

# TK'EMLÚPS TE SECWÉPEMC

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## TK'EMLÚPS TE SECWÉPEMC POST SECONDARY POLICY & PROCEDURE MANUAL

**As of March 13, 2023**

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# 1 PREAMBLE

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

- Our mandate is to bring forth innovative programs and initiatives to assist students with 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.

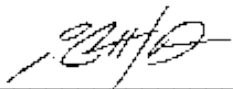
Adopted on this 13<sup>th</sup> day of March, 2023.



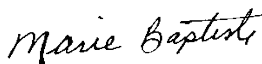
Chief Rosanne Casimir



Councillor Morning-Star Peters




Councillor Joshua Gottfriedson



Councillor Marie Baptiste



Councillor Dave Manuel



Councillor Thomas Blank



Councillor Justin Gottfriedson



Councillor Nikki Fraser

## **The Tk'emlúps te Secwépemc Policy and Procedure Manual**

- Applies to all students to who apply for and receive post secondary funding. 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.

- Our post-secondary education program administers ISC and TteS financial contributions, this includes the Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation (UCEP), as well as own source revenues.

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## 2 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. Post-Secondary funding applicants may not owe any debts 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.

**Distance Education:** Refers to a program delivered by an eligible post-secondary institute, either by correspondence or online.

**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.

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

**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. For Level 3 or 4 Graduate students, the post-secondary institution will define full time status.

**Funded Student Months:** refers to the months that a student received post-secondary funding.

**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:** refers to 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.

**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:** Refers to the committee of TteS staff who reviews and approves of post-secondary applications.

**Post-Secondary Education Funding:** Refers to the financial assistance given to Tk'emlúps te Secwépemc Education Department from ISC and TteS own source revenues. These financial amounts are then budgeted and allocated to successful post secondary applications as reviewed and approved by the Post Secondary Review Committee.

**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. Waitlisted student names are only kept per academic year; students are required to apply each year. Waitlisted students names do not stay on the wait list in perpetuity.

**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.

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### **3 PHILOSOPHY, VISION & MISSION STATEMENT**

#### **3.1 Philosophy**

It is the philosophical approach of this department to blend quality education programs and services and Secwépemc 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, Secwépemc speaking, unified community that actively promotes and practices our culture, values, and traditions.

#### **3.3 Mission Statement**

The Tk'emlúps te Secwépemc 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 Secwépemc identify, beliefs and values and revitalizing our culture and language.

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## **4 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.

This includes:

- community college
- undergraduate studies
- advanced professional
- post-graduate studies at eligible colleges and universities in Canada and abroad
- First Nations designated and directed institutions

### **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. A list of Canadian educational institutions currently recognized, authorized, registered and licensed by competent authorities in the provinces and territories of Canada is available through the [Canadian Information Centre for International Credentials](#).

### **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**

To be eligible to obtain Post-Secondary Education funding, an individual must be:



1. A registered Status Indian with the Tk'emlúps te Secwépemc;
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;
4. In good financial standing with TteS (i.e. no arrears or debts owing); and
5. Must not be incarcerated.

#### **4.6 Strategic Priorities**

The strategic priorities of the Tk'emlúps te Secwépemc are as follows:

- Secwepemctsin (Secwépemc Language) Programs
- Mental Health and Wellness and/or Counselling Programs
- Engineering
- Natural Resources
- Education (Early Childhood & K-12)

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## **5 POST-SECONDARY EDUCATION FUNDING**

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 following are the levels of funding we provide under the UCEP and PSSSP programs.

### **5.1 University and College Entrance Program (UCEP)**

The UCEP funding is considered Level 1. 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. Students with leaving school certificates must apply for University College Entrance Programs.

#### **Level 1 - Limits of Assistance**

- a) For most UCEP students, the 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; Funding for Level 1 could be up to a maximum of twenty (20) months pending the number of courses students need to obtain an Adult Dogwood Diploma;

- 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; and
- e) Funded student months include all month's students received any post secondary funding from TteS.

## **5.2 TteS' Post-Secondary Student Support Program (PSSSP)**

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.

### **5.2.1 Level 2 – Undergraduate Programs**

Students applying for 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.

### **5.2.2 Post-Baccalaureate Programs**

A Post-Baccalaureate Diploma is considered a Level 2 Program. Special consideration for Level 2 funding may be granted to those students who have not used up their maximum number of 40 months of funding.

#### **Level 2 Limitations of Assistance**

- a) Student support will not exceed \$53,000 per year, per student; these are the maximum payable amounts, not every student will receive this amount per year; these expenses include living allowance, tuition and books (this is the maximum amount pending availability of funds; students are not entitled to this amount);
- b) Students can be funded for a **maximum of forty (40)** student months in level 2; with 4 classes per semester, students have approximately 5 years of student funding;

- c) Students who change programs within level 2 will have the academic years counted towards the maximum number of forty (40) student months. Prior to changing programs, students must demonstrate they can complete their program within the 40-month maximum timeframe or acknowledge that funding will only be provided to maximum amount of **forty (40) months**;
- d) On a case-by-case basis, assistance for an additional certificate, diploma or degree may be approved if a student is applying to a program which meets the strategic priorities listed in 4.6 on page 9;
- e) Post-Secondary funding may be approved for a one-year extension if approved by the Dean or Education Manager and/or substantiated by medical or other relevant documents;
- f) Students who have completed level 2 funding, with or without funding from TteS are ineligible for level 1 assistance from TteS;
- g) 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);
- h) 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;
- i) Funded student months include all months students received any post secondary funding from TteS; and
- j) Under special circumstances and on a case by case basis, students may receive full-time post-secondary funding for the summer semester.

### **5.2.3 Level 3 and Level 4 – Graduate Programs**

Students applying for level 3 and level 4 funding must submit documentation that an undergraduate degree is a prerequisite for entrance into the program or documentation from the post secondary institution confirming the program is indeed a graduate program. Students must be enrolled in full time accredited courses per academic semester to be eligible for post-secondary funding. Post-Secondary institutions will confirm full time student status and course load for full time students.

#### **Level 3 & 4 Limits of Assistance**

- a) 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 the Eligible Programs of the PSSSP-UCEPP National Program Guidelines. Student support will not exceed the limits established for level 3 and level 4 post-secondary funding;

- b) For professional degree programs, such as dentistry, medicine, optometry, pharmacy, law, veterinary, the maximum number of months for funding will be **forty (40) months**. Professional degree programs count as a Level 3 program. As such, upon completion of a professional degree, students are ineligible for a Level 3 Master’s degree program;
- c) Master’s degree programs are a Level 3 program. The maximum number of months for funding will be **twenty-four (24) months**;
- d) Doctoral/Ph.D programs are a Level 4 program. The maximum number of months for funding will be **forty-eight (48) months**;
- e) Students who have completed a master’s degree program, with support from TteS are not eligible for additional funding for Level 1, 2 or 3. Students who complete a professional degree program are not eligible for a Level 3 Masters Degree program. However, on a case-by-case basis, assistance for an additional certificate, diploma or degree may be approved if a student is applying to a program which meets the strategic priorities of the Tk’emlúps te Secwépemc (see section 4.6, pg. 9);
- f) Students who have completed a master’s degree program are eligible for Level 4 support towards a Doctoral program. Students who complete a professional degree are ineligible for funding for a Level 4 program;
- g) Students who resume Level 3 or Level 4 studies after withdrawing, will have the previous student funded months subtracted from total available months;
- h) Funded student months include all month’s students receive any funding from TteS;
- i) Extensions for program length can be considered on a case by case basis; and
- j) 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.

### 5.3 Summary Table of Months of Funding

Level 1 - University College Entrance Program	Level 2 Certificate/Diploma/ Bachelor Degree	Level 3 Graduate / Professional Degree	Level 4 Doctoral Programs
20 months maximum	40 months maximum, a program no less than one academic year;	24 months maximum,	48 months maximum,
No extensions	1 yr. extension granted if approved by Dept. or the institution’s Dean	1 yr. extension possibility	1 yr. extension possibility

## 5.4 Part-Time Students

Part-time Level 1 or Level 2 students may obtain funding for tuition, books, and compulsory fees funds if they are registered in a minimum of three (3) accredited courses per semester. The maximum number of student months will remain the same for all part-time funding received. Living allowance for part-time students is based on availability of funds. Pro-rated living allowance would be proportional to a student's course load. For example, taking 3 courses is taking 75% of a full course load and could be eligible for 75% of living allowance allocations. Part-time students who are employed more than twenty (20) hours per week are ineligible for living allowance.

## 5.5 Full-time Students

Full-time students may obtain funding for living allowance, tuition, books, supplies, travel, tutoring if they are registered in a minimum of four (4) accredited courses per semester. The maximum number of student months will remain the same for all full-time funding received.

## 5.6 Eligible Tuition & Student Fees

TteS has a limited budget which strives to fund as many students as possible annually. The actual amount of funding available to a student will depend on the overall amount of funding available in the program.

## 5.7 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 will 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:

<b>Number of Dependents</b>	<b>Amount Payable</b>
(0) Zero dependents	\$1,700
(1) One dependent	\$2,100
(2) Two dependents	\$2,250
(3) Three dependents	\$2,400
(4) Each additional dependent	\$150

(5) Part-time students	Pro-rated living allowance (see section 4.25, pg. 13)
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## 5.8 Books

Book allowance will be funded for full time students at \$1,000 per semester. Part time students could be eligible book allowance allocations. Pro-rated book allowance would be proportional to a student's course load. For example, taking 3 courses is taking 75% of a full course load and could be eligible for 75% of book allowance allocation.

## 5.9 Childcare Costs

Our post secondary budget is limited budget and prioritized expenses include tuition, books and living allowance. Students are expected to apply for the "Affordable Child Care Benefit" for find other sources of funding to cover childcare costs.

## 5.10 Travel

Travel support does not include moving expenses or relocation expenses, such as the cost to move from normal place of residence to university.

Students taking courses through online/distance education and are required to travel to another location as per their academic program, can apply 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.**

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

## 5.11 Study Abroad Programs

All post secondary students who attend eligible Post-Secondary Institutes in other countries, may be eligible for funding for "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 to be considered for study abroad programs and be in good academic standing achieving a minimum letter grade of C+ as defined by the post-secondary institute.

Please note the following:

1. Tuition will be paid to the allowance amounts in Canadian currency to a maximum of \$5,000 per semester;
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 provide documentation that course credits are transferable to a Canadian Post-Secondary Institution;

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 the amount supported by TteS;
5. 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;
6. 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; and
7. Study abroad students are expected to apply for bursaries/scholarships to offset financial costs.

### **5.12 Field School**

All post-secondary students who attend eligible Post-Secondary Institutes, may be eligible for funding for “Field School courses.” Approval is subject to availability of funding. Students must have completed one (1) academic year of post-secondary education to be considered for study field school course and be in good academic standing achieving a minimum letter grade of C+ as defined by the post-secondary institute.

Please note the following:

1. The total amount of the semester will not exceed \$5,000, any amount above \$5,000 is the responsibility of the student;
2. TteS will only assist with course tuition and fees; and
3. Any travel and accommodations expenses are the responsibility of the student.

### **5.13 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; and
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.

### **5.14 Students with Disabilities**

Students with disabilities are required to submit all documentation to the post-secondary institution so they may obtain required supports available from the institute. Students with

disabilities must enroll in a minimum of three (3) courses per semester; however, in some circumstances, two (2) 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.

### **5.15 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.

### **5.16 Trades and Technology and Training Apprenticeship Programs**

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

1. students be registered in an **eligible** post-secondary institute;
2. the program must have a **grade 12** prerequisite;
3. the program must continue for at least **6 to 8 months**;

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.

### **5.17 Summer Semesters**

Under special circumstances, funded students may receive full time post secondary funding for the summer semester. This is contingent upon availability of funds and funded months count toward maximum number of months funded. When applying in April for the next school year, students must indicate the need of summer semester funding to be considered.

### **5.18 Tutoring**

1. Students are eligible to receive tutoring assistance to a maximum of \$25/hour; and \$500 per academic year;
2. Students are encouraged to utilize peer tutors and resources available from the Post-Secondary Institute;
3. Funding is subject to availability;



4. Students are encouraged to see an academic advisor or First Nation counselor to obtain required assistance; and
5. Students may apply for tutoring to help complete their graduation requirements.

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## 6 INCENTIVES

### 6.1 Academic Achievement Incentive

In recognition of academic achievement, TteS may award incentives to full-time students in Level 1, 2, 3 and 4 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
<b>Grade point average:</b>			
<b>3.00 GPA – B</b>	\$100.00	\$100.00	<b>\$200.00</b>
<b>4.33 GPA – A+</b>	\$150.00	\$150.00	<b>\$300.00</b>

The Tk'emlúps te Secwépemc Education Department may provide incentives for students who engage in studies that directly contribute to the Tk'emlúps te Secwépemc achieving self-governance and economic self-reliance, and match our strategic priorities 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.

### 6.2 Graduation Incentives

The Tk'emlúps te Secwépemc Education Department may provide the types of incentives listed in this section, pending availability of funds. Graduating students (whether they received post-secondary funding or not) can only be awarded one Graduation Incentive per Level of funding. For example, if a student received a graduation incentive for completing a certificate, they will be ineligible for another graduation incentive for a certificate in the future. To be eligible for an incentive, the certificate or diploma must be awarded from a recognized post secondary institute, as indicated in ISC's list of recognized institutions.

Please see the following table for amounts:

<b>Graduation Incentives</b>			<b>Total Incentive</b>
Adult Dogwood Diploma			<b>\$1,000</b>
Certificate			<b>\$1,400</b>
Diploma			<b>\$2,200</b>
Bachelor's Degree			<b>\$4,500</b>
Post-Baccalaureate			<b>\$2,500</b>
Master's degree			<b>\$7,000</b>
Doctorate Degree			<b>\$10,000</b>

### **6.3 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.

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## **7 STUDENT SELECTION PROCESS**

### **7.1 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 4 TteS Staff members as follows:**

- Post-Secondary Education Coordinator (the chair)
- Education Manager
- 1 staff from the Finance Department (preferably Accounts Receivable)
- 1 staff from Community Services (preferably Membership Clerk)

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

## 7.2 Priorities:

Prioritization will be granted to those **students living within our community or actively involved in our community** who are willing to **return to TteS and contribute their skills in relevant employment opportunities** in the following order:

**7.2.1 First Priority: Continuing Students** whom TteS is currently funding and who have met the requirements described in this manual; students must apply by April 30<sup>th</sup> for Fall/Winter Semester and November 15<sup>th</sup> for Winter/Spring Semester. As well as students who are enrolling in an academic program that meets one of TteS' Strategic priorities as indicated in Section 4.6, page 9.

**7.2.2 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 prior to taking the year off.

**7.2.3 Third priority: Graduate Students** intending to pursue a professional, master's, doctoral or Ph.D. degree.

**7.2.4 Fourth priority: Waitlisted Students** - 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 30<sup>th</sup> application deadline.

**7.2.5 Fifth priority: New Students** - If the student normally resides on reserve and willing to return for employment purposes.

**7.2.6 Sixth Priority: Off Reserve Students** – if the student lives off reserve, out of our community and is unwilling to return for employment purposes.

## 7.3 Applicants Who are Ineligible

1. Incarcerated band members are **not** eligible for post-secondary funding; and
2. Members who are in debt with the Tk'emlúps te **Secwépemc** are ineligible for post-secondary financial assistance as per BCR# 00-63 dated June 19, 2000.

### **7.3.1 Employment**

Students who are employed more than twenty (20) hours per week, are ineligible for living allowance amounts.

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## **8 POST SECONDARY DEBT**

Post Secondary students who end up owing TteS monies via the UCEP or post secondary program, will have their names forwarded to the Finance Department. As such, students should make an informed decision before withdrawing from their academic program.

The Post-Secondary Coordinator must forward the repayment form to post-secondary students who owe money 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.

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## **9 STUDENT RESPONSIBILITIES**

When applying for post-secondary funding, students must submit:

- 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.

### **9.1 Eligibility**

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

1. Submit official transcripts within 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. Submit verified documents; if there is evidence of falsified or withheld documents, the student will lose their funding and/or any further application for Post-Secondary education assistance will be denied. This includes indicating if an applicant is not in good financial standing with TteS;
4. Have not exceeded the maximum funding months available for their program (refer to Limits of Assistance);
5. Be in good financial standing with TteS and not be in financial debt. With reference to Band Council Resolution (BCR) #00-63, dated June 19, 2000, TteS members who owe a debt to the band are ineligible for funding. Should a TteS member be in financial debt, they must indicate this on the TteS post secondary application form;

6. Be familiar with this Post-Secondary Policy and Procedures Manual so they may submit all required documents for application and eligibility;
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 30<sup>th</sup> annually, and the deadline for Winter Semester is November 15<sup>th</sup> 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. Provide course registration which demonstrates they are enrolled in either full-time or part-time studies, as defined by the Post-Secondary Institution;
11. May not apply for duplicate courses. TteS does not pay for previously funded courses. Students will be responsible to pay for previously funded courses;
12. 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. Adult students without special needs are expected to communicate directly with the Post Secondary Coordinator;
15. Pay for their student health benefits or 'opt out' of the University's Student Health/Dental plan by the deadline set out by the post-secondary institution; The Education Department does not pay for or reimburse student health benefits;
16. Develop and maintain mutually respectful working relationships with the Post-Secondary Coordinator and the Education Department;
17. Notify the Post-Secondary Education Coordinator of any part time employment; Employed students must 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. Maintain 90% or higher attendance for 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. Complete self-evaluations: funded students are required to write a self- evaluation at the end of each semester, including their observations and reflections of their learning; and
20. Repay all monies if they fraudulently obtained post-secondary funding.

## **9.2 Course Withdraws**

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.

In the case that a student is elected into Chief and Council while they are a post secondary funded student, please note the following:

1. Post Secondary funding for living allowance will no longer be issued;
2. Students are encouraged to finish the remainder of the semester;
3. Students who do not finish the semester, or in the event of course withdrawals, or in the event of student attendance or academic achievement breaches of this policy, any payments made to the student or the institution on the student's behalf, must be repaid to TteS on the date of withdrawal and before the student signs his/her Oath of Office.

## **9.3 Medical Withdrawals**

1. Students must provide the Post-Secondary Education Coordinator with all required documentation with their request for a medical withdrawal. (Available on the Tk'emlúps te Secwépemc 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; If a student medically withdraws, they must indicate to the Post Secondary Coordinator estimated return to school work; funding will not be held for next semester if student's do not advise the Post Secondary of return to school dates;

5. Students must submit their completed post-secondary application forms and all relevant documentation including a medical clearance by April 30<sup>th</sup>; and
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; in this case, education arrears will accrue and be reported to Accounts Receivable with TteS' finance department; student who owe arrears will be ineligible for post secondary funding.

#### **9.4 Probation:**

A student will be placed on academic probation if:

- a) The student's GPA falls below a C- as defined by the Post-Secondary Institute;
- b) The student 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 (5) business days;
- c) The student breaches this policy; funding may be suspended pending severity of misconduct (i.e. unauthorized withdrawal from minimum course load, dishonesty, knowingly accepting post secondary funding overpayments, not fulfilling a contract or service agreement with TteS, etc.).

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## **10 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; 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.

Students who acquired post-secondary education funds fraudulently (i.e they received post secondary funding when they owed arrears or were incarcerated at time of application) will not be eligible for further funding until they have repaid the entire amount to TteS.

Please note the following:

- TteS will NOT reimburse students who have funded themselves;
- When in good standing with TteS, students may re-apply for post-secondary funding by April 30<sup>th</sup>; and

- 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.

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## **11 RESPONSIBILITIES OF THE EDUCATION DEPARTMENT**

It is the responsibility of the Education Department to ensure fair and equitable funding to eligible post-secondary students, as per this policy and procedure manual and based on availability of funds.

### **11.1 Strategic Planning**

The Education Department is required to administratively plan for and evaluate its programs and services on an ongoing basis. Every year, the Education Department staff assesses programs and services and strategically plans for the department based on community need. These plans are presented to Chief and Council during strategic planning sessions or budget reviews.

### **11.2 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 approval and 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>.

### **11.3 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. Education staff are to avoid conflicts of interest, real or perceived. All decisions must be made in fairness and equity for all band members. All Chief and 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 to follow our policies and procedures and to ensure they are made public and are posted on the TteS website.



## **11.4 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, spouse).
- 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.

## **11.5 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 and TteS;
- 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 ;
- 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; and
- The Post-Secondary Coordinator summarizes all post-secondary funding applications, chairs the post-secondary review committee meetings, and provides a provisional budget the committee when considering applications.

### **11.6 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;
- Ensuring the education department policies are followed and adhered to; and
- Ensuring respectful, reciprocal relationships between education staff, Chief and Council & stakeholders.

### **11.7 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 and following the integrity of this Policy & Procedures Manual.

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## **12 BEHAVIOUR PROTOCOL**

The term behavior protocol refers to clients of the education department who engage, collaborate and work 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; and
- 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 with written consent from students). For confidentiality reasons, the Education Department will only communicate directly with students. The only exception to this rule will be for special needs students.

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## **13 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. One Indigenous representative from a local post-secondary institute;
  - d. A TteS Elder (if possible); and/or
  - e. The appellant may invite one support person (non-voting).
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 or Chief and Council.

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 and in TteS Personnel Policy and Procedures Manual and also must adhere to the policies within this manual;
- The appellant's support person is for support only—this individual is a non-voting participant and must adhere to behaviour expectations as set out in this manual; this individual must not be a member of Chief and Council;
- 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.

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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 ISC/Service Canada / Tk'emlúps te Secwépemc; and
6. Global pandemics