



**Post-Secondary Student Support Program  
Application and Policy (2020)**

**Application Deadlines:**

**September Enrollment - April 30**

**January Enrollment - September 30**

*Mission Statement:*

- *Upper Nicola is a proud, inclusive Syilx community working together to promote Suxwtxtem, teach our Captikwl and committed to building foundations through En'owkin'wixw*
  
- *Vision: A strong, flourishing community in harmony with our Tmixw*

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Upper Nicola

# Band Council Resolution

The Council of the <b>Upper Nicola Band</b>	BCR Chronological No.: 2020 – 03 – 02 – 01
<b>Physical:</b> 2225 Village Road, Douglas Lake, BC <b>Mailing:</b> Box 3700, Merritt, British Columbia V1K 1B8	File Reference (if applicable):
Date: <b>March 2, 2020</b>	

**WHEREAS** Upper Nicola Band has had a Post-Secondary Education Policy in place that was approved in 2013.

**WHEREAS** the Upper Nicola Band Education Department has reviewed the 2013 Post-Secondary Policy and identified that Upper Nicola Band members would benefit by amending the Policy.

**WHEREAS** the Upper Nicola Band Education Department has engaged Upper Nicola Band post-secondary students to provide feedback that was incorporated into the updated new post-secondary policy.

**WHEREAS** the Upper Nicola Band reviewed other First Nations Post-Secondary policies to gather best practices.

**WHEREAS** the Upper Nicola Band Chief and Council have reviewed the proposed Upper Nicola Band Post-Secondary Study Support Program Application and Policy (2020) at the March 2, 2020 Chief and Council Meeting.

**THEREFORE BE IT RESOLVED** that Chief and Council of Upper Nicola Band accept and approve the Upper Nicola Band Post-Secondary Study Support Program Application and Policy (2020).

A quorum for this Band consists of **(4) Four**

Chief Harvey McLeod

Councillor Brian Holmes

Councillor David Lindley

Councillor Dennis MacDonald

Councillor Wallace Michel

Councillor Clarine Paul

## INTRODUCTION

By requesting the Post-Secondary Student Support Program Application and Policy (2020), 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.

In our strategic plan, we identify that one of our priorities is to empower our members. We believe that each member has a part to play in creating our future, and to do that we need to ensure each member is empowered to take responsibility for both their own future and building a strong flourishing community that is in harmony with our Tmixw.

**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

Post-Secondary Student Support Program Application and Policy (2020) has been developed to assist the Education Manager to administer the program and for the students to understand the expectations and process of the post-secondary education program. Amendments have been made to benefit UNB members that are pursuing post-secondary education

## DEFINITIONS:

For the purpose of this Policy, the following definitions shall apply:

**“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.

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

**“Continuing Students”** means students 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.)

**“Deferred Students”** deferred students are students who met all eligibility requirements for Post-Secondary Education support with UNB but were unable to be funded due to financial constraints. Deferred students will be placed on a waiting list in the order of priority also factoring when their application was received. As additional funding comes available waiting list students will be funded in the sequence in which they were waitlisted.

**“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.

**“Education Department”** means the UNB department responsible for delivery of education programs.

**“Education Manager”** mean the Manager who is responsible to deliver UNB Post-Secondary Education Programs.

**“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.

**“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).

**“Indigenous Services Canada”** means the federal department of Indigenous Services Canada (ISC); formerly INAC (Indigenous and Northern Affairs Canada); formerly AANDC (Aboriginal Affairs and Northern Development Canada)

**“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.

**“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” (LOI)** 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. See (Appendix C).

**“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.

**“Motivated students”** mean 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.

**“Opt-out of Bus Passes, Medical and Dental services:** All students are required to Opt-Out of their medical and dental fees charged by their educational institutions. Status medical and dental have the equivalent or better coverage than what the learning institution can offer. If the student does not opt-out of these fees, the student is responsible to pay for the fees on their own.

**“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.

**“Practicum”** is a work placement program available in some educational programs, which provide students with work experience.

**“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 Manager which provide evidence of a dedicated and committed student.

**“Selection Committee”** Each year a Selection Committee is structured. The Selection Committee will include the following members: Band Councillor - Education Portfolio, Education Manager, Elder, Band community member and a UNB Youth Representative

**“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.

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

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

## 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 two years provided by the UCEP (University College Entrance Preparation Programs) or ABE (Adult Basic Education) program; provided you meet the Eligibility Criteria. Costs beyond the two years 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 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 Married with Dependent Spouse* will be used.
- 4. Can a student request post-secondary funding from ISC?** No, ISC 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 ISC?** No. A student cannot appeal to ISC regarding any post-secondary funding decision made by the UNB Education Selection Committee or Appeal Committee. ISC will direct the individual back to the Band.
- 6. Does ISC 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.
- 7. I am thinking of attending university in January, when should I apply?** You need to apply before April 30. It is possible for the Post-secondary funds to be all committed at the first intake in April, so funds may not be available in September. The sooner the better.
- 8. It is August. I finally decided to further my education starting September. Is this possible?** The funding application deadline for starting school in September is April 30.
- 9. For the past year, I have been living outside of Canada, currently in Florida - am I eligible for funding?** "Eligible Post-Secondary institutions are degree, diploma, or certificate granting institutions which are: Recognized by a province or territory (in Canada or abroad); **or** Educational institutions recognized to deliver Post-Secondary programs by arrangement within an eligible Post-Secondary Institution
- 10. Can I request funding for tutoring assistance for students?** Yes. Tutoring assistance is an eligible expense for students. You must submit receipts for tutoring services.
- 11. 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 ISC 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.



12. **Am I required to declare their ISC funding to Canada Student Loans, (i.e. can they 'top-up' their ISC 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.

**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 Manager, by April 30<sup>th</sup> for the Fall Semester (September –December) and for the Spring Semester (January-April).

REQUIREMENTS	DOCUMENTS	
	NEW STUDENTS	RETURNING STUDENTS
<b>Check ✓ as the documentation is completed</b>		
UNB member	Photocopy of valid status card	Not applicable
UNB Post-Secondary Student Assistance Application form	Fully completed and enclosed <i>(Appendix 1)</i>	Fully completed and enclosed
Letter of intent (LOI)	Detailed LOI (See Appendix C)	Updated LOI
Academic Plan outlining courses to be taken for the duration of the program	UCEP applicants must provide a letter from the institute (Enclosed)	Enclosed
<i>Release of Confidential Information</i>	Enclosed <i>(Appendix B)</i>	Enclosed
Letter of acceptance	Enclosed	Enclosed (Program of study consistent from Year 1)
Official transcript(s)  (Fall Semester Sept-Dec) Deadline date for transcripts will be January 1 <sup>st</sup>  (Spring Semester Jan-April) Deadline date for transcripts will be May 1 <sup>st</sup>	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

### ENTRANCE LEVELS:

<b>Level of Education</b>	<b>Type of program certification</b>	<b>Average length of program</b>	<b>Number of semesters per program</b>
<b>UCEP</b>	University Entrance and College preparation program	Two Year Duration	Four Semesters
<b>Level 1:</b>	Community College and Polytech Institutes, Certificate and Diploma programs	(Average to 1-2 years)	Two- Four Semesters
<b>Level 2:</b>	Undergraduate University programs (certificate, diploma, degree)	(Average 1-4 Years)	Two-Eight Semesters
<b>Level 3:</b>	Advanced or Professional degree programs, or master's programs	(Average 2-3 Years)	Four-Six Semesters
<b>Level 4:</b>	Doctoral/Post-Doctoral programs	(Average 5 years)	(Academic years based on the institute's normal duration.)

Students who have exhausted the maximum limitation semesters 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 master's degree will be considered once the student has received a bachelor's degree.

## **FUNDING PRIORITIES:**

A Priority List is established each year to assist the Education Manager and the Selection Committee in determining who will receive funding. Consideration 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:

### **First Priority:** Continuing Students-

Students who have attended school on a full-time basis and have successfully completed ALL courses.

Students who have completed at least one year of studies and have continued to take course(s) towards their diploma, or degree on a part-time basis.

### **Second Priority:** Graduating Secondary School Students-

Students who have graduated from secondary school in the current year with a Dogwood Certificate minimum GPA of 2.6

Students who have equivalent training or education (i.e. GED)

Students who have graduated college or university and are pursuing a higher level of education.

**Third Priority:** Students who pay part of their own education (i.e. tuition or living allowance) for the duration of their program.

**Fourth Priority:** Students who 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.

**Fifth Priority:** Mature Students, who may or may not have completed high school, are at least 21 years of age and who wish to return to full-time studies. Students who have completed twelve years of education in the public-school system and may be eligible to attend Post-Secondary institution in a University College Preparation Program.

**Sixth Priority:** Other- All other Students on a deferred list.

## **POST-SECONDARY INTERVIEWS:**

All Students will be required to participate in an interview, to help Selection Committee prioritize funding for each fiscal year.

Documents to bring to the interview:

1. List and cost of books and supplies
2. Completed application for a Scholarship/Bursary/other Funds. *(Refer to list on Appendix F)*
3. List of institute First Nations student support systems i.e. Gathering Places
4. 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.
5. 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

Interview schedule:

1. For the September enrollment, interview will be in June
2. For the January enrollment interview will be in early October
3. Interview dates and times will be arranged by the Education Manager.
4. Letters of sponsorship or non-sponsorship will be sent to the applicants no later than ten (10) business days after interview date.

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 Student Support Program and Application Policy*.

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 early October (for January enrollment). The Committee will select students for sponsorship (depending on budget) and select four (4) students for the deferred.

## FUNDING:

UNB Education sponsorship provides base funding for students. Students are required to apply for bursaries and scholarships. Students also are encouraged to save money or apply for student loans for additional costs related to their educational needs. 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)
\$3,000.00	\$3,500.00

- Students on probation are expected to pay one-half ( $\frac{1}{2}$ ) of the first semester tuition fee.
  - 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.)
  - Students attending out of Canada will be expected to pay exchange costs.
  - Audited or failed courses will not be paid for when the course is re-taken.
  - Tuition fees will be paid directly to the College or University. UNB will send a letter of sponsorship and will follow up with payment by cheque to the College or University once the Invoice is received from Student.
2. Book Allowance: Will be provided for full time and part time students to a maximum amount of:

	Fall Semester (September-December)	Spring Semester (January-April)
Full-Time Student	\$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 noted in your Post-Secondary Application

3. Living Allowance Rates for a full- time student to a maximum amount of:

Dependents	Single	Married with Dependent Spouse	Married with Employed Spouse
No dependents	\$1,200.00	\$1,300.00	\$1,200.00
1 dependent	\$1,450.00	\$1,450.00	\$1,300.00
2 dependents	\$1,610.00	\$1,610.00	\$1,370.00
3 dependents	\$1,780.00	\$1,780.00	\$1,450.00
\$75.00 for each additional dependent per month			

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

4. 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 D)* stating the course which requires tutoring assistance, the need, duration and the cost.

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

5. For Emergency Travel: In the event of a death or illness in the immediate family (father, mother, brother, sister), full – time students 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 Manager. The funds allowed will be based on the most appropriate means of travel and the availability of funds.

Special Notes to consider about funding:

1. UPass & Bus Pass: Students are expected to pay for 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. It is the student's responsibility to pay for bus passes or parking passes, unless they are willing to cover the cost on their own.
2. Student advances:  
There will be no student advances. Budgeting is the student's responsibility.
3. Incentives –Pending UNB funding availability, students may be eligible in receiving an incentive. This will be reviewed on an annual basis.

**FULL-TIME DISABILITY:** Students must meet with the Education Manager prior to completing the UNB Post-Secondary Student Support Program Application and Policy. 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:

- Complete Eligibility Criteria for Sponsorship
- 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 Manager)  
A learning disability assessment by a registered psychologist or doctor.

- 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:

- Previous post-secondary funding received from the UNB for Post-Secondary education will be considered.

#### OTHER FUNDING LIMITATIONS:

- 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.
- Tuition fees at private institutions may be covered up to the allowable tuition fees .

#### EDUCATION INTERRUPTIONS:

Periodically, a student may not be able to continue with his/her education for a number of reasons, including:

- **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 Manager.
- **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 inform the Education Manager. Failure to notify the Education Manager 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.
- **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 Manager (5 days after) 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 Manager stating the reason(s) for not being able to continue with post-secondary education.
- **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 Manager. Future post-secondary sponsorship may be withheld until the outstanding amount has been paid in full.

#### 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 Manager
- Withdrawal and/or suspension from the post-secondary institute
- Poor class attendance
- Failure to meet the minimum GPA 2.6
- Misuse of funding and/or
- Failure to submit required documents (eg. Transcripts)

#### MISUSE OF BAND EDUCATION FUNDS:

If a student receives funds or UNB pays funds on their behalf, the student is responsible to repay the full amount back to the UNB Education Department. Payment options must be arranged with the Education Manager. 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 the Student contract.



## **APPEAL PROCESS:**

If a member believes that he/she has been unjustly treated with regard to the UNB Post-Secondary Student Support Program Application and Policy she has the right to appeal within ten (10) consecutive business days from the Post-Secondary Interview. A student cannot submit an appeal if he/she was denied sponsorship because of lack of funding. 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.

- Procedure to ensure fair and equitable treatment:
  - a) Any decisions made regarding an appeal will be in accordance to the Post-Secondary Student Support Program Application and Policy and funding availability.
  - b) 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 Personnel Policies*).
  - c) Within 10 (ten) consecutive business days, the student will meet and discuss with the Education Manager all concerns in an attempt to resolve the issues.
  - d) 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 Manager. 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.
  - e) Decisions made by the Appeals Committee will be final; the Education Manager will abide by the final decision.

The Appeals Committee will consist of the following:

- Educator Manager
- Band Councilor
- Elder
- UNB Youth Representative
- No more than two (2) advisory support persons selected by the student

#### 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 Student Support Policy.

#### AMENDMENTS:

Any UNB Member or UNB staff member may submit recommendations for amendments to this policy. Recommendations for amending the policy must be submitted, in writing to the UNB Education Manager by December 31<sup>st</sup> of each year. All recommendations will be carefully evaluated based on their impact on resources and program objectives. Any policy amendments approved will be adopted at the beginning of the next fiscal year.

**APPENDIX A:**



Upper Nicola

**Post-Secondary Education Funding Application Form**

Office Use Only

New Student  Continuing Student  Returning Student

**APPLICANT INFORMATION**

Last Name		First Name		Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date	
Status Card #:				Date of Birth			
Street Address				Apartment/Unit #			
City				Prov.		Postal Code	
Phone				E-mail Address			
Years lived at address		Emergency Contact:		Relation:			
Marital Status	Single	Married	Common Law	Separated/Divorced			
Are you currently employed?	YES	NO	Employer:				
If yes do you plan to continue employment?	YES	NO	If yes, how many hours per week				

**SPOUSE'S INFORMATION**

Last Name			Given Name				
			Employer				
Unemployed:	Receiving Other benefits?	YES	NO	State Benefits (WCB, Pension, etc.)			

**DEPENDENTS**

Dependents are:

Last Name	Given Names	Date of Birth	Relationship

PROGRAM INFORMATION						
Institution Name				Student Number		
Program Name						
Length of Program			Start Date			End Date
Occupational Field						
Full Time:			Part-time			Current year of program

EDUCATION AND TRAINING HISTORY						
	Name of School	Location	Duration	Completion	Certification	Band Funded?
High School						
College						
University						
Graduate School						
Other						

STUDY PLAN (COMPLETE USING YOUR SCHOOL'S CALENDAR)					
	Fall Session	Winter Session	Spring Session	Summer Session	
Duration					
Number of Courses					
Number of Credits					
FT/PT					

List months for which living allowance requested:

Total number of months of living allowances requested:

PROJECTED COMPLETION PLAN		
Year	Number of Courses:	Number of Credits:
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		
Year 6		

<b>TOTAL NUMBER OF CREDITS REQUIRED FOR COMPLETION:</b>
I have consulted with an academic/career counselor: <b>YES</b> <b>NO</b>
I have made contact with the Aboriginal support worker at my institution: <b>YES</b> <b>NO</b>

**Bank Information:** (For Direct Deposit Purposes)    **OR**     Please Attach a copy of voided cheque

Name of Bank: \_\_\_\_\_ Account #: \_\_\_\_\_ Transit #: \_\_\_\_\_

Branch: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_

The information you provide on this document is for the purpose of researching and administering Post-Secondary student financial assistance. Personal information that you provide is protected under the provisions of the Privacy Act.

**OFFICE USE ONLY**

Request	Approved	Denied
(reasons attached)		
Application received:		
File Number:		
Total # of months living allowance:		
Total tuition:		
Total books/supplies:		
Travel		
Sponsored to date:		
Approved by (title)		Approved by (title)

**OFFICE ONLY:**

**OATH OF CONFIDENTIALITY**

I, \_\_\_\_\_, Upper Nicola Band's Education Manager, 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 Manager Signature:

Date:

<b>Date Received:</b> <b>App. Complete: Yes / No</b> <b>Date Accepted:</b>	<b>New Student</b> <b>Continuing</b> <b>Grade 12 Grad</b>	<b>Semester:</b> <b>Fall</b> <b>Winter</b> <b>Summer</b>	<b>Deadlines:</b> <b>April 30<sup>th</sup> (Sept. Enrolment)</b> <b>Sept 30<sup>th</sup> (Jan. Enrolment)</b>
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**Appendix: A**

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 Post-Secondary Student Support Program Application and Policy;**

**I, \_\_\_\_\_, am a responsible adult who accepts responsibility for my actions; and the following below:**

**I, \_\_\_\_\_, do hereby understand and agree to: (Please initial the boxes on the left)**

	Attend classes on a regular basis;
	**As a Student it is my responsibility to submit in <b>invoices</b> , and <b>receipts</b> for Tuition, Books & Supplies**
	As a Student I will commit to submitting in Monthly Progress Reports on the 15 <sup>th</sup> of every month
	As a full-time student, take 60% or more (four or more) courses per semester;
	Maintain a minimum grade point average (GPA) of 2.60 or higher or the GPA requirements for the Program I am registered in;
	Submit an Official Transcripts of Marks to the Education Manager within two weeks of course completion;
	Inform the Education Manager if problems arise making it difficult to fulfill the above requirements; and,
	Inform the Education Manager of any and all changes (eg. Address, phone number, and course changes) while attending school.

Furthermore, I understand that:

	The Education Manager has the right to see progress and attendance reports set forth by the Academic Institution being attended;
	In the event I receive education funds under false pretenses, <ul style="list-style-type: none"><li>• I will be liable to repay the full amount or any designated portion of the total amount to the Education Department, or</li><li>• I may be legally charged, and</li><li>• I forfeit further funding until the Band is reimbursed in full for the funds received under false pretenses;</li></ul>
	In the event I do not receive an acceptable grade or fail courses, <ul style="list-style-type: none"><li>• I may be placed on probation, or</li><li>• I may not be sponsored by the Upper Nicola Band Education Department until further notice.</li></ul>
	I have read and understood the UNB Post-Secondary Student Support Program Application and Policy as presented to me.
	I also give the Upper Nicola Band, permission to state introduction information such as name, program completed, photograph, video and release all images of me duration of my Post-Secondary Education Program. I am aware that photos and videoing will take place and may be distributed and/or posted within Upper Nicola Band Website, Newsletter and Annual General Assembly Report.

Student Signature:

Print Name:	UNB Education Signature:
Date:	Print Name:

**Appendix B:**

Release of Confidential Information Form

Post-Secondary Education Institute Name and Address:

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

Attention: Office of the Registrar

To whom it may concern:

As a student assisted by the Upper Nicola Band, I hereby authorize the above named Post-Secondary education institution to release all transcripts, attendance records and other documents regarding my progress, if available to the Upper Nicola Band.

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

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

Program of Study: \_\_\_\_\_

School Year: \_\_\_\_\_

Please forward the above mentioned documentation as they become available to:

Upper Nicola Band  
Education Department  
Email: [education@uppernicola.com](mailto:education@uppernicola.com)  
Phone: (250)350-3342 Fax Number: (250)350-3311

Attention: The UNB Education Manager

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

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

\_\_\_\_\_  
UNB Education Manager:

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

## **Appendix C:**

### **LETTER OF INTENT TEMPLATE**

(See section on “Letter of Intent Template” in the Post-Secondary Student Support Program Application and Policy: attach a separate sheet)

**SAMPLE LETTER OF INTENT**

**SAMPLE Letter of Intent Date**

(Remember deadline dates are April 30, and September 30 start date)

Name (First, Middle, Last)

Mailing Address:

Address,

City, Province, Postal Code

To: Education Manager,

### **RE: Post-Secondary Student Support Program Request**

Introduce yourself, background of your family. Briefly outline your education and career goals.

Let he/she know if you were funded before and how the program you are applying for supplements your overall career goal. Let he/she know your plans such as what course/program you want to take, where you want to take it, why you want to take it and the start and end dates. State exactly what you are requesting by way of funding (here is a list of funding available, if eligible) Living Allowance, Tuition, Books & Supplies.

If you already received your acceptance letter this would be a good time to send it with your letter. Add anything else that you think may persuade her to choose you as our sponsored student such as, career goals that you have, or hardships you have endured, how your education will help your community. Then thank them for his/her time and consideration.

Sincerely,

**(Sign your name here)**

**Name of Applicant**

**Status Number**

**Student Number**

**Enclosure(s): List any documents you are including with this letter such states in NEW and RETURNING submissions.**



**Appendix D:**

UPPER NICOLA BAND  
POST- SECONDARY STUDENT  
ASSISTANCE APPLICATION

**APPLICATION FOR TUTORIAL ASSISTANCE**

<b>Name:</b>	<b>Date of Birth:</b>	<b>Band No:</b> 6 9 7
<b>Address:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Phone #:</b>	<b>Cell Phone #:</b>	<b>Email:</b>

**Course Name:**

**Instructor:**

<b>Description:</b>		<b>Costs</b>	
Course/section being	Dates:	\$/Hr.	# Hrs.
<b>Total Costs:</b>			

- 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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Tutor Signature

\_\_\_\_\_  
Instructor/Professor

\_\_\_\_\_  
Date

\_\_\_\_\_  
UNB – Education Manager

\_\_\_\_\_  
Date

**APPENDIX E:**

**NOTICE OF APPEAL**

<b>Name:</b>	<b>Date of Birth:</b>	<b>Band No: 697</b>
<b>Address:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Phone #:</b>	<b>Cell Phone #:</b>	<b>Email:</b>

*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:

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Situation:

---

Grounds for Appeal:

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Specific Reason or Reasons why the decision should be changed:

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Advisory person(s) selected for the Appeals Committee (max of 2):

Name:	Phone number:
1.	
2.	

<b>OFFICE USE ONLY</b> <i>Appeals Committee</i>
<i>Hearing Date:</i>
<i>Decision:</i>

## APPENDIX F:

### ADDITIONAL RESOURCES

First Nations Education Steering Committee	<a href="http://www.fnesc.ca">www.fnesc.ca</a>
Association of Universities and Colleges of Canada (AUCC)	<a href="https://www.univcan.ca/programs-and-scholarships/">https://www.univcan.ca/programs-and-scholarships/</a>
Indigenous and Adult Higher Learning Association	
Industry Training Authority (ITA)	<a href="http://www.itabc.ca">www.itabc.ca</a>
BC. Student Assistance Program	<a href="http://www.bcsap.bc.ca">www.bcsap.bc.ca</a>
National Student Loans Centre or CanLearn	<a href="https://www.csnpe-nslsc.canada.ca/en/home">https://www.csnpe-nslsc.canada.ca/en/home</a>
Aboriginal Bursary System	<a href="http://www.collectionscanada.gc.ca/eppp-archive/100/200/301/inac-ainc/scholarships-e/sbaas_e.pdf">http://www.collectionscanada.gc.ca/eppp-archive/100/200/301/inac-ainc/scholarships-e/sbaas_e.pdf</a>
New Relationship Trust Bursaries	<a href="https://www.newrelationshiptrust.ca/funding/for-students/">https://www.newrelationshiptrust.ca/funding/for-students/</a>
Indigenous Bursaries Search Tool	<a href="https://www.sac-isc.gc.ca/eng/1351185180120/1351685455328">https://www.sac-isc.gc.ca/eng/1351185180120/1351685455328</a>
Scholarships Canada	<a href="https://www.scholarshipscanada.com/Index.aspx">https://www.scholarshipscanada.com/Index.aspx</a>
UNB Wind Scholarship	<a href="mailto:education@uppernicola.com">education@uppernicola.com</a>
Okanagan Nation Alliance (Better for the Future)	<a href="https://www.syilx.org/about-us/operations/building-a-better-future-bursary/">https://www.syilx.org/about-us/operations/building-a-better-future-bursary/</a>

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*