strategic Studies Scholarship**

In order to encourage students to engage in studies that directly contribute to *TteS* achieving self-governance and economic self-reliance, the *Tk'emlúps te Secwépmc Education Department* may offer incentive scholarships. This award may be awarded based on the following:

1. Students who are currently receiving financial support under the PSSSP and who are enrolled as full-time students in a program of students in the areas of commerce, public or business administration, physical science, mathematics and computer sciences, forestry and engineering are eligible for the Strategic Studies scholarship—these are examples;
2. The amount of the scholarships awarded by the *Education Department* may be up to a maximum of \$3,500 annually;
3. Eligibility for the scholarship will be conditional upon successful completion of one year of the program of study and continuation in it. The scholarship will be awarded annually the beginning of each year and thereafter in accordance with the length of the program as defined in limits of assistance; and
4. Recipients of the scholarship will be determined by the *Education Department*. Please see Appendix N for an application.
5. Post-Secondary Coordinator will mail out application and criteria to all eligible post-secondary students by September 15<sup>th</sup>, of each year. Once mail out is done it is the student's responsibility to submit their completed application on time by **4:00pm of Oct 31<sup>st</sup>** of that year.

### **9.12.4 New Gold Inc. Scholarship**

In order to recognize student achievement in *Tk'emlúps te Secwépmc* and Skeetchestn Band members, New Gold Inc offers a scholarship to one deserving student in an area of study that is relevant to the Mining Industry. Please contact the First Nations Coordinator of New Gold Inc. at 250.377.1718 for more application deadlines, eligibility, or for a copy of an application form.

### **9.12.5 External Study Awards**

Please see your academic advisor or First Nation Counselor at your post secondary institution to obtain the complete list of bursaries and scholarships that you may be entitled to.

Students may apply for scholarships through First Nation Education Steering Committee's New Relationship Trust fund. You may download the forms from their website: ([http://www.fnesc.ca/jurisdiction/jurisdiction\\_PFN.php](http://www.fnesc.ca/jurisdiction/jurisdiction_PFN.php)). Please note that Undergraduate students are eligible for \$10,000.00 per year and Graduate students for \$25,000.00 per year.

### 9.13 Study Abroad Programs

*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.*

Please note the following when applying for Study Abroad Programs:

1. Should the program **not be available in Canada**, tuition will be paid to the allowance amounts in Canadian currency to a maximum of **\$5,000.00 per semester—no exceptions**;
2. 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 prove documentation that the credits **are transferable** to Canada;
3. Education assistance will not be greater than those paid to students attending a Canadian post-secondary institute offering the same program;
4. Students are required to seek their own alternative funding sources for costs over and above those supported through the *TteS* Post-Secondary **Education Department**;
5. Student taking part in Student Exchange programs will be paid as to their programs in Canada and will need to seek other funding sources;
6. All funds will be issued in Canadian currency and does not account for exchange rate;
7. Funding is subject to availability of funds; and
8. 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.

### 9.14 Distance Education

A living allowance may be provided for students enrolled in a Distance Education Program. An eligible student must be enrolled in at least (4) accredited courses per academic semester and meet all other criteria for obtaining post secondary education.

### 9.15 Student Loans

Although we understand that not all band members are willing to wait until their name reaches the top of the Wait List, the *Tk'emlúps te Secwépemc* cannot reimburse students who receive Canada Student Loans.

Providing these students maintain a C+ average, they will be given priority for post secondary education funding in the next fiscal year.

All post secondary students are eligible to apply for a Canada Student Loan to offset their costs of living and education; however, *TteS* will not be responsible for repaying for student loans.

## 9.16 Students with Disabilities

Students with disabilities may be eligible for minimum of three courses per semester - it is the student's responsibility to provide the *Education Department* with verification of disability from the post secondary institute.

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# 10 STUDENT APPLICATION PROCESS

## 10.1 New Students

New students must apply annually by **4:00pm on March 15th**. 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.

## 10.2 Continuing Students

Continuing students must apply by **4:00pm on March 15<sup>th</sup>** when applying for Fall/Winter Semester and **November 15<sup>th</sup>** when applying for Winter/January Semester. Continuing students must submit the following:

- Most recent official transcripts;
- Appendix E; and
- Appendix I.

Please note the following:

1. Late applications may be considered for the following semester;
2. Summer semester only granted in special circumstances;
3. It is mandatory that student submit their official transcripts 4-6 weeks after the end of each semester;
4. It is the students' responsibility to submit transcripts to the *Education Department* if submitted after the deadline will affect funding decisions;
5. Students on probation are to provide monthly in-term transcripts;
6. All 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.

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# 11 SELECTION PROCESS

All *Tk'emlúps te Secwépemc* members have the right to a fair, equal and respectful selection process. The *Post Secondary Education Review Committee* meets in April, August and November to determine who will be funded within that fiscal year. A budget forecast is completed to ensure we remain within funding allocation from INAC.

Priority for funding is based on the following set of priorities:

1. **First priority—Continuing students** (currently funded *TteS* students) who have met the requirements described in this manual;

2. **Second priority—High school graduates;**
3. **Third priority—Wait List students** as determined by the following factors:
  - a) If the student is eligible to access outside funding sources (i.e. EI, Student Loan, CITAC);
  - b) If the student is on reserve willing to come back to the reserve for employment purposes;
  - c) If the student is living off reserve and is willing to return to work for the *Tk'emlúps te Secwépemc* for at least one year pending job availability and providing he/she applies for a position that meets their qualifications and experience;
  - d) If a student is off reserve not willing to come back to reserve for employment purposes.

Please note the following:

- i. High School graduates with adult or dogwood diploma may take a maximum of one year off before continuing on to post-secondary education. In order to ensure they will not be placed on the Wait List, **Grade 12 students** must contact the Post-Secondary Education Coordinator by **March 15<sup>th</sup>** during their final year of school informing the coordinator in writing of their intent to either apply for funding or take one year off;
- ii. The Post Secondary Coordinator and the K-12 Supervisor must meet with the high school graduates by February to discuss their plans after graduation and provide him/her with an application for post secondary education; and
- iii. 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 March 15th along with their completed post secondary application forms (Essential Skills & Training).

### 11.1 Debts Owed to the *Tk'emlúps te Secwépemc*

Members who are in debt with the *Tk'emlúps te Secwépemc* are not be 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 Schedule of Repayment (see Appendix J) has been signed by all appropriate parties involved and will be kept on record in the Finance Department.

Please note the following:

1. The Post Secondary Coordinator is responsible to forward the names of students who withdraw and must repay money to *TteS*;
1. The Post Secondary Coordinator must forward the students request for deduction form to the Housing Department and Finance Department for rental payments. **No exceptions; and**
2. The Housing Department and Finance Department **must** notify the Post Secondary Coordinator of any problems such as student arrears, housing arrears, daycare arrears or nursery arrears.

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## 12 STUDENT RESPONSIBILITIES

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

- a) Be in good financial standing with *Tk'emlúps te Secwepemc* and not be in financial debt. With reference to Band Council Resolution (BCR) #00-63, dated June 19, 2000, *Tk'emlúps te Secwepemc* members who owe a debt to the band are ineligible for funding, until payment agreement is scheduled;
- b) 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;
- c) Demonstrate maturity, responsibility and commitment to their personal development so they may attain their educational and career goals in a timely manner. (i.e. alcohol & drug, domestic disputes and criminal misconduct). The Post secondary Coordinator must be informed of any such developments;
- d) Meet application deadlines—deadline for **Fall/September** semester is **March 15<sup>th</sup>** annually and the deadline for **Winter/January** is **November 15<sup>th</sup>** annually;
- e) Must submit all required documents along with application forms (appropriate appendices);
- f) Submit a Student Self-Evaluation form when requesting continued assistance;
- g) 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. Withdraws must be done prior to the cutoff date established by the post secondary institute;
- h) Provide course registration showing that they are enrolled in a minimum of four courses per semester or the equivalent of twelve course credits/semester;
- i) Provide official transcripts at the end of every fall and winter semester to confirm they are maintaining a minimum of C+ grade point average (GPA). A GPA less than C will result in immediate probation (see probation and mandatory tutoring);
- j) Pay the tuition fees if he/she is required to repeat a course;
- k) 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;
- l) Follow lines of authority, as set in the appeal process section;
- m) Provide the *Education Department* with a waiver if the student is a minors (under the age of 19 years) 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;

- n) 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. *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;
- o) Develop and maintain **positive** and **respectful** working relationships with the Post Secondary Coordinator and the *Education Department*;
- p) Maintain eligible academic standing as defined by his/her eligible post secondary institution;
- q) 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
- r) Develop and maintain a professional relationship with the Post Secondary Coordinator. Any discretion will be reviewed by the Post Secondary Committee.

## 12.1 Attendance

Students must maintain 90% attendance in all classes, lectures, laboratories and seminars in each subject for which they are receiving funding.

Should a student miss more than **three** consecutive days they are required to verify his/her illness by submitting a Physician's note to the Post Secondary Coordinator. The note will be placed in the student's file.

1. Students may be placed on probation by the band if he/she cannot provide a legitimate reason for not attending classes as set out in 12.3;
2. If the student's attendance does not improve, he/she may lose their education funding;
3. Students who are **dismissed** (by the post-secondary institute they are attending) from a course/program due to lack of attendance will be required to **reimburse** the *Tk'emlúps te Secwepemc Education Department* all funding received for his/her course/program;
4. In cases epidemics or pandemics each case shall be reviewed by Post Secondary Coordinator and *Education Manager*; and
5. In certain cases the Post Secondary Coordinator shall review a student's file and make recommendations to the *Education Manager* for discontinued funding. i.e., chronic absents due to repeat illness or personal reasons.

## 12.2 Student Self Evaluation

At the end of each semester and program, funded students are required to write self-evaluations that include their observations and reflections of their learning. Our current requirement is for a student to

submit a self-evaluation along with their official transcripts. This is mandatory for continued educational sponsorship.

Students evaluate their academic progress as per Appendix I.

### **12.3 Probation**

The *Tk'emlúps te Secwepemc Education Department* will place students on academic probation if a student:

1. Is placed on academic probation by the post secondary institute;
2. Fails any of his/her courses; or
3. Does not maintain 90% or greater attendance record in all courses or program.

If academic probation occurs, the student 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. Additionally, students will have to pay for their own tuition costs if they have to repeat a course in order to graduate from their program.

#### **12.3.1 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:

1. Refund *TteS* all monies received for the semester which resulted in loss of education assistance; or
2. 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.

Please note the following:

- a) When in good standing with the *TteS*, you may re-apply for post secondary education assistance by March 15 and be placed on the Wait List;
- b) Priority will be given to students who have continued their education at their own expense for two semesters and must have remained in good standing with the post secondary institute; and
- c) *TteS* will NOT reimburse student who have funded themselves for two semesters.

For more information you can request a copy of *TteS* Band Council Resolution #00-63, dated June 19 2000.

### **12.4 Mandatory Tutoring**

Students who receive a grade point average less than a “C” will be required to make an appointment with the post secondary education coordinator to sign a probation form agreeing to seek tutoring as part of their education plan.

Please note the following:

1. Funding will not continue until this has been put in place;

2. A request in writing from student is required to access financial support for tutoring, with an invoice from the tutor. Monies will be paid directly to the tutor;
3. Tutor's maximum payment will be capped at **\$25.00per hour**;
4. Students are encouraged to utilize peer tutors;
5. Tutor funding will be subject to availability;
6. See an academic advisor or First Nation counselor for obtaining assistance through student services.

## **12.5 Medical Withdrawals**

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 Appendix H—Medical Withdrawal form.

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:

1. 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*;
2. 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);
3. Funding eligibility will be held in accordance with the estimated recovery time needed as documented by the physician;
4. Students must submit their completed post secondary application forms and all relevant documentation including a medical clearance by March 15;
5. See Appendix H for Medical Withdrawal Form;
6. 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;
7. 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.

## 12.6 Personal Wellness

It is the intention of the *Education Department* to financially assist and sponsor those students who are holistically healthy. Our department encourages the holistic well being of all elements: culture, education, physical, emotional and mental.

With this goal in mind, the *Education Department* will be able to provide referrals services to assist students with academic success. As well, if it is brought to the attention of the *Education Department* that student achievement is being negatively affected by “personal issues” (i.e. drugs, alcohol, substance abuse, etc.), certain referrals may be made. If these issues are not dealt with, the student may be ineligible for funding if he/she does not meet the student responsibilities set out in Section 11 above.

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## 13 APPEAL PROCEDURE

The *Tk'emlúps te Secwepemc 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 Secwepemc 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*,
  - i. In matters regarding National Post Secondary Education Guidelines, *the Education Manager* will contact the Advisor of Education of INAC to get a written decision on the matter; or
  - ii. 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;
4. The *Education Manager* will then call a meeting of an Impartial Appeal Board (herein referred to as the board) to hear the appellants complaint, consisting of:
  - i. A designated, qualified chair chosen by the *Education Manager* (the responsibilities of the chair will be distributed one week prior to the meeting);
  - ii. Two *TteS Department Managers* or Business Managers (not of the appellants immediate family);
  - iii. Two First Nation representatives from a local post secondary institute;
  - iv. A *TteS Elder*; and
  - v. 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 **Education Manager** 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 INAC.



Please note the following:

- a) The appeal process must commence within 30 days of the written appeal;
- b) Members to this board must adhere to the Conflict of Interest (Section 5.4) section as set out in this manual;
- c) 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;

- d) 90% of appeals rarely undertake this appeal process;
- e) Students may wish to contact BC Regional Representative from INAC for more information:

**Sara Cousins**, IGA Advisor-Education  
1138 Melville Street--Room 1039C  
Vancouver, BC V6E 4S3  
☎(604) 775-8142  
✉cousinss@inac-ainc.gc.ca

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## 14 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 INAC/Services Canada / *Tk'emlúps te Secwépemc* .

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## 15 POST SECONDARY REVIEW COMMITTEE:

(Former) Councilor Dave Manuel  
Councilor Dolan Paul  
Councilor Evelyn Camille  
Councilor Jeannette Jules (former Administrator of Little Fawn Nursery)  
Councilor George Casimir (former K-12 Supervisor)  
Diana Jules, Education Manager  
Monica Louis, Finance Manager  
Rosie Casimir, Daycare Administrator  
Jackie Joseph, Nursery Administrator  
Amanda BigSorreHorse, Post Secondary Coordinator  
Joan Paul, Interim Post Secondary Coordinator  
Salvina Holcomb, Employment Counselor  
Dessa Gottfriedson, Interim Employment Counselor  
Josh Gottfriedson, Post-Secondary Student Representative

Effective April 2010

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## 16 APPENDICES

# TK'EMLUPS TE SECWEPEMC



## APPENDIX A

### Post Secondary Application Form

**Deadline: March 15<sup>th</sup> Annually**

This **application is due March 15<sup>th</sup>** and you are required to submit all attached documents (i.e. acceptance letter, transcripts) with this application or by no later than March 30<sup>th</sup>. The information you provide on the Application Form must be up-to-date, accurate, and complete.

#### POST SECONDARY APPLICATION FORM

1. Be sure to read the application carefully, answer each question (please type or print) and sign this Application Form.
2. All applicants must complete this Application Form fully & completely.
3. All applications must be forwarded directly to:

Post Secondary Coordinator  
**Tk'emplúps te Secwepemc** Education Department  
200-355 Yellowhead Hwy.  
Kamloops, BC  
V2H 1H1

4. **Scholarship applications are due (and must be received) by March 15th of each year.**
5. If you have any questions, please contact:
  - a. Amanda BigSorrelHorse, Post Secondary Coordinator — ☎250.828.9726 or ✉abigsorrelhorse@kib.ca; or
  - b. Diena Jules, Education Department Manager — ☎250.314.1505 or ✉djules@kib.ca

Please ensure that you have enclosed the following, as only complete application packages will be considered for financial assistance.

- Complete & Signed Application Form (Appendix A)
- Complete & Signed Appendices B, C, D, E
- Copy of Status Card
- Letter of Acceptance / Confirmation of Enrolment
- TteS Student Self Evaluation Form
- Official Transcripts
- Required Documents in Section 7 of this Application Form

**Section 1 - PERSONAL & CONTACT INFORMATION**

<b>Family Name:</b>	<b>Given Name(s):</b>	<b>S.I.N. (Must be provided):</b>		<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
		<b>Date of Birth</b>	<b>Current Age:</b>	

**Address While in School:**

**Street Address:**

<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>	<b>Telephone #:</b>
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**Permanent/Home Mailing Address:**  Same as Above

**Street Address:**

<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>	<b>Telephone #:</b>
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**Mailing Address you would like us to use:**

School     Permanent

**Email Address:**

**PERSONAL INFORMATION**

**Residency While in School** *(Check all that apply)*

On my own     
  With my parent(s)     
  Student residence     
  TteS On-Reserve housing  
 With Roommate(s)     
  With spouse or common law partner     
  With child(ren)

**Current Marital Status**

Single   
  Married   
  Common Law   
  Divorced   
  Separated   
  Widowed/Widower

**Dependants**

Number of dependants under the age of 18:     0     1     2     3     4     5     6     7 and over

List the names & ages of dependants:

	Name	Age	Mailing Address (if different than above)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Current Employment:** Currently Working:     Full Time     Part-Time     Occasionally     Not Working

**Employment while in school:** While in school, I will work part time.     Yes     No     Not Sure

## Section 2 – EDUCATION

<b>Identify the institution you plan to attend:</b>		<b>Is this your last year in this program?</b>	<b>What year of study are you entering?</b>
Admission confirmed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I have attached a copy of my acceptance letter		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
<b>Length of program (in years):</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<b>Identify the Degree/Diploma that you will receive upon graduation:</b> <input type="checkbox"/> Graduate Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Diploma <input type="checkbox"/> Other, specify: _____		<b>Year you will complete your program:</b>
<b>Start Date of this academic year:</b>	<b>Finish date for this academic year:</b>	<b>What job/career do you hope to have when you graduate?</b>	

**Please list the last three schools, colleges or universities that you attended.**

	Name of Institution	From	To	Program (yes/no & date)	Degree/Diploma
1	<input style="width: 95%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
2	<input style="width: 95%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
3	<input style="width: 95%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

## Section 3 – CURRENT PROGRAM & SPONSORSHIP REQUEST

School Name	Program
Mailing Address	City
Telephone (      )      -	Province
Area Code      Number	Postal Code
Fax (      )      -	Number
Area Code      Number	

**Program Enrolled in/applying for**

Qualification Sought:  
 Upgrading     Certificate     Diploma     Bachelor Degree     Master's Degree     Ph.D.

Length of Program/Course as specified by the institute: \_\_\_\_\_

Level/Year of Program You are in at present: \_\_\_\_\_ Months/Years of Sponsorship Required: \_\_\_\_\_

As of today, I have been sponsored by the Education Department for \_\_\_\_\_ months of student funding.

#### Section 4—MEMBERSHIP CONFIRMATION

**Aboriginal Ancestry:**\*please note that you must be registered with the Tk'emlúps te Secwepemc in order to be eligible for assistance

I am a registered Indian with the Tk'emlúps te Secwepemc (formerly Tk'emlúps Indian Band)

I have attached a copy of my status card

#### Section 7 - ADDITIONAL INFORMATION

**Required Documents:**\*please note that you must attach one of the following in order have a complete application and to be eligible for assistance.

I am applying for **Level 1 Assistance—University/College Prep Studies** and I've attached a brief 500 word autobiographical sketch of myself, such as, family, where I grew up, values, beliefs, hobbies, and how do these relate to my educational endeavors/plans after I graduate.

I am applying for **Level 2 Assistance—Undergraduate Studies/Bachelor Degree** and I've attached a brief 500 word autobiographical sketch of myself, such as, family, where I grew up, values, beliefs, hobbies, and how these relate to my educational endeavors/plans after I graduate.

I am applying for **Level 3 Assistance—Graduate Studies/Masters or Advanced Degree** and I've attached my letter of intent regarding my proposed area of study (research/ thesis/ project). I've also attached my updated curriculum vitae.

I am a continuing student and have attached the **TteS** Student Self-Evaluation form of my last semester's academic grades along with my official transcript.

If there are additional details that you wish to provide, please use this space to do so.

Should you have circumstances that warrant special consideration, please specify below.

**Section 9 - DECLARATION and CONSENT**

**My signature below verifies that I have read and understand the application requirements.**

A fully completed application package includes the following **MANDATORY DOCUMENT** items.

1. Complete & Signed Application Form (Appendix A)
2. Complete & Signed Appendices B, C, D, E
3. Copy of Status Card
4. Letter of Acceptance / Confirmation of Enrolment
5. **TteS** Student Self Evaluation Form—Appendix I
6. Official Transcripts
7. Required Documents in Section 7 of this Application Form

**TteS** Education Department encourages all applicants to submit completed application packages, however, we note that some documentation is not available at the time the application package is due and **TteS** makes the following concessions:

**MANDATORY DOCUMENTS DUE MARCH 30<sup>TH</sup> ANNUALLY – NO EXCEPTIONS – OR APPLICATION REMAINS INCOMPLETE AND WILL NOT BE REVIEWED BY POST SECONDARY REVIEW COMMITTEE.**

**THE FOLLOWING DOCUMENTS ARE TO BE SUBMITTED BEFORE A CHEQUE WILL BE ISSUED:**

1. Original Official Transcripts from your present or most recent academic program.
2. Confirmation of enrolment as a full-time student that coincides with the timeframe in your application to **TteS** -- Fall and/or Winter.
3. Verification of enrollment/acceptance into program.

- I have read and fully understand the guidelines that govern the application and Post Secondary Review Committee process, and I have provided answers to **all** questions which apply to me.
- I certify that all information contained on this form is true and correct. I understand that any false statements intentionally given on this application, by email, or telephone will disqualify my application and will affect my ability to access future funding.
- I hereby give consent that **TteS** Education Department is authorized to release my contact information to **TteS**'s sponsors (including name, telephone number, e-mail, mailing address and/or resume), so that they may contact me personally.
- I hereby give consent for **TteS** Education Department to use/publish my name and relevant information on **TteS**'s website, in **TteS**'s newsletter, for promotion, marketing, advertising, or in sponsor communications.
- I am holistically healthy as defined in Section 12.6 the **TteS** Post Secondary Policy and Procedure Manual.

Applicant's Name (please print): \_\_\_\_\_

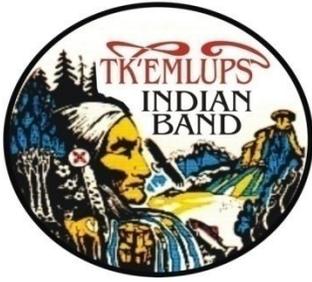
Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
*For Internal Use Only*

\_\_\_\_\_  
Received by  
(please print name)

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Post-Secondary Education Coordinator Signature



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## APPENDIX B

200-355 Yellowhead Highway  
Kamloops, BC V2H 1H1  
Tel: (250) 828-9721  
Fax: (250) 372-8833  
Toll Free: (888) 710-0111

### Authorization for Release of Information

I \_\_\_\_\_,  
(please print name clearly)

authorize

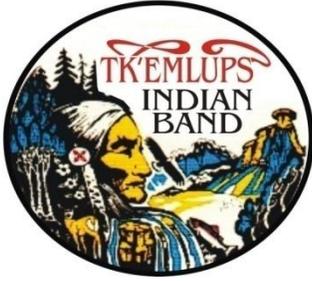
\_\_\_\_\_  
(educational institute)

to release information regarding courses, registration, admission, attendance, progress and transcript of marks to the *Tk'emlups te Secwepemc* Post-Secondary Education Department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Number



---

## APPENDIX C

200-355 Yellowhead Highway  
Kamloops, BC V2H 1H1  
Tel: (250) 828-9721  
Fax: (250) 372-8833  
Toll Free: (888) 710-0111

### Policy & Procedure Agreement

I \_\_\_\_\_ have read, and understand, the *Tk'emlúps te Secwepemc* Post-Secondary Education Policy & Procedure Manual (PPM).

By signing this, I am:

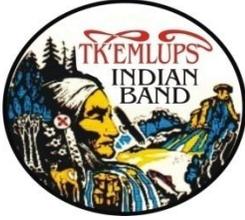
- ⇒ agreeing to abide by the policies and procedures as set out in the PPM to ensure continued funding;
- ⇒ acknowledging, and agreeing to my roles and responsibilities as a student as set out in the PPM;
- ⇒ acknowledging, and agreeing to the Post-Secondary Education Coordinator and Education Manager roles and responsibilities as set out in the PPM; and
- ⇒ acknowledging, and agreeing to the *Tk'emlúps te Secwepemc* roles and responsibilities as set out in the PPM

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Post-Secondary Education Coordinator  
Signature

\_\_\_\_\_  
Date



## APPENDIX D

200-355 Yellowhead Highway  
Kamloops, BC V2H 1H1  
Tel: (250) 828-9721  
Fax: (250) 372-8833  
Toll Free: (888) 710-0111

### Terms and Conditions Agreement

I \_\_\_\_\_ do hereby agree to the following Terms and Conditions for the funds I receive from the *Tk'emlups te Secwepemc* for educational purposes:

1. I understand that I am to attend 90% of my classes; satisfy all course requirements; meet and maintain the academic requirements of the attending post-secondary institute as well as the Post-Secondary Policy and Procedure Manual.
2. I understand that subject to the discretion of the *Tk'emlups te Secwepemc* I may be denied further education assistance if I do not meet and maintain the academic requirements as established by the attending post-secondary institute, and/or as defined in the Post-Secondary Policy and Procedure Manual.
3. I understand that I must submit Official Transcripts at the end of every funded semester to the *Tk'emlups te Secwepemc* Post-Secondary Education Coordinator when they become available from the attending post-secondary institute.
4. I understand that in the event I receive education assistance under false pretence I may, at the discretion of the *Tk'emlups te Secwepemc* be held liable to repay the amount falsely received and be denied further education assistance.
5. I understand that my approval for education assistance is subject to the availability of funding.
6. I understand that should I receive a grade of "W" (withdrawal) or its equivalent, I will be held responsible to compensate the *Tk'emlups te Secwepemc* Post-Secondary Education Department all amounts received in assistance of each course. This includes, but is not limited to the following:  

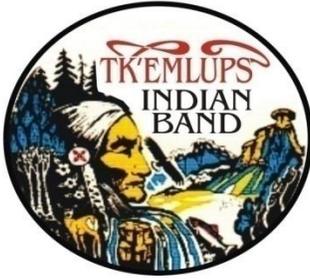
Tuition	Books	Living Allowance
---------	-------	------------------
7. I understand that receipt of further education assistance will be refused until all debts to the *Tk'emlups te Secwepemc* have a) been paid in full, or b) a *Schedule of Payment* has been signed and agreed upon.
8. I also understand in order to be eligible for education assistance I must meet the criteria as established in the *Tk'emlups te Secwepemc* Post-Secondary Education Policy and Procedure Manual.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Post-Secondary Institute

\_\_\_\_\_  
Student ID#



## APPENDIX E

200-355 Yellowhead Highway  
Kamloops, BC V2H 1H1  
Tel: (250) 828-9721  
Fax: (250) 372-8833  
Toll Free: (888) 710-0111

### **Request for Continued Education Assistance** **(must be received by Post-Secondary Education Office no later than November 15)**

I \_\_\_\_\_,  
(please print name clearly)

am requesting continued funding for the Winter (Jan to April) 20\_\_ Semester to attend

\_\_\_\_\_  
(educational institute)

I understand that continued funding is contingent upon availability of funds, my Fall 20\_\_ transcripts, confirmation of registration in course(s) and/or program (i.e. Registration Data Form and adherence to *Tk'emlups te Secwepemc* Post-Secondary Policy and Procedures.

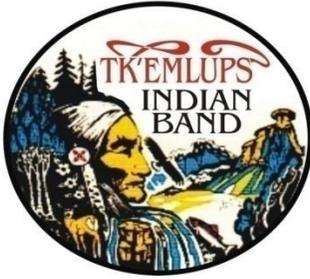
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Number

Please indicate below any changes as per your application for education assistance submitted for the currently funded semester. (please print clearly)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# APPENDIX F

200-355 Yellowhead Highway  
 Kamloops, BC V2H 1H1  
 Tel: (250) 828-9721  
 Fax: (250) 372-8833  
 Toll Free: (888) 710-0111

## Request for Travel Support Advance

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Please indicate what you are requesting travel support for:

Professional Development

Travel to Permanent Residence

### Professional Development

Date(s) of Conference/Workshop: \_\_\_\_\_

Location of Conference/Workshop: \_\_\_\_\_

Purpose of Conference/Workshop: \_\_\_\_\_

Latest Date Advance Required by: \_\_\_\_\_

### Accommodation Rates: (for Professional Development only)

Summer Rates (May 1 – Sept 30) Maximum of \$95.00 per night (taxes included)

Winter Rates (Oct 1 – April 30) Maximum of \$70.00 per night (taxes included)

Number of Nights \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

### Meals: (for Professional Development only)

Breakfast Only \_\_\_\_\_ X \$ 10.00 = \$ \_\_\_\_\_

Lunch Only \_\_\_\_\_ X \$ 15.00 = \$ \_\_\_\_\_

Dinner Only \_\_\_\_\_ X \$ 25.00 = \$ \_\_\_\_\_

### Mileage:

Number of Km \_\_\_\_\_ X \$ .52 = \$ \_\_\_\_\_

Ferry \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Public Transport. \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Amount Requested = \$ \_\_\_\_\_

Total Amount Approved = \$ \_\_\_\_\_

I certify that the amounts in this claim will be incurred for the purpose stated. I understand this is an advance only and that it is my responsibility to file a proper travel claim. Should I fail to file a claim within 14 days I authorize the *Tk'emlúps te Secwepemc* Education Department to deduct this advance from my living allowance.

\_\_\_\_\_  
Signature of Requestor

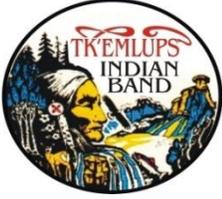
\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Information confirmed by

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date



## APPENDIX G

200-355 Yellowhead Highway  
 Kamloops, BC V2H 1H1  
 Tel: (250) 828-9721  
 Fax: (250) 372-8833  
 Toll Free: (888) 710-0111

### Travel Claim

DATE	ACCOMMODATION	MEALS	TRANSPORTATION	TOTALS
<b>TOTALS</b>				
			<b>Subtract Amount of Advance</b>	
			<b>Over (Under)</b>	

I certify that the amounts in this claim were incurred for the purposes as stated on my Request for Travel Support. I understand that it is my responsibility to file a proper travel claim. Should I fail to file a claim within 14 days I authorize the *Tk'emlups te Secwepemc* Education Department to deduct the advance from my living allowance.

\_\_\_\_\_  
 Signature of Claimant      Approved by      Date

\_\_\_\_\_  
 Information confirmed by      Approved by      Date

Claims **must** be accompanied by receipts, with the exception of meals and mileage.

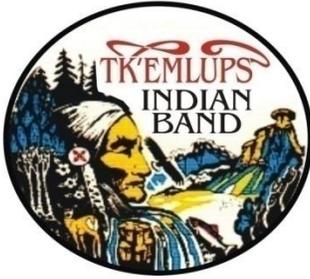


# APPENDIX H

## Medical Withdrawal Form

200-355 Yellowhead Highway  
 Kamloops, BC V2H 1H1  
 Tel: (250) 828-9721  
 Fax: (250) 372-8833  
 Toll Free: (888) 710-0111

<b>Section 1</b> Student Information	Student's Last Name		Ttes Status Card #			
	Student's First Name		Middle Initial(s)			
	Student's Mailing Address					
	City or Town		Contact #	Message #		
	Province	Postal Code				
<b>Section 2</b>	I consent to the release of information from my physician or counsellor to the Tk'emlúps te Secwepemc Education Department. I understand that this information will be used to determine my eligibility to apply for Education Assistance in the future.					
	Student Signature		Date Signed			
<b>Section 3</b> To Be completed by Physician	Name of Physician		Stamp of Physician/Counselor			
	Mailing Address					
	City or Town				Province	
	Telephone Number				Fax Number	
	1. When was this medical condition first diagnosed?					
	2. Given the student's medical condition, would he/she have been able to continue full-time studies & complete the rest of the study period? Yes <input type="checkbox"/> No <input type="checkbox"/>					
	3. If no, briefly explain why.					
	4. Did you advise the student to withdraw from full-time studies due to his/her medical condition? Yes <input type="checkbox"/> No <input type="checkbox"/>					
	If YES, what was the date:					
	If NO, indicate the dates of illness:					
5. Briefly describe the nature of the student's illness:						
Physician/Counselor Signature		Date Signed				



## APPENDIX I

200-355 Yellowhead Highway  
Kamloops, BC V2H 1H1  
Tel: (250) 828-9721  
Fax: (250) 372-8833  
Toll Free: (888) 710-0111

### Student Self-Evaluation Form

Name: \_\_\_\_\_

Semester: \_\_\_\_\_

**Directions:** Read each question carefully and thoughtfully. Think about the quality of your performance in your classes and what you have learned. Answer each question with integrity. Please answer each question fully or choose the most appropriate answer for the following questions:

1. This semester I got the grades I think I deserved.  
 Agree       Somewhat Agree       Somewhat Disagree       Disagree
2. I contributed my ideas in my class discussions, seminars, labs, etc.  
 Agree       Somewhat Agree       Somewhat Disagree       Disagree
3. I asked questions during class.  
 Agree       Somewhat Agree       Somewhat Disagree       Disagree
4. I made use of my professor's office hours to ask for help or address any questions I had.  
 Agree       Somewhat Agree       Somewhat Disagree       Disagree
5. I was focused and well prepared this semester.  
 Agree       Somewhat Agree       Somewhat Disagree       Disagree
6. As my grades show, I put forth my best effort to attain the highest grades I could have.  
 Agree       Somewhat Agree       Somewhat Disagree       Disagree
7. I was often late or absent from classes.  
 Agree       Somewhat Agree       Somewhat Disagree       Disagree
8. I was often late when submitting or writing assignments, papers, exams, etc.  
 Agree       Somewhat Agree       Somewhat Disagree       Disagree
9. My grades were negatively affected this semester because of personal reasons.  
 Agree       Somewhat Agree       Somewhat Disagree       Disagree
10. I learned skills and knowledge that I can transfer into the "real world".  
 Agree       Somewhat Agree       Somewhat Disagree       Disagree

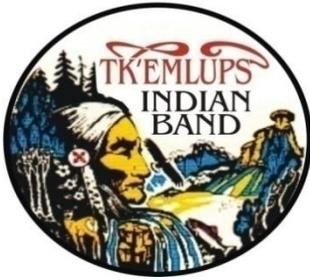
11. At least (3) Specific things I have done this past semester to get the best grades possible are (i.e. library, tutoring, etc.):

12. At least (3) Specific things I would like to do next semester to ensure I get good grades are:

13. I would like the *Tk'emlúps te Secwepemc* Education Department to continue to fund my educational goals because:

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## APPENDIX J



## SCHEDULE OF REPAYMENT

### *Tk'emlúps te Secwepemc Student Payroll Deduction Form*

Date: \_\_\_\_\_

This form is to confirm the arrangement under which the *Tk'emlúps te Secwepemc Finance Department* accepts payment to your outstanding balance of \$\_\_\_\_\_ in installments.

I, \_\_\_\_\_, do hereby give permission to the *Finance Department* to deduct the amount of \$\_\_\_\_\_ in (please select one):

Bi-weekly or

Monthly

installments from my monthly living allowance.

I understand that these deductions are necessary as per Section 11.1 of the *Tk'emlúps te Secwepemc* Post Secondary Policy & Procedures Manual as band members who are in debt with the *Tk'emlúps te Secwepemc* are not be eligible for post secondary financial assistance as per BCR# 00-63 dated June 19, 2000 unless this Schedule of Repayment form has been signed and agreed to by all appropriate parties involved and will be kept on record in the *Finance Department*.

Account Code : \_\_\_\_\_ - \_\_\_\_\_

Commencing: \_\_\_\_\_

Terminating: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

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## APPENDIX K

### Student Support Services

First Nations Student Services: Institutes like TRU who have a high First Nations population, offer programs and services to support these students. They often will hire a First Nations will provide assistance and will liaise with bands or agencies on behalf of the student. The Coordinator also provides a referral services to other departments

Financial Aide and Awards: Each post secondary institute offers financial assistance for educational costs and to recognize students who achieve academic excellence. All of these programs are offered through the Financial Aide and Awards Office. (TRU 250-828-5024). The BC Ministry of Advanced Education funds Comprehensive Financial Planning for Education @ web [www.uctv.ca/fineaide](http://www.uctv.ca/fineaide)

Academic Advising: These services are available to help students develop a plan so they may meet their education goals. The advisors will explain requirements of each program and will inform the student of any pre-requisites.

Appeals Post secondary institutes have established processes for students to bring forward concerns for formal review, such as, decisions on grades, decisions on the application of policies, procedures and regulations and perceived unethical conduct by university staff or students.

Confidentiality of Student Information: The Post Secondary Institute may not release any student's personal and private information except in the following circumstances: to the student, written authorization from the student; to the student's sponsoring agency only upon receipt of a written waiver signed by the student or in response to a court order to government departments for the purpose of statistical analysis and research, provided there is an assurance of anonymity.

Conflict of Interest: A Conflict of Interest is a breach of an obligation within the post secondary institute that has the effect, or intention of advancing one's own interest, or the interests of others, in a way that is detrimental or is potentially harmful to the integrity of the fundamental mission of real or perceived conflicts.

Co-operative Education Program Some post secondary institutes often offer co-operative education programs for student looking to spend some time outside academic studies to explore possible career path with a wide variety of employer hosts.

Credit and Non-Credit Courses: Courses which carry credit towards a certificate, diploma or degree are known as credit courses. Completion of non credit courses may lead to a Certificate of completion, but will not satisfy prerequisite requirements for credit programs (All students must submit at least two applications per year and provide a copy to the post secondary).

Grading Systems as per the Post Secondary Institute: e.g. TRU Academic Programs A+ 90-100; A 85-89; A- 80-84; B+ 77-79; B 73-76; B- 70-72; C+ 65-69; C 60-64; C- 55-59; D 50-54; F 0.49; DNC – 0 (for more regulations, see policies; grading systems). Grade Point Average: GPA's are used only for determining whether or not a student has met graduation requirements and in the selection for some awards.

Health Plans: The *TteS* Post-Secondary *Education Department* will **not** provide funding for students who opt into post-secondary institute student health plans. In most instances *TteS* students have the option to refuse participation in student health plans; however, they do need to contact the appropriate personnel at the post-secondary institute they are attending.

Prior Learning Assessment and Recognition (PLAR): Post Secondary Institutes recognize that adults enter the university with skills and knowledge they have acquired over the years. PLAR methods are available to these students who may challenge examinations, workplace or portfolio assisted assessments.

Registration: Students should select courses and confirm course availability and ensure that course prerequisites are met. Students should review academic regulations, including course registration, cancellation and course withdrawal policies. Confirm access to equipment required and be aware of application deadlines and course start dates.

Student Services not listed: Registration and Records; Counseling Center; Wellness Center; Math Help Center; Peer Support; Supplemental Learning; Writing Center, University Prep Center, but Not limited to.

Services for Students with Disabilities: Post Secondary Institutes often provide opportunities for students with disabilities so they may meet their educational goals through direct support services and/or facilitating an accessible physical environment. It is the student's responsibility to provide verification of their disability to the Post Secondary Coordinator, who will advocate for any additional assessments needed. The Tk'emlups te Secwepemc Education will pay for the assessment if necessary.

Student Attendance: If students are to succeed, they must attend and participate in all of their courses or program of study, including any lectures, laboratories, and tutorial or seminar students may be refused by the instructor for lateness, class misconduct or failure to complete required work. Where a student has deficient attendance without cause, a student may on recommendation of the Instructor and with the sanction of the Dean or Chairperson, be withdrawn from a course.

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## APPENDIX L

### KAMLOOPS INDIAN BAND

#### POSITION DESCRIPTION

Department:	Education
Portfolio:	Education
Supervisor:	Education Manager
Position Title:	Post Secondary Coordinator

#### NATURE AND SCOPE OF WORK:

Under the direction of the Education Program Manager, the Post Secondary Coordinator will manage and administer our post secondary education allocation so we may remain in compliance with INAC's National Post Secondary Guidelines. Responsibilities will also include processing STEP application forms and ensuring all students educational and employment needs are supported.

#### DUTIES AND RESPONSIBILITIES:

- Performs all duties and responsibilities in accordance with the Kamloops Indian Band (KIB) policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the Education Department and the KIB.
- Will treat all band members fairly and equally and advocate for them as needed.
- Will serve as a good role model for students.
- Will maintain current knowledge of employment trends locally and provincially and refer students as needed.
- Will provide guidance and counselling to students so they will enrol in a certificate, diploma or degree program that best meets their interests, skills, knowledge and abilities.
- As directed by the Education Program Manager, will provide financial assistance to band member staff in accordance with our post secondary education and personnel policy and procedure manual.
- Will provide financial support for students who are currently enrolled in post secondary, trades and training or short term certificate programs.
- Will register all new students and process all new student application forms and inform them where they are on the wait list.
- Will process all invoices to the accredited post secondary or trades and training institutes for eligible students.
- Will obtain a copy of the students transcripts every semester to ensure all students maintain their students responsibilities outlined in our KIB post secondary education policy and procedure manual.
- Will develop and implement a student data base to record to ensure we have accurate record on all funded students.
- Will establish and maintain excellent rapport with students, and as needed, refer them for academic, social or employment counseling.
- Will ensure that our post secondary education allocation is provided equally to all eligible students in accordance with our Post Secondary Education Policy.
- Will keep accurate accounting records of all expenditures in the post secondary education budget.
- Will submit the post secondary education nominal roll forms to INAC in a timely manner.

- Will have websites available where students may apply for bursaries or scholarships.
- Will maintain a post secondary and trades and training student data base to ensure we remain in compliance with INAC requirements for funding in Level 1, 11 and 111 programs.
- Will ensure that our KIB Post Secondary Education Policy is in accordance with INAC's National Post Secondary Education Guidelines and is updated as needed.
- Will provide quarterly education reports to the Education Program Manager an annual report from the data obtained in our student data base.
- Will establish an impartial student appeal board as per our Post Secondary Education Policy.
- As part of the education team, will assist in the planning, development and implementation of programs and services for the Education Department.
- Will keep informed of any legal, regulatory or policy changes regarding post secondary education that are implemented by provincial or federal government.
- Provide assistance and administer the Shuswap Training & Employment Program (STEP). Process applications, provide sponsorship for successful applicants, and follow up with narrative reports on KIB clients.
- Youth Community Beautification Project - work may include supervision, guidance, leadership, and the demonstration of proper work ethics and accountability.
- Must have complete involvement in all educational fundraising initiatives.
- Tkek Yeel Stem Camp – provide supervision and demonstrate leadership to youth attending summer camp ages 8-14.
- School District #73 – provide cultural demonstration to elementary and secondary students.
- Attend Committee Meetings – participate in all educational committees. Ie, KIB social committee, Kamloops Literacy, Transitions to Post Secondary, Rites of Passage, and TRU student succession to mention a few.

### **EDUCATION/TRAINING/CERTIFICATION**

- Applicants with a minimum qualification of a diploma in any human service program, with preference given to those with a bachelor degree and/or can demonstrate applicable work experience.
- Basic certificates in office administration and/or computer skills.
- Preference will also be given to candidates who are knowledgeable of the Secwepemc history language and culture.

### **EXPERIENCE**

- Minimum 3 years in the education field, with preference given to those familiar with INAC policies and procedure.
- Minimum 3 years of experience in working with Aboriginal people.

### **OTHER QUALIFICATIONS, KNOWLEDGE AND SKILLS**

- Excellent interpersonal skills
- Demonstrated ability in providing written and verbal reports
- Demonstrated ability in office or financial management
- A working knowledge of administrative procedures in regards to education funding.
- Reliable transportation
- valid class 5 drivers license
- Willingness to complete an oath of confidentiality
- Willingness to complete a criminal record check



## Lafarge Canada Inc. Award

The Lafarge Canada Inc. Award is given to select students who are leaders and role models in their school and community. We look to support students who demonstrate a balanced lifestyle and commitment to the post-secondary education of their choice.

### Eligibility

1. Must be a Kamloops Indian Band Member.
2. Must be attending a public post-secondary education institute that grants accredited degrees, certificates or diplomas; or attending a private post-secondary education institute that is accredited through the Private Post-Secondary Education Commission of British Columbia.
3. Must be a full-time student.
4. Must have received a G.P.A equivalent to C+ or higher in the previous semester or school year.

This award will be given each year to Kamloops Indian Band Member(s) who is/are currently attending a post-secondary education institute.

The following information must be included to be considered for the Lafarge Canada Inc. Award:

1. Completed application form.
2. Two Letters of Reference from a teacher or faculty member.
3. Cover letter describing why you are a good candidate for the scholarship.
4. Current official transcript of Grade 12 and/or post-secondary institute.
5. Resume
6. Essay "How important it is to reach your educational goals."  
(minimum 250 words, maximum 500)

Please send your completed package to:

Kamloops Indian Band Education Department  
Lafarge Canada Award  
200-355 Yellowhead Hwy  
Kamloops, B.C V2H 1H1

The award payment shall be a minimum of \$500.00 per year and shall be awarded by Lafarge Canada Inc. In the event that more than one member is chosen as the recipient the award will be equally divided.

For more information call (250) 828 – 9721 or (888) 710-0111.

The information in this package will be kept confidential and will be used only for the purpose of assessing the applicant's eligibility in the above award.

**Application Deadline: October 31 annually**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

**Current Address:**

**Permanent Address (if different):**

Telephone: \_\_\_\_\_ Message Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

1. Current Post-Secondary Institute Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Program/Faculty

Full-Time Student

Part-Time Student

Certificate

Diploma

Undergraduate Degree

Post-Graduate Degree

2. Financial needs will be considered, to some extent. If you wish to volunteer information for consideration, please provide details of your financial needs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Describe what led you to choose your field of study, and elaborate on your career goals.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Describe your most recent work, volunteer or community activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Outline your extracurricular activities, interest and achievements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe a challenging situation where you have shown leadership and/or teamwork at school or in your community.

7. Who is your role model and why?

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8. How do you foresee yourself in the field of your chosen study?

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9. Is there any other information that you feel is relevant that you would like to include?

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Please ensure that you have enclosed the following, as only complete application packages will be considered for the Lafarge Canada Inc. Award.

- Two Letters of Reference from a teacher or faculty member.
- Cover letter
- Official Transcript
- Resume
- Essay

The information I have provided in my application package for the Lafarge Canada Inc. Award is true and complete.

---

Signature

---

Date

---

# TK'EMLUPS TE SECWEPEMC



## APPENDIX N

### Strategic Studies Scholarship Application Form

**Deadline: October 31<sup>st</sup> Annually**

This **application and all required documents are due October 31<sup>st</sup>**. The information you provide on the Application Form must be up-to-date, accurate, and complete.

#### STRATEGIC STUDIES SCHOLARSHIP APPLICATION FORM

1. Be sure to read the application carefully, answer each question (please type or print) and sign this Application Form.
2. All applicants must complete this Application Form fully & completely.
3. All applications must be forwarded directly to:

Post Secondary Coordinator  
**Tk'emlúps te Secwepemc** Education Department  
200-355 Yellowhead Hwy.  
Kamloops, BC  
V2H 1H1

4. **Scholarship applications are due (and must be received) by October 31<sup>st</sup> of each year.**
5. If you have any questions, please contact:

- a. Amanda BigSorrelHorse, Post Secondary Coordinator — ☎250.828.9726 or ✉abigsorrelhorse@kib.ca; or
- b. Dena Jules, Education Department Manager — ☎250.314.1505 or ✉djules@kib.ca

**Please ensure that you have enclosed the following, as only complete application packages will be considered for financial assistance.**

A fully completed application package includes the following items.

1. One current Strategic Studies Application Form fully completed and signed in the designated areas, completed either manually or electronically.
2. Proof of TteS membership—copy of status card.
3. Original Official Transcripts from your present or most recent academic program.
4. Letter of Personal Introduction (max. 500 words) & (2) Letters of Reference from University Staff
5. A current Resume or Curriculum Vitae (CV).
6. Confirmation of enrolment.
7. Financial Report Form if you received an award the previous year and have not yet forwarded it to us.
8. Essay (min. 500 words, max. 1000) of your vision for our TteS community & how your current program will help achieve your vision.

**Section 1 - PERSONAL & CONTACT INFORMATION**

<b>Family Name:</b>	<b>Given Name(s):</b>	<b>S.I.N. (Must be provided):</b>		<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
		<b>Date of Birth</b>	<b>Current Age:</b>	

**Address While in School:**

**Street Address:**

<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>	<b>Telephone #:</b>
--------------	------------------	---------------------	---------------------

**Permanent/Home Mailing Address:**  Same as Above

**Street Address:**

<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>	<b>Telephone #:</b>
--------------	------------------	---------------------	---------------------

**Mailing Address you would like us to use:**

School     Permanent

**Email Address:**

**PERSONAL INFORMATION**

**Residency While in School** *(Check all that apply)*

- On my own     
  With my parent(s)     
  Student residence     
  TteS On-Reserve housing  
 With Roommate(s)     
  With spouse or common law partner     
  With child(ren)

**Current Marital Status**

- Single   
  Married   
  Common Law   
  Divorced   
  Separated   
  Widowed/Widower

**Dependants**

Number of dependants under the age of 18:     0     1     2     3     4     5     6     7 and over

List the names & ages of dependants:

	Name	Age	Mailing Address (if different than above)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Current Employment:** Currently Working:     Full Time     Part-Time     Occasionally     Not Working

**Employment while in school:** While in school, I will work part time.     Yes     No     Not Sure

**Section 2 – EDUCATION**

<b>Identify the institution you plan to attend:</b>  	<b>Is this your last year in this program?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>What year of study are you entering?</b>  <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
<b>Admission confirmed?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> I have attached a copy of my acceptance letter		
<b>Length of program (in years):</b>  <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<b>Identify the Degree/Diploma that you will receive upon graduation:</b> <input type="checkbox"/> Graduate Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Diploma <input type="checkbox"/> Other, specify: _____	<b>Year you will complete your program:</b>  
<b>Start Date of this academic year:</b> _____	<b>Finish date for this academic year:</b> _____	<b>What job/career do you hope to have when you graduate?</b>  

**Please list the last three schools, colleges or universities that you attended.**

	Name of Institution	From	To	Program (yes/no & date)	Degree/Diploma
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

**Section 3 – CURRENT PROGRAM**

School Name	Program		
Mailing Address	City	Province	Postal Code
Telephone      (      )      -      _____ Area Code      Number	Fax      (      )      -      _____ Area Code      Number		
<b>Program Enrolled in/applying for</b>			
Qualification Sought: <input type="checkbox"/> Upgrading <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Ph.D.			
Length of Program/Course as specified by the institute: _____			
Level/Year of Program You are in at present: _____		Months/Years of Sponsorship Required: _____	



Monthly Child Support	
Monthly Child Tax Benefit/Family Allowance	
Monthly Pension Income (orphan benefits, CPP)	
Monthly Social Assistance	
<b>SUBTOTAL</b> Multiply subtotal by number of months in your school year (8, 10 or 12)	
Total GST Rebates During the School Year	
Band Funding for Tuition, Books and Materials <input type="checkbox"/> Confirmed <input type="checkbox"/> Confirmation Pending <input type="checkbox"/> Funding unavailable <b>**Amounts must be provided to ensure accurate need</b>	
Band Funding for Living Expenses <input type="checkbox"/> Confirmed <input type="checkbox"/> Confirmation Pending <input type="checkbox"/> Funding unavailable <b>**Amounts must be provided to ensure accurate need</b>	
<b>TOTAL SCHOOL YEAR INCOME</b>	

### Section 5C - FINANCIAL EXPENSES

- The Jury will exercise its discretion in determining whether the expenses provided are reasonable when considering the overall shortfall forwarded by the applicant. As an example, rents vary widely from city to small town, province to province and the jury takes this into account when reviewing costs;
- The budget should cover **only the months that you are in school** (May be 8,10, or 12 months).
- If you are sharing a dwelling with someone who is not a dependant, do not include the costs for the second person.
- Use the table below to identify all of your expenses for the number of months in your program for this school year.

EXPENSE TYPE	TOTAL AMOUNT
	Length of 20__-20__ school year in months: <input type="checkbox"/> 8 month school year; <input type="checkbox"/> 10 month school year; <input type="checkbox"/> 12 month school year; <input type="checkbox"/> Other: _____
<b>SUB-SECTION A</b> Cost of Tuition/Training for School Year <b>**Must be completed even if receiving Band funding</b>  Cost of Course materials for school year: Books: _____ Equipment: _____ Supplies: _____ Fees: _____	
<b>SUBTOTAL SUB-SECTION A</b>	
<b>SUB-SECTION B</b> Monthly mortgage rent or residence cost: \$ _____	
Monthly Food: \$ _____	
Monthly Utilities: \$ _____	

Monthly Telephone: \$ _____ Monthly Internet: \$ _____ Monthly Cable TV: \$ _____	
Transportation \$ _____ Bus Pass \$ _____ Parking \$ _____ Gas \$ _____	
Monthly Toiletries, Personal Care, Laundry \$ _____	
Monthly Childcare: \$ _____	
Monthly Entertainment, Recreation: \$ _____	
Monthly Clothing \$ _____	
Mortgage Insurance: \$ _____ Car Insurance: \$ _____ Life insurance: \$ _____	

**Section 5D - TOTAL FINANCIAL NEED**

Calculate your total financial need by subtracting your total expenses from your total income.

$$\begin{array}{r}
 \$ \underline{\hspace{2cm}} \\
 \text{Total School Year Expenses} \\
 \text{School Year}
 \end{array}
 \quad (\text{minus}) \quad
 \underline{\hspace{2cm}} \quad
 \text{Total School Year Income}
 \quad = \text{equals} \quad
 \underline{\hspace{2cm}} \quad
 \text{Total Financial Need for}$$

**Section 6 - ADDITIONAL INFORMATION**

- If there are additional details that you wish or are requested to provide, please use this space to do so.
- Should you have circumstances that warrant special consideration, please specify below.
- It is important that a full explanation of your financial circumstances be available to the Jury.

## Section 7 - INVOLVEMENT & CONTRIBUTION to the TteS COMMUNITY

This is an award to encourage **TteS** Band Members to engage in studies or programs that directly contribute to our people achieving self-governance and economic self-reliance. Therefore, your involvement/engagement/participation in our community is of utmost importance as well as highlighting how your program helps our community strive toward self-governance and economic self-sustainability.

**Responses must be provided and limited to space provided. Further details can be provided in your Letter of Introduction.**

1. Where were you born? \_\_\_\_\_

2. Where did you grow up? \_\_\_\_\_

3. Tell us about your family and TteS community.

4. I participate in our community by:

6. My current program is related to our people achieving self-governance and economic self-reliability by:

### Section 8 - DECLARATION and CONSENT

My signature below confirms that:

- I am aware of the mandatory documents listed below are due October 31 of each year—no exceptions—or my application remains incomplete and will not be reviewed by the Jury:
1. One current Strategic Studies Application Form fully completed and signed in the designated areas, completed either manually or electronically.
  2. Proof of TteS membership—copy of status card.
  3. Original Official Transcripts from your present or most recent academic program.
  4. Letter of Personal Introduction & (2) Letters of Reference from University Staff (or teacher if just graduating high school).
  5. A current Resume or Curriculum Vitae (CV)
  6. Confirmation of enrolment.
  7. Financial Report Form if you received an award the previous year and have not yet forwarded it to us.
  8. Essay (min. 500 words, max. 1000) of your vision for our TteS community & how your current program will help achieve your vision.
- I have read and fully understand this application form and I have provided answers to **all** questions which apply to me.
- I certify that all information contained on this form is true and correct. I understand that any false statements intentionally given on this application, by email, or telephone will disqualify my application and will affect my ability to access future funding.
- I hereby give consent that TteS Education Department is authorized to release my contact information to TteS's sponsors (including name, telephone number, e-mail, mailing address and/or resume), so that they may contact me personally.
- I hereby give consent for TteS Education Department to use/publish my name and relevant information on TteS's website, in TteS's newsletter, for promotion, marketing, advertising, or in sponsor communications.
- I am holistically healthy as defined in Section 12.6 the TteS Post Secondary Policy and Procedure Manual.
- If I have not done so previously, I am attaching a Financial Report Form and supporting documents for the last award I have won (if applicable).
- I acknowledge that if my application package does not include all the required documents my application will be deemed ineligible. I also recognize that it is my responsibility to ensure that all supporting documents are post dated and/or received by the TteS office by the deadline.**

Applicant's Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
*For Internal Use Only*

\_\_\_\_\_  
Received by  
(please print name)

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Post-Secondary Education Coordinator Signature

# TK'EMLUPS TE SECWEPEMC



## APPENDIX N Strategic Studies Scholarship Financial Reporting Form

### PERSONAL & PROGRAM INFORMATION

Name of Student: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of College/University: \_\_\_\_\_

Year of Study: first second third fourth fifth other: \_\_\_\_\_

Is this the final year of your field/program of study? yes no

Amount of **TteS** Strategic Scholarship award received: \_\_\_\_\_

### REPORT SUBMISSION

I am submitting this financial report within one month of the end of my year of study.

OR

I am submitting this financial report with my application for financial assistance to continue my field of study.

Drop off or mail this form to:

**Post Secondary Coordinator**  
**Tk'emlúps te Secwepemc** Education Department  
200-355 Yellowhead Hwy.  
Kamloops, BC  
V2H 1H1

**FINANCIAL ACCOUNTING**

I am attaching copies of the receipts which total the amount of the financial assistance I received

The funding was used to cover the following expenses during the school year:

- Mandatory School Fees (i.e. student assoc., library, health, other: \_\_\_\_\_)
- Course Materials (equipment, supplies, other: \_\_\_\_\_)
- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Tuition Costs | <input type="checkbox"/> Textbooks      | <input type="checkbox"/> Internet      |
| <input type="checkbox"/> Rent          | <input type="checkbox"/> Food           | <input type="checkbox"/> Clothing      |
| <input type="checkbox"/> Utilities     | <input type="checkbox"/> Transportation | <input type="checkbox"/> Childcare     |
| <input type="checkbox"/> Recreation    | <input type="checkbox"/> Telephone      | <input type="checkbox"/> Debt Payments |
| <input type="checkbox"/> Personal      | <input type="checkbox"/> Other: _____   |  |

**ACADEMIC TRANSCRIPTS OF MARKS**

I am attaching a copy of my most recent official academic transcripts of my final marks/grades for the above mentioned program of study. If this information is not available at this time, it may be forward the **TteS** Education Department as soon as it becomes available.

I acknowledge that if I DO NOT forward my most recent official transcripts to the Education Department, future funding for this scholarship may not be available to me.

**BRIEF DESCRIPTION OF YOUR YEAR OF STUDY**

**WHAT WAS MOST CHALLENGING? WHAT YOU ENJOYED THE MOST? WHAT YOU LEARNED?**

**SIGNATURE & DATE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

## APPENDIX O

### Employee Conduct and Confidentiality

All personnel working on behalf of the organization will protect the confidentiality of any information acquired from a client during the conduct of their duties. Confidential information may be disclosed only when the client has authorized such disclosure, or in accordance with applicable laws. In any event, disclosure for legal reasons shall not occur before consultation with the (CEO) of the organization. (Any possibility of legal disclosure must be known to clients.) Violation may result in suspension or dismissal. Note: The policy specifies that the duty to keep information confidential continues even after employment ends.

### Code of Ethics

This organization is dedicated to serving our clients. It is important that all employees be aware of their responsibilities to the clients, the organization, fellow employees, and to the Band. Therefore, the following guidelines pertaining to conduct and ethics shall be respected by all employees.

- During work hours, employees must: devote themselves to their duties of employment; be prompt, courteous, and temperate in their performance; and adhere to the policies and procedures of the organization.
- Employees shall carry out the duties of their positions conscientiously, loyally, and honestly, remembering that the primary work task is to serve our clients and meet the goals of the organization.
- Employees shall respect the integrity and dignity of the organization, its programs, staff, and all other affiliated agencies.
- Employees shall conduct themselves, while on duty and in public, in a manner that will bring credit to themselves and the organization.
- Employees shall work continually towards self-improvement through self-evaluation and training.
- Employees shall use information obtained on the job for the intended purpose only, and not for their own personal interests or those of other persons.
- Employees shall be on the job punctually each day unless there is a valid reason for absence or lateness, in which case the employee will contact his/her immediate supervisor at the start of the working day and give an indication of when s/he expects to return to work.
- Employees shall use their own initiative to find ways of doing their work more efficiently and economically.
- Employees shall follow instructions attentively and cooperate with their supervisor.
- Employees shall maintain a satisfactory standard of dress and general appearance appropriate to their duties.
- Employees shall use equipment, property or supplies which are owned, leased or rented by the organization for authorized purposes only.
- Employees shall protect and care for all property entrusted to them and report to their relevant supervisor any faulty equipment which requires repair.
- Employees shall not engage in public criticism of other employees or the approved policies of the organization.

- Employees may recommend to their supervisor, within their sphere of responsibility, changes of policy which s/he believes appropriate.
- Employees shall not be under the influence of alcohol or drugs while on duty.
- Employees shall respect the confidentiality of all records, materials, and communication concerning clients and disclose official information only when publication has been authorized by their supervisor.
- Employees shall refuse any fees, gifts, or other tangibles offered to them in a reward for duties performed by virtue of their appointment, with the exception of cultural offerings.
- Employees shall serve clients with loyalty, determination and the maximum application of professional skill and competence. *Employment Handbook for First Nation Schools, revised edition June 2007, FNSA, p. 16, 17*

As an education department employee, I agree to uphold the employee conduct, confidentiality and code of ethics listed above.

**Staff signature:** \_\_\_\_\_

Administrator: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

*“Let us put our minds together and see what life we can make for our children”. ~ Sitting Bull*