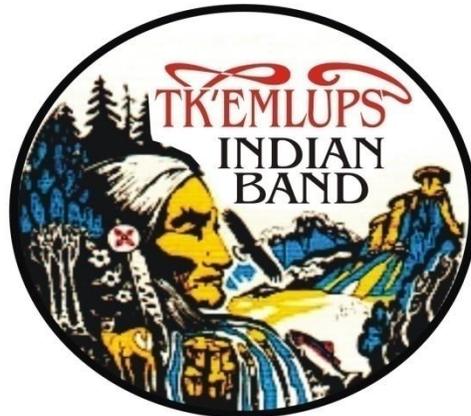


TK'EMLÚPS TE SECWÉPEMC



TK'EMLÚPS TE SECWÉPEMC POST SECONDARY POLICY & PROCEDURE MANUAL

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1 PREAMBLE

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

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

NOW THEREFORE the Council of the Tk'emlúps te Secwépemc (Kamloops Indian Band) hereby enacts the following TteS Post-Secondary Policy and Procedures Manual.

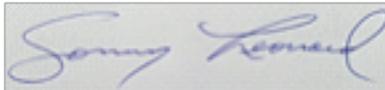
Adopted on this 1st day of February 1, 2021.



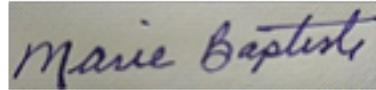
Chief Rosanne Casimir



Councillor Jeanette Jules



Councillor Sonny Leonard



Councillor Marie Baptiste



Councillor Katy Gottfriedson

Councillor Thomas Blank



Councillor Justin Gottfriedson

The Tk'emlúps te Secwépemc Policy and Procedure Manual

- Applies to all students to whom we provide funding. The Post-Secondary Review Committee developed the Manual and Chief and Council ratified it in 2006; on April 28, 2010, November 6, 2012, November 26, 2013 and February 1, 2021. It is to be revised every two years or as needed with any changes from Indigenous Services Canada (hereinafter called ISC) National Post-Secondary Education Guidelines.
- Monitors the program delivery of the post-secondary education program and its services. Staff from our department and from ISC may provide students with additional information upon request.
- Deals with the funding agencies that sponsor our post-secondary education program, ISC and TteS, this also includes the Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation (UCEP).

2.0 DEFINITIONS

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

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

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

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

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

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

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

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

Dependent Spouse (including Common-Law Partner): A dependent spouse may be verified through submission of the 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 online. 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 ISC in granting certificates, diplomas, or degrees.

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 the Community Services Department and dependent upon availability of funds.

Full-time student: Refers to an Education Department sponsored student who takes at least four (4) credit courses per semester or 12 credit hours. For Students with disabilities, as defined by the Post- Secondary Institution, must be enrolled in a minimum 3 courses.

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

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

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

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

ISC: Indigenous Services Canada

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

Living in Major Cities Allowance: Refers to a financial addition to a post-secondary student 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 withdraw from their studies for medical reasons.

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

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

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

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

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

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

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

Wait List: Is defined as a compiled list of TteS students who have submitted all required documents for post-secondary education funding, and as funding becomes available these students will be contacted accordingly.

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

3.0 PHILOSOPHY, VISION & MISSION STATEMENT

3.1 Philosophy

It is the philosophical approach of this department to blend quality education programs and services and Secwepemc culture and language. Our mandate is to consistently develop, deliver and advocate for innovative programs, and services to better equip our membership for self-sufficiency and better quality of life by promoting positive educational, training, cultural, linguistic and employment experiences.

3.2 Vision

We have a vision of our members accessing quality education and training. We will ensure that the goal of quality, holistic education and training, as defined by our members, and attained through complete jurisdictional autonomy over our programs, will be achieved in a spirit of collaboration, respect, sharing and commitment. We have a vision of an educated, trained, gainfully employed, Secwepemc speaking, unified community that actively promotes and practices our culture, values, and traditions.

3.3 Mission Statement

The Tk'emlúps te Secwepemc Education Department exerts full jurisdiction over the education, training, culture, and language of our people. This will be accomplished by advancing the interests of our members regarding matters of education while respecting our Secwepemc identify, beliefs and values and revitalizing our culture and language.

4.0 PROGRAM OBJECTIVES

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

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

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

4.1 The Post-Secondary Student Support Program (PSSSP)

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

4.2 University College Entrance Preparation (UCEP)

The objective of UCEP is to provide financial support to TteS band members who are enrolled in UCEP programs, offered in Canadian post-secondary institutions, to enable them to attain the academic level required for entrance to certificate, diploma and degree university programs.

4.3 Eligible Post-Secondary Institutions

These institutions are defined as certificate, diploma and degree 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.

4.4 Post-Secondary Education

Is a program of studies offered by a post-secondary institution which includes at least one (1) 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.

4.5 Eligible Students

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

1. A registered Indian with Tk'emlúps te Secwepemc.
2. Accepted by an eligible post-secondary institution into programs such as UCEP, certificate, diploma, degree, or a Trades and Training Program.
3. Maintain continued satisfactory academic standing (meeting program requirements as set by the Post-Secondary Institution) and/or TteS Post-Secondary requirements of a minimum letter grade of C as defined by the attending Post-Secondary Institution.

5.0 POST-SECONDARY EDUCATION FUNDING FROM ISC AND TTES OWN SOURCE REVENUE CONTRIBUTION

ISC shall confirm its authorities to enter into an agreement with the **Tk'emlúps te Secwépemc** to fund the proposed activities. It is expected this funding agreement will be ongoing; therefore,

TteS is required to provide a complete review of its accountability and management processes and systems.

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

- Have graduated and are eligible to receive funding through our graduation incentive program.
- Are enrolled in accredited programs that directly benefit the TteS Community, with their education contributing to the vision of “our members accessing quality education training.”
- In some circumstances, a letter may be submitted to the Post-Secondary Review Committee to request support for programs that do not meet post-secondary criteria. Students may apply for fifty (50) % of the cost of annual tuition to a maximum of \$10,000.
- TteS members will be encouraged to apply for scholarships, bursaries, and sponsorship from other funding agencies to off-set additional educational expenses.
- Registration, Certificate and/or Honorary Credentials are defined as professional designations which provide TteS members with the ability to directly contribute to the Tk’emlúps te Secwépemc in achieving self-governance.

5.1 Post-Secondary Student Support Program (PSSSP) of the Tk’emlúps te Secwépemc

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

5.2 Limits of Assistance can be provided at four (4) levels of post-secondary education

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

University College Entrance Program	Level 2 Certificate/Diploma	Level 2 Undergraduate Degree	Level 3 Graduate Degree	Level 4 Doctoral Programs
One academic year as defined by the post-secondary institute	20 months maximum , a program no less than one academic year; trades and training min 6 months	40 months maximum , the student must remain in good standing with the institute	20 months maximum , the student must remain in good standing with the institute	40 months maximum, the student must remain in good standing with the institute
No extensions	1 yr. extension granted if approved by Dept. Dean	1 yr. extension granted if approved by Dept. Dean	1 yr. extension granted if approved by Dept. Dean	1 yr. extension granted if approved by Dept. Dean
Tuition & student fees	Tuition & student fees	Tuition & student fees	Tuition & student fees	Tuition & Student fees
Book allowance: f/t @ \$600/sem. p/t @ \$300/sem.	Book allowance: f/t @ \$600/sem. p/t @ \$300/sem.	Book allowance f/t @ \$600/sem. p/t @ \$300/sem.	Book allowance f/t @ \$600/sem. p/t @ \$300/sem.	Book allowance f/t @ \$600/sem. p/t @ \$300/sem.
Living allowance: See Section 4.2.2 Living Allowance	Living allowance: See Section 4.2.2 Living Allowance	Living allowance: See Section 4.2.2 Living Allowance	Living allowance: See Section 4.2.2 Living Allowance	Living Allowance: See Section 4.2.2 Living Allowance
Tutoring: any PSE student/band member may apply, a maximum of \$500/year	Tutoring: any PSE student/band member may apply, a maximum of \$500/year	Tutoring any PSE student/band member may apply, a maximum of \$500/year	Tutoring: any PSE student/band member may apply, a maximum of \$500/year	Tutoring: any PSE student/band member may apply, a maximum of \$500/year

For more information on Limitations of Assistance, refer to section 5.4, pg. 16.

Emergency/medical/bereavement assistance: Please contact the TteS Community Services Manager to access assistance for these services.

5.2.1 Eligible Tuition & Student Fees

Please Note: Every student is **NOT** entitled to the maximum allowable payment per student from ISC. TteS has a limited budget which strives to fund as many students as possible annually. The maximum amount was established to ensure 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.

5.2.2 Living Allowance

Students and their dependents can receive funding to help them pay their living expenses while they are attending a post-secondary institution. Students with dependents may be required to submit a copy of their Child Tax benefit statement, and/or Income Tax return or other supporting documentation which verifies proof of dependents. TteS strives to parallel the regional living allowances established by the Canada Student Loan Program (CSLP).

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

Number of Dependents	Amount Payable
(0) Zero dependents	\$1150.00
(1) One dependent	\$1550.00
(2) Two dependents	\$1700.00
(3) Three dependents	\$1850.00
(4) Each additional dependent	\$150.00
(5) Part-time students	Pro-rated living allowance (see section 4.25, pg. 14)

5.2.3 Childcare Costs

While Childcare is now considered as an eligible expenditure, students are expected to apply for the “Affordable Child Care Benefit” (<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>) prior to submitting a Child Care claim to the TteS Education Department. Funding for childcare is **based upon available funding**. Students are expected to find other sources of funding to cover childcare costs.

5.2.4 Travel

Travel support does not include moving expenses such as the removal of household effects. Students may select any recognized post-secondary institution for their studies. However, travel support is normally restricted to the travel costs to the Canadian post-secondary institution nearest to the student’s place of residence which offers the least expensive comparable program. Students living away from home are eligible for travel support to/from their Post-Secondary Institute. Travel support forms can be obtained from the Post-Secondary Education Coordinator or the TteS Website: <https://tkemlups.ca/files/2019/05/Travel-Support-Form-2019.pdf>. TteS strongly encourages the most economic means for travel. **Travel support is based upon available funding**.

5.2.5 Students Living in Major Cities

Students living in major cities are eligible for an additional \$100.00 per month to meet the high cost of living. (Cities with a minimum population of 200,000, or where the cost of living is significantly higher than the City of Kamloops.)

5.2.6 Part-time Students

As defined by the post-secondary institution being attended, part-time students are now eligible to receive assistance for a pro-rated living allowance, tuition, travel, compulsory fees, and fifty-percent (50%) of the maximum amount allowed to full-time for books and supplies. However, **this is based upon available funding**. Pro-rated living allowance would be proportional to a student’s course load. For example, a part-time student taking one (1) course, whereas a full-time student is registered in four (4) courses. Therefore, a part-time student would be eligible to receive one-quarter of the living allowance that a full-time student receives. Part-time students who are employed more than twenty (20) hours per week are ineligible to receive living allowance.

5.2.7 Study Abroad Programs

1. Funding is subject to availability of funds.

2. Students must have completed:
 - One (1) academic year of Post-Secondary Studies, and
 - Be in good academic standing with a minimum grade of C+ or higher (as defined by the post-secondary institution).
3. Tuition will be paid to the allowance amounts in Canadian currency to a maximum of \$5,000 per semester.
4. Limited funding is available for students who wish to attend an eligible post-secondary institute outside of Canada. It is the student's responsibility to provide documentation that course creds are transferable to a Canadian Post-Secondary Institution.
5. Education assistance will not be greater than those paid to students attending a Canadian post-secondary institute offering the same program.
6. Students are required to seek their own alternative funding sources for costs over and above the amount supported by TteS.
7. Assistance for students participating in student exchange programs will be paid the same as those attending a Canadian institution, therefore students are required to seek alternative funding sources.
8. All funds will be issued in Canadian currency and does not account for the exchange rate of the Country the student will be travelling to.
9. Study abroad students are expected to apply for bursaries/scholarships to offset financial costs.

5.2.8 Student Loans

1. TteS will not reimburse students who receive Canada Student Loans.
2. Students must maintain a C+ average (as defined by their post-secondary institution) to be given priority for post-secondary education funding in the next fiscal year.
3. All post-secondary students are eligible to apply for a Canada Student Loan to offset their costs of living and education; however, **TteS** will not be responsible for reimbursing student loans.

5.2.9 Students with Disabilities

Students with disabilities are required to submit all documentation to the postsecondary institution so they may obtain required supports available from the institute. Students with disabilities must enroll in a minimum of three courses per semester however, in some

circumstances, two courses may be approved in collaboration with the Post-Secondary Coordinator and the Post-Secondary Institution. On a limited basis, the maximum number of student months is not applicable. Students with disabilities are encouraged to meet with the Post-Secondary Education Coordinator with their individual needs considered on a case-by-case basis.

5.3 University and College Entrance Program (UCEP)

Students must meet with an academic advisor to register into a UCEP Program which ensures, upon completion of the program, the student will meet the entrance requirements of a regular Post-Secondary program.

5.3.1 Limits of Assistance

- a) For all UCEP students, the maximum time limit for financial assistance is one (1) academic year, (as defined by the post-secondary institution) or in the case of part-time studies, the equivalent of one academic year. Financial support for the next semester is subject to receipt of official transcripts from the institution which confirms successful completion of the first semester
- b) Students who become eligible for support and who have previously completed a portion of post-secondary studies without support from this program will receive support for the balance of their program in accordance with the policies set out in this manual.
- c) Students are required to meet with an academic advisor and submit documentation to the Post-Secondary Education Coordinator which verifies the student is working towards an Adult Dogwood Diploma, or prerequisites for entrance into the student program of choice before funding will be granted.
- d) UCEP students must be enrolled in a minimum of four (4) accredited courses (or 12 credit hours) per semester to be eligible for post-secondary funding.

5.3.2 Level 1 and 2 Funding

Students applying for level 1 and level 2 funding must submit documentation that a grade 12 prerequisite is required for entrance into the program. Students must be enrolled in at least four (4) accredited courses (or 12 credit hours) per academic semester to be eligible for post-secondary funding.

5.4 Limitations of Assistance

- a) The maximum amount payable per full-time students under PSSSP or UCEP cannot exceed the amounts listed in the PSSSP or UCEP National Program guidelines.

- b) The actual amount of funding will depend on the overall amount of funding in the program and the number of recipients selected.
- c) Student support will not exceed the limits established for level 1 and level 2 post-secondary funding.
- d) Students who change programs within level 1 and level 2 will have the academic years counted towards the maximum number of student months (40). Prior to changing programs, students must demonstrate they can complete their program within the 40-month maximum timeframe.
- e) In special circumstances, assistance for an additional degree at the bachelor's degree level may be approved, if it is a prerequisite for entrance into a graduate program
- f) Post-Secondary funding may be approved for a one-year extension if approved by the Dean or Head of the Department and/or substantiated by medical or other relevant documents.
- g) Students who have completed level 2 funding, with or without funding from TteS are ineligible for level 1 assistance from TteS.
- h) Students who withdraw from level 2 studies may receive assistance for level 1 studies but may not exceed the allowable amount of student months allocated within level 1 funding (20 month maximum).
- i) If a student changes programs within one of the levels, the academic years used for each program will be counted for continued post-secondary funding 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.
- j) Under special circumstances, students may receive full-time post-secondary funding for the summer semester, once during their undergraduate degree program.

5.4.1 Distance/Online Education Students

Students may obtain tuition, books and supplies, travel, tutorial and living allowances. An eligible student must be enrolled in at least (4) accredited courses or 12 credit hours per academic semester and meet all other criteria for obtaining post-secondary education. Students taking distance/online courses are expected to **stay paced** with those students in classroom-based learning environments.

5.4.2 Full-Time Students

Full-time students may obtain tuition, books, supplies, travel, tutorial and living allowance if they are registered in a minimum of four (4) accredited courses or 12 credit hours per semester. In some circumstances the Dean of the Department or Department Head may write a letter stating they recognize the student to be enrolled in full-time studies. The maximum number of student months will remain the same.

5.4.3 Part-Time Students

As defined by the post-secondary institution being attended, part-time students may receive assistance for living allowance, tuition, compulsory fees, and fifty-percent (50%) of the maximum amount allowed to full-time for books and supplies. Part-time students are eligible for a pro-rated living allowance and travel; however, this is **subject to availability of funding**. Pro-rated living allowance would be proportional to a student's course load. For example, a part-time student takes one (1) course, whereas a full-time student is registered in four (4) courses. Therefore, the part-time student is eligible for one-quarter of the living allowance that a full-time student receives. Part-time students who are employed more than twenty (20) hours per week are ineligible for living allowance.

5.4.4 Students in Study Abroad Programs

Are students who attend eligible Post-Secondary Institutes in other countries, may be eligible as per "Study Abroad Programs." Approval is subject to availability of funding and only if the program is accredited through a sponsoring institute and/or transferrable to Canada. Students must have completed one (1) academic year of post-secondary education and be in good academic standing achieving a minimum letter grade of C+ as defined by the post-secondary institute.

5.4.5 Trades and Technology and Training Apprenticeship Programs

For TteS to sponsor students participating in Trades and Technology and Training Apprenticeship Programs, ISC requires that:

- i. students be registered in an **eligible** post-secondary institute
- ii. the program must have a **grade 12** prerequisite
- iii. the program must continue for at least **6 to 8 months**
- iv. Because **TteS** provides own source revenue to our funding allocation, special consideration is granted for those students previously funded – Trades students can submit applications throughout the year when their next level of apprenticeship training is required.

- v. Trades and Training Programs less than 6 months may be eligible for short-term funding and required to contact the TteS Trades and Training Coordinator.

5.4.6 Post-Baccalaureate Program

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

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

5.5 Level 3 & 4 Graduate Programs

1. Students in a Masters/Doctorate/Ph.D. program, are eligible for funding under the PSSSP provided they are attending a program that is eligible, as defined in section 4.3 of the PSSSP-UCEPP National Program Guidelines. Note that section 6.2 of the National Program Guidelines sets the typical maximum amount that a student can receive per year. **The actual amount of funding will depend on the overall amount of funding in the program and the number of recipients selected.**
2. Students who have completed a master's degree program, with support from **TteS** are not eligible for Level I, II or III support. Students who have completed a master's degree program are eligible for Level IV support towards a Doctorate Degree.
3. Students who resume Level III studies after withdrawing, will have the previous support amounts received subtracted from total available months.
4. Students who change programs within level I, II, III, and IV will have the academic years counted towards the maximum **number of student months**.
5. 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.

5.6 Academic Achievement Incentive

In recognition of academic achievement, TteS may award incentives to full-time students in Level I, II & III programs and who have achieved a 3.0 grade point average or higher as defined by the post-secondary institution). Pending availability of funding, incentives are issued once per

year, after successful completion of the Fall Semester. Incentives will be issued in January upon receipt of official transcripts).

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

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

The **Tk’emlúps te Secwépemc Education Department** may provide the types of incentives listed in this section. Graduating students (whether they received post-secondary funding or not) may be awarded one Graduation Incentive and one Academic Achievement Incentive per academic year.

5.6.1 Graduation Incentives

Graduation Incentives	Education Department Contribution	Chief & Council Contribution	Total Incentive
Adult Dogwood Diploma	\$200.00	\$300.00	\$500.00
Certificate	\$300.00	\$400.00	\$700.00
Diploma	\$500.00	\$600.00	\$1100.00
Bachelor’s Degree	\$1,000.00	\$1,250.00	\$2250.00
Post-Baccalaureate	\$500.00	\$750.00	\$1250.00
Master’s degree	\$1,500.00	\$2,000.00	\$3500.00
Doctorate Degree	\$2000.00	\$3000.00	\$5000.00

5.6.2 Annual Graduation Awards Banquet

The TteS Education Department and Chief and Council recognize student achievements annually at the TteS Student Awards Banquet hosted in June of each year. Upon confirmation from the

post-secondary institution, and upon submission of official transcripts, students are eligible for a graduation incentive.

5.7 Travel

Full-time funded students who must travel from their place of ordinary residence to attend their Post-Secondary Institution may be eligible to receive financial support for the cost of *two* return trip(s) each year.

When applying for travel assistance, students are expected to use the most economical means of travel possible. Students wishing to apply for travel assistance must complete a *Travel Support Form* at least 4 weeks in advance.

Students taking courses through online/distance education and required to travel to another location to complete exams, etc. can be eligible for travel support. Whenever possible, students should request accommodation (such as taking the exam in the local school under the supervision of a teacher or school principal) to minimize the cost of travel. **Travel support is based upon available funding.**

6.0 STUDENT SELECTION PROCESS MUST BE DONE FAIRLY, EQUITABLY & RESPECTFULLY

6.1 The Post-Secondary Review Committee

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

- May
- November
- When Required

The committee is comprised of 5 TteS Staff members as follows:

- Education Manager
- Post-Secondary Education Coordinator
- 1 staff from the Finance Department
- 1 staff from Community Services
- The councilor portfolio holder for education or as needed, the secondary portfolio holder.

A budget forecast is completed to ensure we remain within the funding allocation from ISC and own source revenue contribution.

6.2 Funding is based on the following set of priorities:

6.2.1 First priority: Continuing Students whom TteS is currently funding and who have met the requirements described in this manual; students **must apply by April 30th** for Fall/Winter Semester and **November 15th** for Winter/Spring Semester.

6.2.2 Second Priority: Grade 12 graduates and/or UCEP graduates who have completed the requirements to receive a Dogwood Diploma.

- Students with leaving school certificates must apply for University College Entrance Programs
- Grade 12 graduates may take a maximum of one-year off before pursuing post-secondary education. Grade 12 students wishing to take a year off are required to notify the Post-Secondary Education Coordinator in writing or via email.

6.2.3 Third priority – Students intending to pursue a master’s, doctoral or Ph.D. degree and **pending** availability of funds.

6.2.4 Fourth priority are students that have been waitlisted. Pending availability of funding, waitlisted students are required to submit a complete post-secondary application and relevant documents each year.

See below:

- Students who have self-funded their post-secondary education programs, through EI, Student Loan, bursaries, scholarships.
- Students who have submitted a Post-Secondary application the previous year.
- Students on **Approved Medical Leave** and are ready to resume their program must submit a doctor’s note to the Post-Secondary Coordinator which confirms they are fit to resume their studies prior to the April 30th application deadline.

6.2.5 Fifth priority is new students. If the student normally resides on reserve and willing to return for employment purposes.

New students must submit the following:

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

6.2.6 Sixth Priority are students who live off reserve and unwilling to return for employment purposes.

6.2.7 Applicants Who are Ineligible

1. Incarcerated band members are **not** eligible for post-secondary funding.
2. Members who are in debt with the **Tk'emlúps te Secwépemc (\$2,500 or more)** are not eligible for post-secondary financial assistance as per BCR# 00-63 dated June 19, 2000. Funding may become available if a student has entered into an Arrears Agreement as defined below.

6.2.8 Arrears Agreement

- 2) Minimum Arrears Payment. An Arrears Agreement cannot be for a period longer than 3 years and the balance must be zero at the end of the 3-year period.
 - \$60 minimum per month for a student with Arrears of equal to or less than \$2000.
 - \$150 minimum per month for a Student with arrears of between \$2,000.01 and \$5,000.
 - \$250 minimum per month for a Student with arrears greater than \$5,000.01.
- b) Students (full-time or part-time) who are also TteS employees or contractors doing work for TteS, or who are otherwise on the TteS payroll are required to have their Arrears garnished at a rate of 20% from their pay or payment.

The Post-Secondary Coordinator is responsible for:

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

7.0 STUDENT RESPONSIBILITIES

To be eligible for post-secondary funding from the **Tk'emlúps te Secwépemc Education Department**, student applicants must:

1. Submit official transcripts 4-6 weeks after the end of each semester.
2. Submit official transcripts showing they remain in good academic standing with the institute (a minimum final grade of C or higher, as defined by the post-secondary institute); submitting after the deadline may affect funding decisions.
3. Submitted documents are routinely verified and if there is evidence of falsified or withheld documents, the student will lose their funding and/or any further application for Post-Secondary education will be denied.
4. Have not exceeded the maximum funding months available for their program. (Refer to Section 4.2, pg.11, Limits of Assistance)
5. Be in good financial standing with TteS and not be in financial dept. With reference to Band Council Resolution (BCR) #00-63, dated June 19, 2000, TteS members who owe a debt to the band are ineligible for funding, until an Arrears Agreement is signed. See Section 5.2.8, pg. 23.
6. Be familiar with this Post-Secondary Policy and Procedures 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.
7. Demonstrate maturity, responsibility, and commitment to their personal development so they may attain their educational and career goals in a timely manner. The Post-Secondary Coordinator must be informed of any such developments.
8. Meet the application deadlines: The deadline for Fall Semester is April 30th annually, and the deadline for Winter Semester is November 15th annually.
9. Submit a Student Self-Evaluation form when requesting continued assistance:
 - a. Keep the Post-Secondary Coordinator informed of academic progress and apply in writing if assistance is required, i.e., tutoring, medical withdrawal, and program extension. Course withdrawals must be done prior to the cut-off date established by the post-secondary institute; it is the responsibility of the student to be aware of these deadlines.
10. All students (full-time/part-time) are required to provide course registration which demonstrates they are enrolled in either full-time or part-time studies, as defined by the Post-Secondary Institution. Students with confirmed disabilities may enroll in three (3)

courses or in some circumstances two (2) courses. Refer to Student Disabilities, Section 4.2.8, p.15.

11. TteS does not pay for duplicate courses, therefore it is the students' responsibility to cover the cost of previously funded courses

12. Students are required to seek alternative funding if they plan to study abroad and the tuition fees exceed **\$5,000.00** CAD/semester. Students are responsible for the difference.

13. Follow lines of authority, as set in the appeal process section.

14. Provide the **Education Department** with a waiver if the student is a minor (under 19 years of age) or has special needs so the Post-Secondary Coordinator may discuss his/her education with his/her legal guardian/s. Whenever possible, **students are expected to be mature, responsible and act on their own behalf.**

15. The **Education Department** does not pay for student health benefits; therefore, it is the student's responsibility to **"opt"** out of the University's Student Health/Dental plan by the deadline set out by the post-secondary institution.

16. Develop and maintain mutually respectful working relationships between the student and the Post-Secondary Coordinator and the TteS.

17. Notify the Post-Secondary Education Coordinator of any part time employment; maintain satisfactory academic standing while undergoing paid work. An employed student may work up to a maximum of 20 hours per week. If the student exceeds 20 hours per week, they will no longer be eligible to receive living allowance. This policy excludes Co-Op students.

18. Attendance – Students must maintain 90% or higher in all classes, lectures, laboratories, and seminars in each subject for which they are receiving funding.

- **In cases of epidemics or pandemics, each case shall be reviewed by the Post-Secondary Coordinator and Education Manager.**

19. Self-Evaluation: funded students are required to write a self- evaluation at the end of each semester, including their observations and reflections of their learning.

20. Probation: Students will be placed on academic probation if:

- The student's GPA falls below a C- as defined by the Post-Secondary Institute
- Is placed on academic probation by the post-secondary institute. If this occurs, students must notify the Post-Secondary Coordinator in writing or via email within five business days.
- The student may have their funding suspended pending severity of misconduct (i.e. unauthorized withdrawal from minimum course load, not attending classes, etc.).
- Students are required to pay for their own tuition costs if they must repeat a course to graduate from their program.

21. Students are required to repay all monies if they fraudulently obtained post-secondary funding

8.0 LOSS OF EDUCATION ASSISTANCE & REINSTATEMENT

Students who are placed on academic probation by the Post-Secondary Coordinator and/or the post-secondary institute for two consecutive semesters, will lose their post-secondary funding. Students who lose post-secondary funding will be required to:

- a) Refund TteS all monies received for the semester which resulted in loss of post-secondary funding; however, students who acquired post-secondary education funds fraudulently will not be eligible for further funding until they have repaid the entire amount to TteS, **or**
- b) Provide official transcripts to **TteS verifying that he/she has paid for their educational costs** for two semesters (equivalent to the amount the student received funding for) and are in good academic standing with the post-secondary institute.
- c) TteS will **NOT** reimburse students who have funded themselves.
- d) When in good standing with TteS, students may re-apply for post-secondary funding by **April 30th**
- e) The TteS Education Department recognizes that each student's situation is unique, and their circumstances will be reviewed on a case by case basis. Students that submit supporting documents from the Post-Secondary Institute, in addition to a Doctor's note should have the probation for that semester waived.

8.1 Tutoring:

- Students are eligible to receive tutoring assistance to a maximum of \$25/hour; and \$500 per academic year.
- Students are encouraged to utilize peer tutors and resources available from the Post-Secondary Institute
- Funding is subject to availability
- Students are encouraged to see an academic advisor or First Nation counselor to obtain required assistance
- Students may apply for tutoring to help complete their graduation requirements.

8.2 Course Withdrawals

When a student withdraws from a course for any reason other than medical withdrawal, this must be reported immediately to the Post-Secondary Education Coordinator. **Students are required to withdraw by the Institutes deadline and are responsible for the amount owing from the withdrawn course.** Special consideration may be granted to students because of extenuating circumstances.

8.3 Medical Withdrawals

1. Students must provide the Post-Secondary Education Coordinator with all appropriate documentation with their request for a medical withdrawal. (Available on the Tk'emlúps te Secwepemc website or contact the Post-Secondary Education Coordinator).
2. Students must ensure all required documentation is submitted to the post-secondary institute (see institutes policy on medical withdrawals)
3. The reason for the withdrawal must be documented by a qualified medical practitioner. Any fees charged by the physician in completing the Medical Withdrawal Form is the responsibility of the student and will not be reimbursed by the TteS Education Department.
4. Funding eligibility will be held in accordance with the estimated recovery time needed as documented by the physician.
5. Students must submit their completed post-secondary application forms and all relevant documentation including a medical clearance by April 30th.
6. In the event of an unauthorized withdrawal, funding will be discontinued, and any payments made must be paid back by the student before additional funding will be considered.

9.0 RESPONSIBILITIES OF THE EDUCATION DEPARTMENT

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

9.1 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 to 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. These plans are presented at the joint Chief and Council and **Education Manager** strategic planning sessions. Student data will be put into graphs for our annual report so we may track how post-secondary students are doing. The Post-Secondary Coordinator is responsible for input.

9.2 Policy Review

The Post-Secondary Policy and Procedure Manual will be reviewed by the Post-Secondary Review Committee every two years (or as required) and submitted to Chief and Council for ratification.

- This policy is posted on our website: <https://tkemlups.ca/departments/education/>. ISC National Post-Secondary Guidelines are posted on their website <http://www.aadnc-aandc.gc.ca>.

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

9.3 Ethics & Accountability

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

-
- be honest, open, fair and respectful;
 - act in the best interests of *TteS* and our students;
 - exercise care and diligence in all matters;
 - keep updated on relevant policies and procedures from *TteS*, Service Canada, Canada Student Loan and ISC national post secondary guidelines
 - adhere to the code of ethics and the oath of confidentiality in effectively managing this program; and
 - ensure our policies and procedures are made public and are posted on *the TteS* website.

9.4 Conflict of Interest

- A conflict of interest would prejudice an individual's ability to perform their 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).
- The **Education Department** Staff, Post-Secondary Review Committee and Chief and Council are expected to conduct themselves with the highest level 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.

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

- If any **Education Department** staff or designated affiliate has any direct interest that might be affected by, or might reasonably be perceived to be affected by, any action under consideration by the panel or committee, that member or attendee is **required to make a public declaration, or**
- Highlight written declaration in advance of the meeting if possible, of the existence of such interest to the **Education Manager** immediately. If the employee does not follow proper procedure and the application is approved, the decision must be reversed.

Please note that to safeguard conflicts of interest, two signatures are required on sponsorship letters and cheque requisitions. One signature is required from the **Education Manager**, and the other from the Post-Secondary Coordinator.

9.5 Post-Secondary Education Coordinator Responsibilities

- The Post-Secondary Coordinator must adhere to the lines of authority and may only discuss Post-Secondary Education issues with the Education Manager.
- Where the Education Department recognizes that there has been substantial impact or limitations to the Post-Secondary budget, or realizing its overall vision, the Education Manager will report to Chief and Council and request financial support from the finance Committee. The Post-Secondary Coordinator must report to the Education Manager any budget concerns, as the Education Manager holds this responsibility.
- The Post-Secondary Education Coordinator is responsible for ensuring that the Post-Secondary Student Support Program is administered according to this policy and that members are informed of additional funding opportunities.

- The Post-Secondary Education Coordinator will assist students in gaining access to post-secondary education and will encourage and support students throughout their educational journey.
- The Post-Secondary Education Coordinator reports to the Education Manager and is responsible for staying within the budgeted amount allotted by ISC.
- The Post-Secondary Education Coordinator is also responsible for keeping informed about changes to ISC policies that may affect funding for the post-secondary programs through the Band.
- The Post-Secondary Education Coordinator will maintain records and documentation with respect to each student's identifying information, application, academic records, and support provided.
- The Post-Secondary Education Coordinator will be available to respond to student's questions in a timely manner.
- The Post-Secondary Education Coordinator is authorized by this policy to discontinue provision of monthly allowance to any student who is identified as not meeting the agreement criteria. 8.6 Education Manager Responsibilities
- The Post-Secondary Education Review Committee reviews/approves Post-secondary applications for the fiscal year, however daily operations are conducted along with the Education Manager's approval upon recommendation by the Post-Secondary Education Coordinator

9.6 Education Manager Responsibilities

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

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

9.7 Chief and Council Responsibilities

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

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

10.0 BEHAVIOUR PROTOCOL

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

Students & Staff; Language and Actions

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

Legal Guardians or any Affiliate of a Student

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

11.0 APPEAL PROCEDURE

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

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

Please note the following:

- The appeal process must commence within 30 days of the written appeal;
- Members to this board must adhere to the Conflict of Interest section as set out in this manual;

- The appellant’s support person is for support only—this individual is a non-voting participant and must adhere to Section 6.4 set out in this manual;
- 90% of appeals rarely undertake this appeal process;
- Students may wish to contact BC Regional Representative from ISC for more information;
- Funding decisions may be referred for the next fiscal year, pending funding availability.

12.0 DISCLAIMER

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

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

1. Changes to better serve the Tk’emlúps te Secwépemc;
2. Changes in financial resources;
3. Natural catastrophes or disasters;
4. Changes in staffing;
5. Changes introduced by ISC/Service Canada / Tk’emlúps te Secwépemc