**Upper Nicola Band**



**Post-Secondary Funding Policy (2013)**

**Application Deadlines: September enrollment - April 30 January enrollment - September 30**

*Mission Statement:*

* *The People of the Upper Nicola Band, with unity and respect of our traditional values, are creating the environment that promotes a higher quality of life for all through responsibility, accountability, social health, education, and economic development; and,*
* *Seek to provide quality education that will enable our students to attain balance in the intellectual and spiritual being of each individual, understand and appreciate our culture, and acquire the knowledge, attitudes, and skills to be lifelong learners.*

# TABLE OF CONTENTS

[Introduction 3](#_TOC_250000)

Frequently Asked Questions (FAQ) 4

Definitions 6

Goals and Objectives 7

Eligibility Criteria 8

Student Selection and Interviews 9

Selection Committee 9

Funding 10

Allowable Tuition Fees 10

Book Allowance 10

Living Allowance Rates 10

Tutoring 11

Travel 11

Contingency Funding for Emergency Travel 11

Parking Passes/Bus Passes 11

Student Advances 11

Full-time Disability 11

Funding Limitations Months 12

Other Funding Limitations 13

Education Interruptions 13

Deferred Studies 13

Personal Challenges 13

Withdrawal(s) 13

Course and/or Program Credit Not Granted 13

Termination of Funding 13

Misuse of Band Education Funds 13

Appeal Process 13

Extra-Ordinary Circumstances 14

Amendments 14

Appendix:

Appendix 1 – UNB Post-Secondary Student Assistance Application 15

Appendix 2 – Release of Confidential Information 17

Appendix 3 – Application for Tutorial Assistance 18

Appendix 4 – Notice of Appeal 19

Appendix 5 – Additional Resources 21

# INTRODUCTION

By requesting the UNB Post-Secondary Policy, you have indicated an interest to pursue higher education. Congratulations!

The Upper Nicola Band Chief, Council and membership value the impact of post-secondary education for the individual, for the individual’s family and for the community. A post-secondary education helps to build a nation. An individual with a post-secondary education will *“earn approximately 50% higher incomes over a lifetime than Aboriginal high-school graduates, experience fewer and shorter periods of unemployment, and have significantly better health outcomes.”* (Association of University and Colleges of Canada (2010). V*alue of a Degree for Aboriginal Canadians*)

Statement from an Elder:

“You get to choose and create your balance for a successful life.

Therefore, choose wisely and create your best outcome.” Seraphine Stewart April 2013

In the 1994/95 fiscal years Indian and Northern Affairs Canada (INAC) implemented a

per capita formula to distribute post-secondary funding for B.C. Because of these unilateral funding amendments, a number of students had to finance their own education or be put on waiting lists due to a shortage of funding. Each year *AANDC* allocates post-secondary funds on a national level. These funds are distributed to the regional level (provinces). BC Region has implemented a per capita formula; the population of each Band determines the level of post-secondary funding. The UNB post-secondary funds are limited; therefore, this may result in students not sponsored.

AANDC allows the individual Bands the option to administer the education budget using the existing AANDC policy. The UNB chose to develop their own education policy. In addition to the requirements of the UNB, the policy must comply with the AANDC *Post-Secondary Education National Program Guidelines.* The UNB’s Post-Secondary Education Policy has been developed to assist the Education coordinator to administer the program and for the students to understand the expectations and process of the post- secondary education program.

The UNB Education Advisory Committee and the Selection Committee must consider all aspects that will contribute or hinder a successful post-secondary experience. Pursuing a post-secondary education is a major decision. The individual must be physically, mentally, spiritually, and emotionally prepared; the better prepared the higher chance of success. The Selection Committee will first consider the following:

# COMPLETED APPLICATION PACKAGE

* Satisfactory Criminal Record Check (A requirement for certain programs. If applicable, your results must accompany the Post-Secondary Student Assistance Application form.)
* Outstanding debt to the UNB Education Department - debts must be paid in full before being considered for further funding.
* Continuing students or a students graduating from secondary school will be required to be in good academic standing.
* The applicant must have a sufficient number of funding limitation months available.
* Area of study must not change. However, on a onetime only basis, students may transfer into another related academic program provided he/she is within the funding limitations.

# FREQUENTLY ASKED QUESTIONS

* 1. **I received my Grade 10 a number of years ago. Am I eligible for funding?** Yes, you can be sponsored for up to one year provided by the UCEP (University College Entrance Preparation Programs) or ABE (Adult Basic Education) program provided you meet the Eligibility Criteria (Section C). Costs beyond the one year of sponsorship will be at the cost of the individual.
  2. **I want to attend a private post-secondary school. Will the band cover all the costs?** Costs covered will follow the Funding (Section G) criteria. If the tuition fees exceed the allowable amount, the remaining costs will be at the cost of the individual.
  3. **Can I claim my husband (spouse)?** The *Living Allowance Rates (Section G.3) Married with Dependent Spouse* will be used.
  4. **Can a student request post-secondary funding from AANDC?** No, AANDC will direct the individual back to the Band.
  5. **If I don’t agree with the Education Committees decision to not fund me for any of my educational costs, can I appeal to AANDC?** No. A student cannot appeal to AANDC regarding any post-secondary funding decision made by the UNB

Number of students self-

identified as “Aboriginal” 2009/2010

Jothen, K. et al.(2011) Final

Report Evaluation of the BC Aboriginal Post-Secondary Strategy.

Education Selection Committee or Appeal Committee. AANDC will direct the individual back to the Band.

* 1. **Does AANDC cover Trades?** If the program has a Grade 12 admission requirement, the program will be covered. (eg. Electrician). If the program only requires Grade 10, the program will not be covered. Many institutes are using grade 12 as the admission requirement; it is the student’s responsibility to check the requirements.

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| --- | --- |
| BCIT | 1190 |
| NVIT | 1020 |
| NWCC | 3075 |
| TRU | 2355 |

* 1. **I am thinking of attending university in January, when should I apply?** You need apply before April 30. It is possible for the

post-secondary funds to be all committed at the first intake (April); therefore, at the September intake there may not be funds available. The sooner the better.

* 1. **It is August. I finally decided to further my education starting September. Is this possible?** No. The deadline for starting school in September is April 30.
  2. **For the past year, I have been living outside of Canada, currently in Florida, am I eligible for funding?** No. AANDC states “Students must be a Canadian resident for the past 12 consecutive months.” At this time, the Upper Nicola Band is unable to provide financial assistance; however, there is on-going discussion on how to meet the needs.

10. **The education funds do not meet my needs. The funds are not adequate to cover rent, food, transportation etc. What is the band doing to meet the “actual” costs?** The Chief and Council acknowledge that AANDC education funds are limited and do not meet the today’s cost of living. There is discussion on ways and means to address this; however, it will take some time.

**FAQ from the *First Nations Post-Secondary Education Handbook for the BC Region (FNESC:***

1. **Can I fund a student who is taking courses by distance delivery?** Yes. Provided the program and institution meet eligibility criteria, the student may be funded for courses delivered by distance delivery. However, those students may require additional support structures, such as tutoring and counselling structures.
2. **Can I pay for tutoring assistance for students?** Yes. Tutoring assistance is an eligible expense for students. Keep all paid receipts for tutoring services in the student file.

Total number of

students sponsored by UNB Education:

Full-time students

Part-time students

2011/12: 16

2010/11: 15

2009/10: 17

2007/08: 16

2008/09: 18

1. **Will post-secondary education budgets be increased to reflect increases in tuition and costs of living?** Not at this time. The federal government has not made a commitment to increased post-secondary funding because AANDC has been unable to confirm that all First Nations fully expend their funding and that all post-secondary expenditures have been used for eligible students.

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| 2011/12: | 23 |
| 2010/11: | 25 |
| 2009/10: | 24 |
| 2008/09: | 26 |
| 2007/08: | 25 |

1. **Are students required to declare their AANDC funding to Canada Student Loans, (i.e. can they ‘top-up’ their AANDC funding, assuming it’s not the maximum allowed under the Canada Student Loans)?** Canada Student Loans is an income tested program and as such students must follow the rules established under the program.
2. **DEFINITION**S: For the purpose of this Policy, the following definitions shall apply:

**“Aboriginal Affairs and Northern Development (AANDC)”** means the federal department of Aboriginal Affairs and Northern Development, formerly Indian and Northern Affairs Canada (INAC).

**“Academic year”** means an academic year that refers to two semesters with an approximate duration of eight months.

**“Academic Institution”** means a post secondary accredited institution, which receives the majority of its funding from federal and provincial governments.

**“Advisory Committee”** mean representatives of the UNB Education Advisory Committee.

**“Band member”** means a person who is a member of the UNB and whose name has been entered on the Band List.

**“Contingency funding”** means financial support provided to students for costs related to emergencies. Emergencies eligible for contingency funding include immediate family illness, accident or bereavement.

**“Continuing Students”** means **s**tudents who have attended school on a full time basis and have successfully completed all required courses. (If there is a change, it must be into a related academic program.)

**“Dependent spouse”** means a person who is married to the student or a person who has lived with the student as husband or wife for a period of at least one year prior to application for educational support. This person is dependent upon the student and does not receive any other income.

**“Dependents”** means any minor child or children that rely on the student for support and are living full- time with that student.

**“Distance education”** means the courses offered by a post-secondary institution via the internet, video conferencing, and/or self-study.

Reasons post-secondary UNB members do not continue with their education:

* Isolation
* Lack of family support
* Financial hardship
* Academic standing
* Unhealthy lifestyle

**“Education Department”** means the UNB Education Department.

**“Education Coordinator”** means the UNB education coordinator.

**“Eligible program of study”** refers to a program offered by an eligible post- secondary institute which includes at least one academic year, as defined by the institute.

**“Eligible post-secondary institution”** means a post-secondary institute that

grants certificates, diplomas and/or degrees and are either recognized as eligible by the province/territory or a First Nations educational institute recognized by the Province or Territory. Private post-secondary institutes are considered to be eligible institutions if they are registered with the Private Career Training Institutions Agency (PCTIA).

**“Fulltime – Disability”** means a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in post-secondary studies and is expected to remain with the person for the person's expected life.

**“Full time student”** means a student who regularly attends a college, university, or other educational institute that offers courses at a post-secondary school level and the student takes, during a semester, 60% or more (typically four or more full courses) of the usual course load for the qualifying educational program in which the student is enrolled. Full time attendance begins at the start of each academic period. This period is usually from September to April. (Refer to *Students and Income Tax, CRA)*

**“Good academic standing”** means maintaining a grade point average (GPA) of 2.6 or higher or the GPA requirements for the applicable program.

**“Graduating students”** mean students who have graduated from a secondary school with a Dogwood certificate or students who have equivalent training or education (i.e. GED).

**“Late Returning & Mature students”** means students that have previously attended a post-secondary institution but for academic or personal reasons have had to interrupt their education for a period of more than one semester.

**“Motivated students”** means students who are willing to contribute to the cost of their education by funding all or a portion of their living allowance, tuition, books and/or supplies.

**“Part time student”** means a student who takes less than 60% of the course load as required by the program of study at the post-secondary institute.

**“Probation”** means a specific period of time during which a student is under strict academic guidelines, usually because of absences, low or failing grades. Students on probation will be required to report attendance, marks and/or other documents to the education coordinator which provide evidence of a dedicated and committed student.

**“Semester”** refers to a part of the academic year, as defined by the post-secondary institute. Semesters usually run from September to December (Fall), January to April (Winter) and then a variety of spring and summer semester schedules.

**“Waiting List”** means an annual list comprised of four (4) band members who were not selected for full or part time funding for any reason (including lack of funds) will be placed on an active priority list. In the event it is possible to sponsor the deferred student, he/she will have priority.

**“Letter of acceptance**” means a letter or documented communication into an eligible program of study. The letter will be from an eligible post-secondary institute.

**“Letter of Intent”** means a letter from the applicant stating career/educational goals, current educational level and the length of time required to achieve the goals, previous experience in the chosen field of study, and the projected budget of income and expenses.

**“Letter of Recommendation”** means a letter from an individual who knows the applicant and the commitment the applicant has made to education. This may be a letter from the school counselor, current employer, or teacher/instructor.

**“UCEP”** term used by the federal government for “University and College Entrance Preparation Program”.

**“UNB”** refers to the Upper Nicola Band

# GOALS AND OBJECTIVES: The Upper Nicola Band intends to work with the membership to achieve the following goals and objectives:

* To encourage and support eligible band members to gain access to post-secondary education;
* To support the post-secondary students in order to increase the number of graduates and to gain employment within their chosen career;
* To provide support for band members to become full contributors to the Upper Nicola Band and to the society at large; and,
* To meet the community capacity and economic development needs of the Upper Nicola Band.

1. **ELIGIBILITY CRITERIA FOR NEW AND RETURNING POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) SPONSORSHIP:** *A partial application is not eligible and will not be considered.* To be eligible for post-secondary funding the following must be submitted to the Education Coordinator.

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| **REQUIREMENTS** | **DOCUMENTS** | |
| **Check √ as the documentation is completed** | **NEW STUDENTS** | **RETURNING STUDENTS** |
| UNB member | Photocopy of valid status card | Not applicable |
| Applicants must be a Canadian resident for the past 12 consecutive months. | Residency declaration on the Student Contract is signed (*Appendix 1)* | Not applicable. This only applies in the first year of study. |
| UNB Post-Secondary Student Assistance Application form | Fully completed and enclosed  *(Appendix 1)* | Fully completed and enclosed |
| Letter of intent (LOI) | Detailed LOI | Updated LOI |
| Academic Plan outlining courses to be taken for the duration of the program | UCEP applicants must provide a letter from the institute (*Section E.2)*  Enclosed | Enclosed |
| *Release of Confidential Information* | Enclosed *(Appendix 2)* | Enclosed |
| Letter of acceptance | Enclosed | Enclosed (Program of study consistent from Year 1) |
| Official transcript(s) | From previous Academic Institution(s) or High School | From the last term (must be submitted after the first and final semester of each academic year) |
| Other Documents | Letter of recommendation  If applicable, the Criminal Record Check results  Application for a Scholarship/Bursary | Application for a Scholarship/Bursary or other funds |
| For the students attending a private post-secondary institute only. | Documents confirming adequate funds to cover the educational costs over and above the UNB sponsorship | Documents confirming adequate funds to cover the educational costs over and above the UNB sponsorship |

# STUDENT SELECTION AND INTERVIEWS:

1. A Priority List is established each year to assist the Education Coordinator and the Selection Committee in determining who will receive funding. Priority will be given to students who pay part of their own education (eg. tuition or living allowance) for the duration of their program; plus, priority will be given to those who have chosen an educational program which support and address the Strategic Plan, capacity and economic development plans of the Upper Nicola Band. The priority list will be based on the following:

# Continuing Students

* + **Graduating Students**
  + **Motivated students**
  + **Late Returning & Mature students**
  + **Waiting List (Deferred)**

1. Documents to bring to the interview:
   * List and cost of book and supplies
   * Completed one (1) application for a Scholarship/Bursary/other Funds. *(Refer to list on Appendix 5).*
   * List of institute information for the First Nations student support systems eg. Gathering Places
   * Optional for returning students – Students are encouraged to bring in samples of their course work from the previous year. This is an opportunity for the student to have the Selection Committee share the quality of their assignments.
   * For UCEP students, a statement from the post-secondary institute stating that the program will provide the student with the necessary courses to attain the academic level required for college or university entrance, and that the student will be eligible for acceptance into a regular college or university credit program upon successful completion of the UCEP course of studies.

Average age of a UNB member applying for PS sponsorship:

23 years old

1. Interview schedule:
   * For the September enrollment: following the first week June
   * For the January enrollment: early November
   * Interview dates and times will be arranged by the Education Coordinator.
   * Letters of sponsorship or non-sponsorship will be sent to the applicants no later than ten (10) business days after interview date.
2. The applicant understands and accepts the fact that funding for post-secondary is limited and that the Band is obligated to adhere to the *Upper Nicola Band Post-Secondary Funding Policy* and the *Post-Secondary Education National Program Guidelines (AANDC).* If and when there are inconsistencies with the Band and/or AANDC policy, these funds will be recovered.
3. **SELECTION COMMITTEE:** Each year a Selection Committee is structured. The Selection Committee will include the following members:

* Band Councilor - Education Portfolio
* Education Coordinator
* Elder
* Band community member
* UNB Education Advisory Committee Representative

Using the criteria outlined in the UNB Post-Secondary Policy, the Selection Committee will interview all the applicants by the first week of June (for September enrollment) and by the last week

of September (for January enrollment). The Committee will select students for sponsorship (depending on budget) and select four (4) students for the Waiting List.

1. **FUNDING:** UNB Education sponsorship is for assistance only; therefore, students are encouraged to apply for student loans or to save money for additional costs related to their educational needs. Applicants and/or students who are employed full time are eligible to receive funding for tuition and books only pending on funding availability; he/she is not eligible for a living allowance. New and returning students MUST apply every year before April 30 and September 30.
   1. Allowable Tuition Fees: Per academic year, tuition fees will be paid to the maximum amount of:

# College University (e.g. Bachelor of Arts)

$2,500.00 $2,600.00

* + 1. Students on probation are expected to pay one-half ( ½ ) of the first semester tuition fee.
    2. Students are responsible to pay the balance of tuition costs above the allowable amount. (eg. Private post-secondary institute tuition fees over and above the allowable.)
    3. Students attending out of Canada will be expected to pay exchange costs.
    4. Audited or failed courses will not be paid for when the course is re-taken.
    5. Tuition fees will be paid directly to the College or University by a letter of sponsorship.
  1. Book Allowance: Will be provided for full time and part time students to a maximum amount of:

Full time Student

# Fall Semester Winter Semester

courses $500.00 $500.00

Part time student $ 100.00 per course.

If the books exceed the limits stated and the students require assistance, the request must be written on their Post-Secondary Application.

* 1. Living Allowance Rates for a full time student to a maximum amount of:

# Single Married Married

Dependents

With Dependent spouse

With employed spouse

No dependents 1,000.00 1,095.00 1,000.00

1 Dependents 1,245.00 1,245.00 1,090.00

2 Dependents 1,405.00 1,405.00 1,170.00

3 Dependents 1,555.00 1,555.00 1,245.00

$50.00 per month for each additional dependent

If a student withdraws from a course during a term, resulting in less than 60% course load, the living allowance will be discontinued.

* 1. Tutoring:

Financial support to cover the costs of a tutor may be available. The student is required to complete the *UNB Application for Tutorial Assistance* form *(Appendix 3)* stating the course which requires tutoring assistance, the need, duration and the cost.

All costs must be pre-approved by the Education Coordinator. Once approved, the student must employ the services of a tutor, pay them their fee, and submit all receipts to the Education Coordinator for reimbursement or the tutor can contact the Education Coordinator directly and determine the payment schedule.

“The success of First Nations people in PSE should be of vital interest to all Canadians as the country’s social and economic prosperity depends on it. With increased education (from no education degree to a university diploma), the gap in employment rates between First Nations and non-Aboriginal people is essentially closed.”

Assembly of First Nations, *Fact Sheet on First Nations Post- Secondary Education, 2011*

* 1. Travel: Students must provide own travel costs for moving and holidays; due to funding limitations the UNB cannot assist with travel.
  2. Contingency Funding For Emergency Travel

In the event of a death or illness in the immediate family (father, mother, brother, sister), full – time students and dependents are eligible to receive funds to help cover costs to travel home. The student must submit a letter for request before approval by the

Education Coordinator. The funds allowed will be based on the most appropriate means of travel and the availability of funds.

* 1. Parking passes/bus passes (included with the tuition fees)

Students are expected to provide own bus and parking passes. In urban areas, the cost of public transportation is often included in the tuition fees. Check with the post-secondary institution.

* 1. Student advances

There will be no student advances. Budgeting is the student’s responsibility.

* 1. Incentives –Pending on AANDC and UNB funding availability, students may be available for the following incentives:

1. Academic Achievement Scholarships in Level 1 and 2
2. Strategic Studies Scholarships in Level 2
3. Incentives for students enrolled in Level 3 programs For more information, contact the Education Coordinator.
4. **FULL-TIME DISABILITY:** Students must meet with the Education Coordinator prior to completing the *UNB Post-Secondary Assistance Application*. Students with permanent disabilities, or with disabilities that are expected to be permanent, and are unable to maintain a 100% full course load (4 courses) per semester term may request consideration of full time funding at the 50% course load (2 courses) per semester term. The needed required documentation will be reviewed to determine your eligibility:
   1. Complete Eligibility Criteria for Sponsorship (Section C)
   2. Statement of disability - Describe the type of disability and whether it is expected to be permanent. Documents required:
      * A Verification of Permanent Disability form (available from the Education Coordinator)
      * A learning disability assessment by a registered psychologist or doctor.
   3. Confirmation of need for disability related services - A signed letter of support outlining how the services being requested will assist in overcoming the barriers caused by student’s disability. The confirmation of need letter be completed by one of the following:
      * An official at a center for students with disabilities, or
      * A guidance counselor at the applicable post-secondary institution.

# FUNDING LIMITATION MONTHS:

* 1. Previous post-secondary funding received from the UNB for Post Secondary education will be considered.
  2. College Prep is not funded for a living allowance. However, books and supplies may be considered pending upon cost and funding availability.
  3. Funding limitation months are in conjunction within and not in addition to. Example: Bachelor’s degree includes 12-24 months for certificate or diploma.

Total months of eligibility for sponsorship:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Program** | **Maximum months** | **Limitation months** |
| Level 1 | UCEP | One (1) academic year | Must not exceed 48 months in total |
|  | Diploma/Certificate | 24 |
| Level 2 | Bachelor’s degree or equivalent | 48 |
| Level 3 | Master’s Degreeor Doctorate Degree | Funded for **one** program at the Advanced or Professional degree level | As defined by the institution |

* 1. Students who have exhausted the maximum limitation months and do not complete the program will not be eligible for additional or further funding; the cost will be the responsibility of the student. Funding will be considered, once the student has successfully completed the applicable program.

Example: A student received four (4) years funding for a Bachelor’s Degree but did not complete. The student will not be eligible for additional or further funding. The remaining cost will be the responsibility of the student. Funding for a Masters Degree will be considered once the student has received a Bachelor’s Degree.

# OTHER FUNDING LIMITATIONS:

* 1. Application fees and the costs of any tests required for application to the academic institution is the responsibility of the student, including Dental/Medical Fees.
  2. Tuition fees at private institutions may be covered up to the allowable tuition fees (Sec. F.1)

1. **EDUCATION INTERRUPTIONS:** Periodically, a student may not be able to continue with his/her education for a number of reasons, including:
   1. Deferred Studies: Sponsored students may take up to one (1) year to defer their studies. The student must be in good academic standing and made the necessary arrangements with the Education Coordinator.
   2. Personal Challenges: Personal crisis, such as death in the family, accident or sickness may seriously affect a students’ education. Students are encouraged to seek counseling for support. If the personal challenges cause academic stress, the student must notify and

**Typical Grading Systems, other than assigned letter grades:**

Audit (AUD) Deferral (DEF)

Course in Progress (CIP) Transfer Credit (T) Withdrawal (W)

Did not Complete (DNC)

inform the Education Coordinator. Failure to notify the Education Coordinator will affect future sponsorship, especially if the personal challenges results in a course(s) mark less than the minimum grade point average (GPA) of 2.60.

* 1. Withdrawal(s): Students who withdraw due to personal illness, death in the immediate family, accident and/or serious emotional problems are required to contact the Education Coordinator and submit the following:
* A letter of approval of late withdrawal without academic penalty from the Dean of Instruction and Instructors(s).
* A letter from the doctor giving detailed information regarding medical issues.
* A letter from the student to the Education Coordinator stating the reason(s) for not being able to continue with post-secondary education.
  1. Course and/or Program Credit Not Granted: If a student receives a mark less than the minimum GPA 2.60 or receives no mark indicating course completion, the student is required to repay the Education Department in the full tuition, books/supplies and living allowance. Payment options must be arranged with the Education Coordinator. Future post secondary sponsorship may be withheld until the outstanding amount has been paid in full.

1. **TERMINATION OF FUNDING:** Funding may be decreased, withheld, or terminated for the following reasons:

* Change of status from full-time to part-time without informing the education coordinator
* Withdrawal and/or suspension from the post-secondary institute
* Poor class attendance
* Failure to meet the minimum GPA or grade requirements
* Misuse of funding and/or
* Failure to submit required documents (eg. Transcripts)

1. **MISUSE OF BAND EDUCATION FUNDS**: If a student receives funds or UNB pays funds on their behalf, the student is liable to repay the full amount back to the Education Department. Payment options must be arranged with the Education Coordinator. Future post secondary sponsorship may be withheld until the outstanding amount has been paid in full, the student is placed on academic probation and/or the student is required to sign an academic contract.
2. **APPEAL PROCESS:** A student cannot submit an appeal if he/she was denied sponsorship because of lack of funding. However, if a member believes that he/she has been unjustly treated with regard to the UNB Post-Secondary Policy application, he/she has the right to appeal within ten (10) consecutive business days.

The student must appeal on his or her own behalf; appeals by a family member will not be considered. However, the student does have the right to access advisory support.

* 1. Procedure to ensure fair and equitable treatment:

1. Any decisions made regarding an appeal will be in accordance to the *UNB Education Department – Post-Secondary Funding Policy* and funding availability.
2. The meetings must be conducted in an environment which upholds dignity and respect. Verbal abuse, threats, and any violence of any nature (including loud hollering, swearing and name calling) will not be tolerated. Participants who violate the aforementioned standards may be asked to leave the meeting and the meeting will cease immediately and the appeals request will be denied. Whereas staff who violate the aforementioned standards may be subject to discipline (*UNB Employee Policy).*
3. Within 10 (ten) consecutive business days, the student will meet and discuss with the Education Coordinator all concerns in an attempt to resolve the issues.
4. If a satisfactory resolution is not resolved and the student chooses to pursue the matter, he/she must meet and discuss all concerns with the Appeals Committee within five (5) consecutive business days following the meeting with the Education Coordinator. Costs related to the appeal process, including costs for the Appeals Committee members and the student to attend the appeal hearing will be covered by the student.
5. Decisions made by the Appeals Committee will be final; the education coordinator will abide by the final decision.
   1. The Appeals Committee will consist of the following:

* Educator Coordinator
* Band Councilor
* Elder
* Advisory Committee member
* No more than two (2) advisory support persons selected by the student

1. **EXTRA-ORDINARY CIRCUMSTANCES:** A college/university degree program may not be part of the typical college/university semester structure (Fall, Winter, Spring, Summer). Instead, through an “extra-ordinary circumstance” a program may be offered which does not provide the applicant the opportunity to meet the application deadlines as set out in this policy because of a unique start /end date, short period of time between registration and start date, etc.

To be eligible for sponsorship, providing funds are available, applicants are required to adhere to the Upper Nicola Band Post-Secondary Funding Policy.

1. **AMENDMENTS:** The UNB Education Advisory Committee must recommend changes to the UNB Chief and Council. The Chief and Council must ratify all amendments at a duly convened Chief and Council meeting and a duly convened General Band Meeting. Through a formal motion and a majority in favour of the changes, the changes will be in effect beginning the next working day.
   1. Notice that the UNB Post-Secondary Policy has been revised will be in accordance with the UNB communication procedures and methods.

**UPPER NICOLA BAND Appendix 1** **POST- SECONDARY STUDENT ASSISTANCE APPLICATION**

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| ***APPLICANT INFORMATION*** | | | | | | | | | | | | | | | | | | | |
| **Name:** | | | | | | | | | **Date of Birth:** | | | | | | | | **Band No: *697* \_** | | |
| **Address:** | | | | | | | | | | | | | **Province:** | | | | **Postal Code:** | | |
| **Phone #:** | | | **Cell Phone #:** | | | | | | | | | | **Email:** | | | | | | |
| **Marital Status: Single Married Widowed Common-law** | | | | | | | | | | | | | | | | | | | |
| **Spouse Name:** | | | | **Spouse Employed: Yes No** | | | | | | | | | | | | | | | |
| ***MINOR DEPENDENTS AND THE NAME AND GRADE OF THE SCHOOL:*** | | | | | | | | | | | | | | | | | | | |
| **Name** | | | | **Birthdate** | | | | | | **School Attending** | | | | | | | | | **Grade** |
|  | | | |  | | | | | |  | | | | | | | | |  |
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| ***PREVIOUS EDUCATION AND TRAINING*** | | | | | | | | | | | | | | | | | | | |
| **Institute** | | **Program** | | | **Date/Year** | | | | | **C – Completed**  **W – Withdrew** | | | | **Degree**  ***C* – Certificate**  ***D* – Diploma**  ***B* – Bachelor’s Degree *M* – Master’s Degree *Phd* – Doctorate Degree** | | | | **UNB Sponsored** | |
| **Yes** | **No** |
|  | |  | | |  | | | | |  | | | |  | | | |  |  |
|  | |  | | |  | | | | |  | | | |  | | | |  |  |
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| ***EDUCATION GOAL*** | | | | | | | | | | | | | | | | | | | |
| **Institute Name and Address:** | | | | | | | | **Program Name: and check degree Certificate Diploma Bachelor Masters Doctorate** | | | | | | | | | | | |
| **Full-time Part-time Distance** | | | | | | **Phone Number:** | | | | | | | | | **Fax Number:**  **(for sponsorship letter)** | | | | |
| **Start Date:** | | | | | | | | | | | **Completion Date:** | | | | | | | | |
| ***BUDGET:*** | **COST** | | ***PLANNED COURSE LOAD PER SEMESTER:*** | | | | | | | | | | | | | | | | |
| **Tuition** | **$** | | **May – August** | | | | | | | | **September – December** | | | | | **January - April** | | | |
| **Books & Supplies** | **$** | |  | | | | | | | |  | | | | |  | | | |
| **Living Allowance (for F/T only)** | **$** | |  | | | | | | | |  | | | | |  | | | |
| **TOTAL** | **$** | |  | | | | | | | |  | | | | |  | | | |
| **Attached to this application include:** | | | | | | | **Yes**  **√** | | | | **No x** | **Comments** | | | | | | | |
| **1. All transcripts prior to date of application** | | | | | | |  | | | |  |  | | | | | | | |
| **2. Letter of Acceptance** | | | | | | |  | | | |  |  | | | | | | | |
| **3. Program Information** | | | | | | |  | | | |  |  | | | | | | | |
| **4. Voided Check for Direct Deposit** | | | | | | |  | | | |  |  | | | | | | | |
| **5. Course Registration Confirmation/class list** | | | | | | |  | | | |  |  | | | | | | | |
| **To be considered for post-secondary funding, ALL documents MUST be included.** | | | | | | | | | | | | | | | | | | | |

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| **UPPER NICOLA BAND**  **POST- SECONDARY STUDENT CONTRACT** | | | | |
| **In the event that I receive Post-Secondary educational assistance from the Upper Nicola Band,**  **I, \_, understand that receiving post-secondary funding is a privilege and not a right and that it is my responsibility to uphold the *Upper Nicola Band Post-Secondary Funding Policy;***  **I, \_, certify that I have been resident in Canada for 12 consecutive months prior to signing this Student Contract;**  **I, , am a responsible adult who accepts responsibility for my actions; and**  **I, \_, do hereby understand and agree to:** | | | | |
| Initial | Attend classes on a regular basis; | | | |
| Initial | As a full-time student, take 60% or more (four or more) courses per semester; | | | |
| Initial | Maintain a minimum grade point average (GPA) of 2.60 or higher or the GPA requirements for the Program I am registered in; | | | |
| Initial | Submit an Official Transcripts of Marks to the Education Coordinator within four weeks of course completion; | | | |
| Initial | Inform the Education Coordinator if problems arise making it difficult to fulfill the above requirements; and, | | | |
| Initial | Inform the Education Coordinator of any and all changes (eg. Address, phone number, and course changes) while attending school. | | | |
| Furthermore, I understand that: | | | | |
| Initial | The Education Coordinator has the right to see progress and attendance reports set forth by the Academic Institution being attended; | | | |
| Initial | In the event I receive education funds under false pretences,   * I will be liable to repay the full amount or any designated portion of the total amount to the Education Department, or * I may be legally charged, and * I forfeit further funding until the Band is reimbursed in full for the funds received under false pretences; | | | |
| Initial | In the event I do not receive an acceptable grade or fail courses,   * I may be placed on probation, or * I may not be sponsored by the Upper Nicola Band Education Department until further notice. | | | |
| Initial | I have read and understood the ***Upper Nicola Band Post-Secondary Funding Policy*** as presented to me. | | | |
|  | | | | |
| Student Signature: | | | UNB Education Signature: | |
| Print Name: | | | Print Name: | |
| Date: | | | Date: | |
| **OFFICE ONLY:** | | | | |
| **OATH OF CONFIDENTIALITY**  I, \_, Upper Nicola Band’s Education Coordinator, do hereby swear that all information received will be kept in strictest of confidence. I fully understand the implications of releasing information to any other than those discussed with the student.  Education Coordinator Signature: Date: | | | | |
| **Date Received:**  **App. Complete: Yes No Date Accepted:** | | * **New Student** * **Continuing** * **Grade 12 Grad** | **Semester:**   * **Fall** * **Winter** * **Summer** | **Deadlines:**  **April 30th (Sept. Enrolment) Sept 30th (Jan. Enrolment)** |

# UPPER NICOLA BAND Appendix 2 POST- SECONDARY STUDENT

**ASSISTANCE APPLICATION**

**RELEASE OF CONFIDENTIAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date of**  **Birth:** | **Band No: *697*** |
| **Address:** |  | **Province:** | **Postal Code:** |
|  |  |  |  |
| **Phone #:** |  | **Cell Phone #:** | **Email:** |

I, hereby authorize the Upper Nicola Band Education Coordinator access to my education records including my attendance, effort, progress, and marks, along with my transcript of marks.

|  |  |
| --- | --- |
| Student Signature: | Date: |
| Witness Signature: | Date: |
| Print Name of  Witness: | |

Upper Nicola Band Post-Secondary Funding Policy

Adopted on May 14, 2013 Page 17

# UPPER NICOLA BAND Appendix 3 POST- SECONDARY STUDENT

**ASSISTANCE APPLICATION**

**APPLICATION FOR TUTORIAL ASSISTANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date of**  **Birth:** | **Band No: *697*** |
| **Address:** |  | **Province:** | **Postal Code:** |
|  |  |  |  |
| **Phone #:** |  | **Cell Phone #:** | **Email:** |

**Course Name: Instructor:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | | **Costs** | |
| Course/section being tutored: | Dates: | $/Hr. | # Hrs. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Costs:** | |  |  |

The Instructor recommends that the student undertake the Special Tutorial Assistance described above to overcome areas of academic weakness and to satisfactory meet the course requirements. The student requests Special Tutorial Assistance to overcome areas of academic weakness and maintain his/her academic levels of commitment.

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|  |  |  |
| --- | --- | --- |
| Student Signature |  | Tutor Signature |
| Instructor/Professor |  | Date |
| UNB – Education Coordinator |  | Date |

Upper Nicola Band Post-Secondary Funding Policy

Adopted on May 14, 2013 Page 18

# UPPER NICOLA BAND POST- SECONDARY STUDENT ASSISTANCE APPLICATION

**Appendix 4**

**NOTICE OF APPEAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date of**  **Birth:** | **Band No: *697*** |
| **Address:** |  | **Province:** | **Postal Code:** |
|  |  |  |  |
| **Phone #:** |  | **Cell Phone #:** | **Email:** |

|  |  |
| --- | --- |
| *PLEASE ANSWER* ***ALL*** *QUESTIONS* | |
| Please provide a brief statement outlining the decision that was made or not made which significantly affects your education. | Date you were informed of the  decision: |
|  | |
|  | |
|  | |
| Situation: | |
|  | |
| Grounds for Appeal: | |

Specific Reason or Reasons why the decision should be changed:

|  |  |
| --- | --- |
| Advisory person(s) selected for the Appeals Committee (max of 2): | |
| Name: | Phone number: |
| 1. |  |
| 2. |  |

|  |
| --- |
| **OFFICE USE ONLY**  ***Appeals Committee*** |
| *Hearing Date:* |
| *Decision:* |

# UPPER NICOLA BAND Appendix 5 POST- SECONDARY STUDENT

**ASSISTANCE APPLICATION**

**ADDITIONAL RESOURCES**

|  |  |  |
| --- | --- | --- |
| Post-Secondary Education National Program Guidelines | AANDC 604-775-8142 |  |
| First Nations Education Steering Committee |  | [www.fnesc.ca](http://www.fnesc.ca/) |
| Association of Universities and Colleges of Canada (AUCC) |  | [www.aucc.ca](http://www.aucc.ca/) |
| Association of Canadian Community Colleges (ACCC) |  | [www.accc.ca](http://www.accc.ca/) |
| Private Career Training Institutions Agency of British Columbia (PCTIA) |  | [www.pctia.bc.ca](http://www.pctia.bc.ca/) |
| Indigenous and Adult Higher Learning Association | 604-925-6087  1-877-422-3672 | [www.fnesc.bc.ca](http://www.fnesc.bc.ca/) |
| Industry Training Authority (ITA) |  | [www.itabc.ca](http://www.itabc.ca/) |
| BC. Student Assistance Program |  | [www.bcsap.bc.ca](http://www.bcsap.bc.ca/) |
| National Student Loans Centre or CanLearn |  | [www.canlearn.ca](http://www.canlearn.ca/) |
|  |  |  |
| Aboriginal Bursary System |  | [www.ainc-inac.gc.ca/esd](http://www.ainc-inac.gc.ca/esd) |
|  |  |  |

The Additional Resources are for your information only. Use it as a guide. Check the internet for updated resources regarding eligible programs/institutes, funding agencies, employment resources, etc.

\*\* Contact the schools/institutions directly for information on additional scholarships, bursaries and other awards and types of financial aid they may offer. Many have awards geared specifically to Aboriginal students. – *Education Program and Services Handbook (British Columbia)*

Upper Nicola Band Post-Secondary Funding Policy

Adopted on May 14, 2013 Page 21