

Lax Kw'alaams Band  
Long Term Post-Secondary  
&  
Short Term  
Local Operating Guidelines  
Student Handbook 2013  
(Revised April, 2022)

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## **1 INTRODUCTION**

The Lax Kw'alaams Band is responsible for the development of operating policy and guidelines to guide the administration of the Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation Program (UCEPP) for the Lax Kw'alaams First Nation.

This Policy guides the First Nation Education Department in assessing the eligibility of students to receive financial assistance to attend accredited post-secondary institutions in an eligible program of study.

This Policy has been ratified by Chief and Council and applies to all students seeking financial assistance from the First Nation. This Policy has been designed to be consistent with the Indigenous Service Canada (ISC) Guidelines.

## **2 PROGRAM OBJECTIVES AND ADMINISTRATION**

### **2.1 Lax Kw'alaams First Nation Vision Statement**

The Lax Kw'alaams First Nation seeks to encourage, support and assist its members to access post-secondary education opportunities and to graduate from their respective programs of study with the skills, qualifications and competencies to pursue their chosen career or employment and to realize their full potential.

### **2.2 OBJECTIVES**

To support as many eligible First Nation students as possible to access post-secondary education and graduate from their respective program of study with the skills, qualifications and credentials required to pursue their chosen career path and to realize their individual potential to contribute to the community and society.

### **2.3 ADMINISTRATION**

The Education Department is mandated by Chief and Council to administer the Post-Secondary Education (PSE) Assistance Program.

First Nation members seeking PSE funding will be provided a copy of these Guidelines. They may submit their application in accordance with these Guidelines. The Education Coordinator, Administrator (CAO) and Finance will review completed applications and assess whether they meet the terms and requirements set out in these Guidelines. The Education Coordinator will advise applicants as soon as practicable as to whether his or her application for sponsorship has been approved.

All enquiries about the PSE program should be directed to:

Title: Education Coordinator / Education Manager  
Address: 206 Shashaak Street, Lax Kw'alaams, B.C. V0V 1H0  
Phone: 1-877-725-3293 E231 / (250) 625-3293 E231  
Fax: (250) 625-3246  
Email: ed\_coordinator@laxband.com / ed\_manager@laxband.com

### **3 LOCAL OPERATING GUIDELINES**

#### **3.1 DEFINITIONS**

**ACADEMIC PLAN** – the program credit requirements. Each semester, students are to comply with requirements/prerequisites to complete their certificate, diploma, bachelors, masters, doctorate program in a timely manner. All registered courses must coincide with the program requirements.

**ACADEMIC PROBATION** – A period of time during which a student is under strict academic guidelines, usually because of low or failing grades, or absenteeism.

**ACADEMIC YEAR** – Means the length of an academic year for a Program of Study as defined by the Post-Secondary Institution.

**BAND MEMBER** – Means a person who is lawfully registered to the Band List and is a full member. Only full, registered members of the Lax Kw'alaams First Nation are eligible for PSE support through the band.

**DEPENDENT** – Means a person who is i) under 19 years of age; ii) relies on the student for support, and iii) resides with the student on a full-time basis.

**DEPENDENT SPOUSE** – Means a person who is married to the student or a person who has lived with the student as a partner for a period of at least one year prior to application for education support. This person is dependent upon the student and does not receive an income.

**FULL-TIME STUDENT** – Means a student who is enrolled in at least 60% of a full course load for a Program of Study at an eligible Post-Secondary Institution. This is equivalent to 3 courses per term for post-secondary and 3 courses per term for University College Entrance Program (UCEP).

**FULL-TIME STUDIES** – Means at least 60% of a full course load for a Program of Study offered by an eligible Post-Secondary Institution. This is equivalent to 3 courses per term for post-secondary and 3 courses per term for UCEP.

**PART-TIME STUDENT** – Means a student who is enrolled in less than 60% of a full course load for a Program of Study at an eligible Post-Secondary Institution. This is equivalent to 2 courses or less per term for post-secondary and 2 courses or less per term for UCEP.

**PART-TIME STUDIES** – Means less than 60% of a full course load for a Program of Study offered at an eligible Post-Secondary Institution.

**PERMANENT DISABILITY** – Refers to 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 studies at a post-secondary level or in the labour force and is expected to remain for the person's expected natural life. The student shall provide, with their application, proof of their permanent disability in the form of:

- A medical certificate;
- A psycho-educational assessment; or
- Documentation providing receipt of federal or provincial disability assistance

**MEDICAL RELEASE** – Means a student who is required, for medical reasons, to be absent from classes for more than 3 days is required to provide the Education Coordinator within 5 days of the onset of the illness or medical condition, with a note or certification from their doctor or medical institution that provides the reasons for absence from classes.

**MISLEADING INFORMATION** – is defined as any information that a student uses on their application that is not true. This includes leaving out information.

**POST-SECONDARY INSTITUTION (or SCHOOL)** – Means an accredited Institution that grants certificates, diplomas and/or degrees and is a post-secondary institution recognized by provincial or territorial Minister of Education, or recognized to deliver post-secondary education programs by arrangement within an eligible post-secondary institution.

**PRACTICUM** – Means a supervised and mandatory (required for graduation) portion of an educational program emphasizing the practical application of previously learned theory, methods, skills, professionalism, orientation and ethics in a specialized area of study which does not exceed more than 20 percent of the total program. Students must be supervised and evaluated by the employer while doing productive work (not merely observing) and can receive training allowance for paid practicum.

**SEMESTER** – Means a distinct study period, lasting at least 12 to 17 weeks which forms part of a longer program, as defined by a Post-Secondary Institution.

**SPONSORSHIP** – Provisions of financial support to an individual for attending a post-secondary institution. The support may include tuition (including UPASS, fees, exam, medical, CRC), books, tools, supplies, training allowance, bus pass, and travel allowance as applicable.

**SHORT TERM TRAINING ALLOWANCE** – The applicable monthly rate for regular training allowance, divided by the number of days in the month, times the number of days of training. The training allowance amount is used to cover living expenses while at training.

**TRAINING ALLOWANCE** – The amount of money that the student receives per month for living expenses in a given period. (See Appendices at the end, for training allowance amounts).

**TRAVEL ALLOWANCE** – The amount of money given to students and their dependents (spouse and children under age of 19) for travel expenses who have to travel from their normal place of residence to obtain training. Travel will be covered to the nearest institution that offers a similar program.

**SHORT TERM TRAVEL ALLOWANCE** – The amount of money given to the student for travel expenses who have to travel from their normal place of residence to obtain training. Travel will be covered to the nearest institution that offers a similar program.

## **3.2 ELIGIBILITY REQUIREMENTS**

### **3.2.1 Student Funding Eligibility**

The Lax Kw'alaams First Nation can only provide funding support for students that are status and registered with the Lax Kw'alaams Band. Students that are not eligible can either seek to remedy that, if possible, or may need to seek other funding sources. An application(s) must be submitted to the band before the deadline(s).

### **3.2.2 Eligible Post-Secondary Institutions**

Eligible post-secondary institutions are certificate, diploma, or degree granting institutions which are:

- Recognized by a province or territory (in Canada & USA); or
- Educational institutions recognized to deliver post-secondary programs by arrangement within an eligible post-secondary institution.
- All funds will be paid in Canadian dollars.

Before applying to a post-secondary institution, the student should check with the Lax Kw'alaams First Nation Education Coordinator to determine if the institution meets the eligibility requirements as required by ISC.

### **3.2.3 Eligible Programs**

Eligible programs are described in section 4.3 of the National Program Guidelines. In general, to qualify for PSSSP funding, post-secondary programs must have a Grade 12 entry-level requirement (or equivalent) and must be considered to be one year in length. For UCEP funding, the student must already be at the level that would allow for the attainment of their necessary post-secondary entry-level requirements within two years. As long as prerequisites are met students can apply for program of their choice.

## **3.3 PRIORITY SELECTION CRITERIA**

- Priority 1: Continuing Students** – Are students who were provided PSE funding in the most recent academic year, have successfully completed the year with the band's minimum grade requirement and are continuing in their same approved program.
- Priority 2: Grade 12 Graduates** – Are students who have graduated from grade 12 recently or in the last 3 years.
- Priority 3: Probationary Students** – Are students who have not met the band's minimum grade requirement for their program level, in the most recent academic year, or the last time they were funded and are continuing in their same approved program. The student would go on probation for one full term and will have to sign a contract.

- d. **Priority 4: New Students** – Are students who have never applied before and do not fall under 'continuing student', 'Grade 12 Graduate', or 'upgrading'. You are a new student if you have been funded before but have taken a semester or more off from your studies.
- e. **Priority 5: Upgrading Student** – Are students who are obtaining grade 10, 11 or 12 courses in order to obtain prerequisites for desired program. The maximum UCEP funding is 2 academic years.
- f. **Priority 6: Short-Term Students** – Are students who are registered, enrolled, or interested in taking Safety Courses, Class 1 – 4, Air Brakes, HEO, Driver Training - GLP, Trades that are under 4 months long, or courses that do not fall under post-secondary funding (certificate, diploma, bachelor, masters or doctorate programs).

### 3.4 DEFERRED STUDENTS

Deferred students are students who met all eligibility requirements for PSE support with Lax Kw'alaams First Nation, but were unable to be funded due to financial constraints. Deferred students will be placed on a waitlist in the order in which their application was received. As additional funding becomes available, waitlisted students will be funded in the sequence in which they were waitlisted.

### 3.5 APPLICATION PROCESS & DEADLINES

**3.5.1 Deadlines:** Students must complete and have a submitted application to the 'Lax Kw'alaams First Nation Post-Secondary Education Application Form', including all required documentation, to Education Coordinator by the following deadlines:

- a) June 30<sup>th</sup> – for Fall Semester to Winter (Sept of one year to April of following year)
- b) October 30<sup>th</sup> – For Winter Semester (Jan to April)
- c) February 28<sup>th</sup> – For Spring/Summer Semester (May – August)

If the deadline falls on a weekend or a statutory holiday, then the deadline will be on the next regular business day.

Students are responsible for ensuring that their application form is **complete, signed, and received by the deadline**. Incomplete applications will be sent back to the student. As per policy, late applications are not accepted.

Any application that misrepresents the student's circumstances, or a spouse's circumstances (where the student is claiming living allowance in relation to a spouse), will result in denial of funding or cancellation of funding.

**Short-term application deadline - application must be in 10 working days prior to the program starting.**

#### 3.5.2 Required Documents

The following documents are required in order for your **Long-term Application & Short Term Application** to be considered complete:

- a) Application Package (pages 1 to 8)
- b) Copy of Status Card (both sides) for self and dependents;
- c) Copy of Birth Certificate for dependents
- d) Copy of Acceptance Letter from an eligible post-secondary program that will be delivered by an eligible post-secondary institution;
- e) Official Transcript from most recent institution attended. (Official transcripts are signed and sealed by the institution and have not been opened. Photocopies, scanned and emailed copies and faxes of official transcripts do not meet the reporting requirements for PSE)
- f) Signed Student Agreement & Release Form (pages 5 to 8 of application package)
- g) Program Description / Course Outline / Including start & end dates
- h) Funding Source Letter (bursary/scholarship/funding agency). This is for extra support to student.
- i) Book/tool list

As long as the main band application is in before the deadline, the supporting documentation can come in after the deadline. However, a decision cannot and will not be made on your application until all the supporting documentation is received.

### **3.5.3 PSE FUNDING**

The Lax Kw'alaams First Nation receives limited PSE funding from Indigenous Service Canada (ISC) for the delivery of PSSSP and UCEPP. This funding may be below the level required to support all eligible students, and is not sufficient to cover 100% of approved students' costs to attend PSE programs. In the event that there are more applications for funding than that which is available, selection of applications will be based on the order of priority set out in selection three.

The actual amount of funding available to eligible students will depend on the overall amount available to the Lax Kw'alaams First Nation during a given fiscal year (April to March). Funding must be expended according to eligibility guidelines as shown in this policy and cannot be backdated to cover a period of time before a student has been approved for support.

### **3.5.4 Eligible Expenses**

Generally, the following types of expenses may be eligible:

- a. Tuition and mandatory student fees; including official transcript, UPASS, exam fees, medical exam, licencing fees, & Criminal Record Check (CRC);
- b. Bus Pass – Is the city transit student rate where institute is located & if it is not covered as UPASS in tuition.
- c. Books and supplies;
- d. Tools (including safety gear);
- e. Training Allowance; and
- f. In some cases, travel

Limits to an approval of expenses are subject to available funding and to the limits of assistance set out in the National Program Guidelines. Students are responsible for making sure they pursue other sources of funding if the PSE funding is not going to be enough to meet their financial needs.



#### 3.5.4.1 Tuition and Mandatory Fees

The Lax Kw'alaams First Nation will pay approved tuition amounts directly to the post-secondary institution upon receiving an invoice. In the case that a post-secondary institution does not bill the Lax Kw'alaams First Nation directly, students are responsible to forward invoices directly from the institution to the Lax Kw'alaams First Nation along with any necessary supporting documentation, information and deadlines. Amount cannot exceed what was stated on your sponsorship letter from the Band.

- a. The maximum amount up to the Bachelor/Undergraduate level is \$10,000/year. It does not mean that this amount will be allocated to you; it depends on budget.
- b. Students that are in the following programs can be approved up to a maximum amount of \$18,000/year
  - a. Doctors, Lawyers, Nurses, Pharmacists, & Bachelor of Education
  - b. Masters Programs
  - c. Doctorate
- c. Short-term tuition max is \$10,000. A student cannot continue to take short term courses one after another to reach the \$10,000 maximum. The courses must all be required for the desired career outcome.
- d. Web-based/on-line or distance/correspondence courses up to a maximum of \$10,000/ year.

#### 3.5.4.2 Books and Supplies

Full-time students may receive assistance for books and supplies that are required for their program. Students must submit a copy of registration and book list. Part-time students may be covered for books.

- a. The book maximum is \$2,000 for the school year. It does not mean that the entire \$2,000 will be available to you. If the book list is not provided, books will be calculated at \$200/course. Books must be a requirement and not recommended. If you are purchasing your own books you must provide the book list and submit the receipt for reimbursement.
- b. The supply maximum is \$100/term. You can sign for supplies at the institution or purchase your own supplies, submit the receipt and get reimbursed. You must choose one or the other, not both. A restriction list is attached to your sponsorship letter to show what is and isn't covered.

#### 3.5.4.3 Tools

The tools maximum is \$2,000 for the school year. This would be for tool/ materials required for your course/program. Tools for trades programs, materials/supplies for Art Courses, Calculators, required uniforms (chef uniform, chef hat, uniforms required for practicums, scrubs, required footwear), safety gear, nurse/doctor equipment/supplies. The tools list must be provided and if tools are purchased student must provide tool list and submit the receipt for reimbursement.

### 3.5.4.4 Travel Assistance

Travel allowance would be given for start of the school year (one way), Christmas Travel (return), and year end travel (one way) for those that qualify, which includes self and dependents, and would be at most economical travel. Travel would be from normal residence to the nearest institution that offers similar program.

### 3.5.4.5 Training Allowance

Full-time students may receive financial support in the form of a training allowance to be used towards living costs such as shelter, food, clothing, utilities, and other personal items. A student may work but must be attending all classes and must maintain the required grades per program level. Full-time students are eligible for a full months training allowance if training is for partial days (except short term training, which is for training days only). **Practicum students** are eligible for training allowance for paid or unpaid work experience. Students with **permanent disability** can receive training allowance for two courses per term instead of taking three courses per term; a note must be provided from dr., & college/ university. **Part-time students** are not eligible for travel or living allowance. The amount a student may receive is according to the chart below:

<b>Single (on own)</b>	<b>\$1,498</b>
<b>Married w/Employed Spouse</b>	<b>\$1,498</b>
With 1 Dependent	\$1,716
With 2 Dependents	\$1,939
With 3 Dependents	\$2,155
With 4 Dependents	\$2,210
With 5 Dependents	\$2,265
<b>Married w/Dependent Spouse</b>	<b>\$1,771</b>
With 1 Dependent	\$1,957
With 2 Dependents	\$2,155
With 3 Dependents	\$2,342
With 4 Dependents	\$2,397
With 5 Dependents	\$2,452
<b>Single Parent</b>	
With 1 Dependent	\$1,957
With 2 Dependents	\$2,155
With 3 Dependents	\$2,342
With 4 Dependents	\$2,397
With 5 Dependents	\$2,454
<b>Each additional dependent is</b>	<b>\$50</b>

#### **Short-term training allowance:**

It is the applicable monthly rate for regular training allowance, divided by the number of days in the month, times the number of days of training.

### **3.6 Limits of Assistance**

PSE funding has limits set out in the National Program Guidelines; some of the main limits are described here:

#### **3.6.1 Post-Secondary Student Support Program (PSSSP)**

PSE funding is meant to assist eligible Lax Kw'alaams First Nation students to pursue post-secondary programs that are at least one academic year in length.

PSSSP funding can normally be utilized for tuition, mandatory fees including official transcript, UPASS, exam fees, medical exam, licencing fees, & Criminal Record Check (CRC); books and supplies, training allowance, tools, and travel (if applicable).

Assistance through PSSP can be provided at four different levels of post-secondary education. The duration of assistance must align with the official length of a program as defined by the post-secondary institution; assistance for up to one additional year can be provided if an extension is needed and the necessity of a student to do that must be provided in writing by the post-secondary institution's dean or program department head.

- a) Level 1 Certificate or Diploma Programs
- b) Level 2 Undergraduate University Programs
- c) Level 3 Advanced or Professional Degree Programs / Masters Programs
- d) Level 4 Doctoral Programs

The programs must ladder or go into or be a part of another program. That is the certificate must ladder into the diploma program and the diploma program must ladder into the undergraduate (bachelor) program. Students can obtain funding for one program at each level; certificate, diploma, bachelor, masters and doctoral.

Assistance may be provided at all four (4) levels of post-secondary education; however, the Band max months up to an undergraduate/bachelor level is 40 months. The Band max is 60 months for those going in for Doctor, Lawyer, Nurse, Pharmacists & Bachelor of Education.

#### **3.6.2 University College Entrance Preparation Program (UCEPP)**

For UCEPP, the maximum length of time supports can be provided is for two (2) academic years. UCEPP funding does not count towards PSSSP (Post-Secondary Student Support Program) funding.

At the end of each semester ongoing financial support will be subject to confirmation from the institution that the student is in good academic standing.

### **3.6.3 Limits at each Level**

PSE funding may be available only once at each Level unless a student has already achieved completion at that level, even if they did not receive assistance during that time. In addition, assistance can only be provided for a student to achieve a higher level of post-secondary education than they already have. For example, a student who has achieved a Master's Degree cannot be funded again at the same level (Level 3) and cannot be funded at a lower level, even if they had never received PSE funding at one of those levels before. Students can have one program change as indicated in 3.6.4 (below).

The only exception is at Level 2 (university degree programs); PSE funding may be available for an additional degree in a bachelor program which requires an undergraduate degree as a prerequisite.

### **3.6.4 Changing or Pausing a Program of Studies**

Students are allowed one program change without having to repay the band back. However, the student must finish off the term; if a student quits/withdraws then the student must pay the band back for the terms tuition, books, supplies, tools, bus pass, and training allowance.

If a student changes programs within one of the Levels or temporarily pauses their studies, the number of academic years or semesters used at that Level are still counted for reporting purposes and must be considered when calculating the amount of time that may be available for assistance. Therefore, students must be aware that such changes may affect the overall funding available and how this may affect their ability to complete their program.

Before making any changes, students must discuss this with the Education Coordinator to ensure they will still be eligible for PSE funding or not. Students who become eligible for assistance and have already completed a portion of their post-secondary studies without assistance may receive assistance for the balance of their program of studies, but cannot be reimbursed for previous expenses as according to the National Program Guidelines.

### **3.6.5 Part-Time Studies**

Part-time students may receive assistance for tuition, compulsory fees, official transcript (sent to the band only), exam fees, licencing fees, medical exam fees, and books.

### **3.6.6 Summer Programs**

May-August courses may only be funded if required and / or the budget allows. Priority will be given to students enrolled during the September – April academic year. The student must fill out an application form, supported by required documentation. The deadline for submission of the application is February 28<sup>th</sup>. The student must be enrolled as a full-time student.

### 3.7 STUDENT INCENTIVES

The Lax Kw'alaams First Nation is only able to provide incentives up to 5% of the total number of students receiving support through PSSSP and UCEPP. In providing any of these scholarships or incentives, the following categories and their appropriateness according to student population and available funding will be considered:

- a) Academic Achievement Scholarship (Levels 1 & 2)
- b) Strategic Studies Scholarship (Level 2) and
- c) One-time Degree Program Incentive (Level 3 & 4).

**Note:** only one scholarship or incentive can be provided for every (20) students, if there are less than 20 students, only one (1) scholarship or incentive may be considered.

Incentive Name	Eligible Students	Eligible Programs	Minimum G.P.A	Award Amount	Award Dispersal Date
Academic Achievement Scholarship	Level 1 & Level 2 students	Any Full-time Programs	B Average	\$1,000 Max	May
Strategic Studies Scholarship	Level 2 students entering their 2 <sup>nd</sup> , 3 <sup>rd</sup> , or 4 <sup>th</sup> year of Program	Full-time Programs of studies determined to be in demand locally, regionally or nationally	B+	\$3,500 Max	Sept (for Upcoming Year)
One-time Degree Program Incentive	Level 3 and Level 4 students, entering 2 <sup>nd</sup> year of program	All full-time Programs	B+	\$1,500 Max	Sept (for Upcoming Year)

The Student Incentives section is **not** subject to the Appeal Process set out in Section 3.10 of these Guidelines. The Appeal Process is meant to ensure students receive fair access to apply for PSE funding.

### 3.8 STUDENT RESPONSIBILITIES (Post-Secondary & Short Term)

- 3.8.1 The student takes full responsibility for setting and achieving their post-secondary education goals.
- 3.8.2 The student must plan their career path at least one year in advance of applying for post-secondary assistance.
- 3.8.3 Students are responsible for registering for courses as required by the post-secondary institution and provide a copy to the Education Coordinator. Late registration fees are the responsibility of the student.
- 3.8.2 The Student plans their financial & detailed budget and the student fully understandings the concept of 'living within your means'.

- 3.8.4** The student has sought career counselling; thoroughly researched the job market; and have based their selection of post-secondary programs on the availability of employment at the conclusion of their studies. The student will do assessment testing with the institute that he or she plans to attend, to determine that he or she is going in the right career path. The education coordinator is to be send the results of the assessment testing.
- 3.8.5** The student will seek to access additional financial assistance through bursaries, scholarships, and other funding sources. The student must provide documentation of approval or denial of bursaries, scholarship and funding through another source. This funding supports the student so that they are successful. A student cannot accept training allowance from the band and another funding agency. The student must choose which funding source for their training allowance.
- 3.8.6** Withdrawals from a course(s) or program must be made prior to respective institutions fee reimbursement deadlines. The Lax Kw'alaams Band will not fund a student for the same course(s) or program. The student will be responsible for the cost associated with taking the course(s), or program if he or she plans on taking it again in the future.
- 3.8.7** Students must inform the Education Coordinator of any changes in their enrollment status from full-time to part-time student in advance of any such change (this will affect the student's eligibility for certain types of assistance (e.g. travel and training allowance). Part-time students are eligible for tuition, and books only.
- 3.8.8** A student must back pay any monthly training allowance provided to him or her where the student does not attend or quits his or her program of study after receiving the training allowance.
- 3.8.9** Students must keep their contact information, including home address, home phone, cell phone and email current with the Education Coordinator and the Institute and must notify them of any changes.
- 3.8.10** Changing Careers: A student is allowed one career change but must complete current semester. If the student withdraws or quits then the student must pay back the Lax Kw'alaams Band for all incurred cost for that term(s) before future funding can commence. All previous funding counts towards overall funding.
- 3.8.11** The student must take a minimum of 3 new courses per term for post-secondary education and University College Entrance Preparation Program (UCEPP) to be eligible for full time sponsorship. Full time sponsorship covers: training allowance, bus pass, tuition (including fees, UPASS, Official Transcript, licencing fees, medical examination, exam fees), books, tools, supplies and travel (if applicable). **Students with permanent disability** must take a minimum of 2 new courses per term for post-secondary or university college entrance preparation program (UCEPP) to be eligible for full sponsorship.
- 3.8.12 Part-Time Students** are students that are in one (1) or two (2) courses per term are eligible for part-time sponsorship. Part-time sponsorship covers: tuition (including fees, Official Transcript, licencing fees, medical examination, exam fees) and books.

**3.8.13** Students must maintain the following progressive grade point average:

- a) C Average – High school going into post-secondary for first time, & certificate level
- b) C+ Average – Diploma level students;
- c) B Average – Bachelor/undergraduate level students
- d) B Average – Masters Students
- e) B Average – Doctorate Students

**3.8.14** Applications must be received by the following deadlines:

- June 30<sup>th</sup> – for Fall Semester to Winter (Sept of one year to April of following year)
- October 30<sup>th</sup> – For Winter Semester (Jan to April)
- February 28<sup>th</sup> – For Spring/Summer Semester (May – August)

Short term application must be received 10 working days prior to the program starting.

**3.8.15** The student must realize that funding is pending availability of funds.

**3.8.16** Probationary and trades students are required to submit a monthly progress report as indicated by Education Coordinator. The sponsorship package, which includes the progress report form and due date list, will be given to students prior to their program start date. This is to support student success.

**3.8.17** Students who do not complete a course(s) or program, or short-term course/program the following will apply:

- a) Post-Secondary (certificate, diploma, bachelors, masters, doctorate):  
The Lax Kw'alaams Band will not cover the costs for repeat course(s)/program. The student will be responsible for the tuition & books for a repeat course(s) or program. To be eligible for full sponsorship (training allowance, tuition, books and supplies) a student must be in 3 new courses per term. The student will be responsible for the tuition, fees and books for a repeat course(s) and the repeat course(s) do not count towards the required 3 new courses per term for full funding.
- b) Short Term Course/Program:  
The Lax Kw'alaams Band will not cover cost for repeat course(s)/program. The student will be responsible for the tuition, fees and books for a repeat course(s)/program. **EXCEPTIONS:** Tickets that expire can be covered again.

**3.8.18** The student must attend classes regularly and be on time. In the event of absences of 3 or more days a student must notify the instructor/institute and the Education Coordinator. Training allowance will be suspended if absenteeism occurs without a valid reason. The student in question has to prove to the Band that he/she is improving attendance and progress.

### **3.9 TERMINATION OR SUSPENSION OF FUNDING**

#### **3.9.1 Conditions for Termination of Funding:**

- a) Dishonesty,
- b) Harassment,
- c) Intoxication or substance abuse affecting student achievement
- d) Withdrawal from a course(s) / program without notification to the Education Coordinator
- e) Violation of the express or implied conditions of this program or the program of studies amounting to insubordination or wilful disobedience
- f) Failure to meet the minimum grade expectations required by the Band or their post- secondary institute
- g) Misuse of funding and/or
- h) Failure to submit required documentation for application such as official transcripts, letter of acceptance, status card copy (or membership letter), signing pages of the application package (pg 5 to 8), and other documents as necessary.
- i) Failure to report other funding agencies.
- j) Fraud

### **3.10 APPEAL PROCESS**

### **4.0 EDUCATION COORDINATOR'S RESPONSIBILITIES**

- a) To ensure that the education program is administered according to the existing policies.
- b) To assist students in gaining access to post-secondary education
- c) To encourage and support students throughout their education journey. This will include face to face once per term in Prince Rupert, Terrace, Prince George, Vancouver and Vancouver Island.
- d) To keep administrative records and files for students
- e) To provide summaries for applications and make recommendations based on policy of the band and ISC.
- f) To follow the Lax Kw'alaams Band Post-Secondary & Short Term Local Operating Guidelines
- g) Can terminate funding based on non-compliance of policies by the student
- h) The Education Coordinator or the administrator has the power to revoke or change the conditions of any suspensions, subject to these guidelines.



- i) The Education Coordinator has the authority to terminate student funding if the student breaches any of the Post-Secondary & Short Term Local Operating Guidelines
- j) The Education Coordinator must do the reporting requirements to ISC and to the Band Administration as required.
- k) Review post sec applications with administration and finance.

## **5.0 Mayor & Council Responsibilities**

- a) To ensure that staff is working for the community and that education services are made available to the entire Band Membership.
- b) To approve the annual budget
- c) To approve amendments to the Post-Secondary & Short-Term Local Operating Guidelines

## **5.1 Education Committee Responsibilities**

- a) Education portfolio holder to recommend policy changes to Mayor and Council

## **6 PROCEDURE AFTER APPLICATION REVIEWED**

Once application is reviewed and a decision is made the following will be done:

- a) Student notified of denial via letter within 10 working days after the post-secondary deadline.

Or

- b) Student notified of approval via letter within 10 working days after the post-secondary deadline.
  - i. Sponsorship Package will be sent to the student via email which will include:
    1. Sponsorship Letter (mailed also)
    2. Copy of Institute Authorization
    3. Post-Secondary & Short Term Local Operating Guidelines
    4. Progress Report Due Date List (if applicable)
    5. Progress Report Form (if applicable)
    6. Book and supply restriction list
    7. Copy of signing pages 5 to 8 of the application package
  - ii. Authorization sent to institute
  - iii. Education Coordinator will contact student to obtain Direct Deposit Form
  - iv. Travel allowance will be mailed out approximately 3 weeks prior to the student travelling
  - v. Probationary students will be given a contract to sign prior to receiving training allowance