



# **Upper Similkameen Indian Band**

## **POST SECONDARY**

### **EDUCATION Local Operating Guidelines**

**April 2020**

Upper Similkameen Chief and Council have approved this policy on

March 24<sup>th</sup>, 2019

Date Approved

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## DEFINITIONS

The following definitions for terms used in this policy are provided for the information of all applicants;

**Academic Program** – a period of time during which a student is under strict academic guidelines, usually because of low or failing grade.

**Academic Year** – the academic year normally refers to two semesters with an approximate duration of eight (8) months.

**Band Member** – a person who had met the requirements to become a member of the Upper Similkameen Indian Band and whose name has been entered on the INAC Band List.

**Canadian Public Institution** – is a post-secondary institution which receives the majority of its funding from federal and provincial governments.

**Contingency Funding** – financial support provided to students for costs related to emergency situations. Emergency situations eligible for contingency funding include individual or family illness, accident or bereavement.

**Course Credit Equivalencies** – the following course credit equivalencies apply in this policy:

A one-semester course is normally equivalent to 1.5 units or 1.5 credit hours

A two-semester course is normally equivalent to 3 units or 3 credit hours

**Daycare Subsidy** – is funding designed only to top up any provincial daycare fund.

**Dependent Spouse** – 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 educational support. This person is dependant upon the student and does not receive an annual income in excess of \$6,500.00.

**Dependent(s)** – any person under 18 years who relies on a student for support and is living full-time with that student.

**Full-Time Student** – a student, who in each term or semester of the first year of a degree or diploma program, takes a minimum of three (3) courses of the equivalent number of credit hours and in each subsequent term or semester take a minimum of four (4) courses or the equivalent number of credit hours.

**Medical Release** – a student who is required, for medical reasons, to be absent from classes for more than one week, is required to provide the USIB Education Coordinator within 10 days of the onset of the illness or reason for absence from classes. Failure to do this may result in the student being required to reimburse the Band for all educational funds that have been provided to the student in the semester during which the absence took place.

**Part-Time Student** – a student who takes less than 3 courses (first year) or 4 courses (second and subsequent years) of study in a term.

**Post-Secondary Institution** – a public post-secondary institution that offers diploma or degree programs which is recognized by a province or territory in Canada,

**Private Institution** - a private post-secondary institution that offers certificate, diploma or degree programs which is recognized by a province or territory in Canada.

**Selection Committee** – consists of the Education Committee, see Education Committee “Terms of Reference” for further information.

**Semester** – the time covered by one semester is approximately four months.

**Sponsorship** – when a student is provided financial support to attend a post-secondary institution. This support may include tuition, books, living allowance, tutoring, and travel allowance as applicable.

**Student Success** – when a student successfully meets the course requirement of the learning institution.

**Trades Training** – funding can be applied to support trades training, if the program and institution meet eligibility requirements. Trades training may be referred to OTDC for funding.

**U.S. Student** – a band member student attending a Post-Secondary Institution in the United State is only eligible to qualify for tuition and book subsidy, in Canadian currency.

## 1.0 INTRODUCTION

This document has been developed to ensure that students understand the full scope of the Upper Similkameen Post Secondary Education Program and to assist the administration of the program. The Post Secondary Education Program is available to all registered band members of Upper Similkameen Indian Band.

The Post Secondary Education Program provides financial assistance to all eligible, registered Upper Similkameen Band members towards the cost of their post secondary education. This document outlines the criteria, incentives, type and levels of allowance, books, tuition, and the maximum duration of assistance that may be provided to eligible students by the Post Secondary Education Program.

This document has been developed to administer the Post Secondary Education Program equitable for all eligible Upper Similkameen Band members.

Your Application for funding will be reviewed with the following being taken into consideration:

1. If you owe the Band money for previous or present education sponsorship, you will be required to pay this debt off before being considered for further funding.
2. If you have failing marks or incomplete courses, or you did not write a final exam, you may not be considered for further funding.
3. If your academic record indicate that you have a history of not completing programs or courses, your application will not be considered until all other applications have been reviewed and only then if there are funds available the current fiscal year.  
If approval is granted, you will be under probation. Your grades and attendance will be closely monitored.
4. Students must follow their goals and schedule as goals and schedules are important to stay focused. Students can only transfer once into another related academic program. Students must take courses that relate to their programing.
5. Courses that are not inline with their goals must be paid for by the student and are not eligible to be sponsored by the Band.
6. That the funding support will be based on the duration of the student's academic goal i.e. certificate, diploma, degree or doctorate. Students who have completed the program at Level 1, 2, or 3 are now eligible to receive funding for the same or lower level, if funding is available as per Priority Selection Criteria.
7. Once you have received sponsorship and are attending classes, you must request another application package each year by March for the upcoming year. Every student will be required to re-apply for sponsorship and attend an interview with the Education Review Committee and or Education Coordinator each year.
8. Applications will be approved once funding from Indigenous Services Canada (ISC) has been confirmed, which could be 1-2 weeks before classes commence. At this time, all cheques/or EFT's will be issued.
9. All grade 12 graduates will be required to attend UCEP for their first year and at least one year at a community college before transferring to a university.

## 2.0 MISSION STATEMENT

- ❖ To build capacity in the Upper Similkameen Band through education and provide learning opportunities, instill pride and inspire success to the membership.

## 3.0 OBJECTIVES

The objectives of the USIB Post Secondary Education Program are to provide the sufficient financial support to eligible registered status members of Upper Similkameen, to:

- ❖ gain access to post secondary education
- ❖ to graduate with qualifications and skills needed to pursue individual careers
- ❖ to contribute to the achievement of self-determination and economic self-reliance
- ❖ to build capacity in the community

## 4.0 ADMINISTRATION: Roles and Responsibilities

Every effort has been made to ensure consistency and transparency of the policies contained within this document.

### **Students:**

The students are responsible for the pursuit of their own post-secondary education. Sponsored Band members are responsible and accountable to themselves for doing everything possible to ensure that their educational goals are being met in a satisfactory and effective manner.

### **Staff:**

Education Coordinator is responsible to ensure that the education program is administered according to existing policies.

### **Education Review Committee**

The education review committee will ensure that the Education Coordinator is working for the community and that the education services are made available to the entire eligible Upper Similkameen Indian Band membership. Education Committee will review appeals to this policy when required to do so.

- ❖ Adjudicate any disputes that might arise as a result of the implementation of these policies by education staff.
- ❖ Review all applications for funding and make recommendations to the Education Coordinator.

### **4.1 Make-up of Education Review Committee**

The committee shall consist of the Band Manager, Education Coordinator and may include 1 member of Chief and Council, provided that there is no real or perceived conflict of interest between a committee member and the student in dispute.

In the event of a conflict of interest the Band Manager may approach other USIB members to make a decision on that particular dispute.

## 4.2 Appeals procedure

Any appeal of a decision made by the review committee may be submitted to the Band Manager who will make a final and binding decision.

### **Chief and Council:**

The Chief and council are responsible to review and approve the annual budget regarding the Post Secondary Education fund. All decisions by Chief and council are final.

## 5.0 ELIGIBILITY FOR FUNDING

Funding is limited and not all students may be funded. Partial funding may be provided. Applications are valid for one school year only.

To be eligible for Post Secondary Education funding AS PER National Program Guidelines, the applicant must:

- 5.1 Be a registered member of Upper Similkameen Indian Band
- 5.2 There is no longer a residency requirement to have lived in Canada 12 consecutive months prior to the date of application.
- 5.3 Registered or have been accepted by an eligible post-secondary institution pursuing either a Certificate, University College Entry Program, Diploma or Degree.
- 5.4 Complete in full a USIB Application for Funding.
- 5.5 Academic Achievement: Students applying for sponsorship for the first time, it is important that High School Grade Point Average (GPA) is at C grade or higher. *This may be a determining factor when the final decision is made regarding who will receive sponsorship.*

## 6.0 APPLICATION PROCEDURE & DEADLINES:

Obtain an "Application Package" from the Education Coordinator at the Upper Similkameen Band Office. The package includes forms that must be completed and signed originals must be returned to the Education Coordinator by the **deadline date of May 15<sup>th</sup>** of each year.

Students are responsible for ensuring that their application form is complete, signed and received by the deadline. Incomplete applications will cause delays.

The application includes:

### **The Application Must Include the Following Documentation:**

Letter of Intent/Education Plan – The potential student must show commitment to clear education goals by providing a Letter of Intent that outlines definite plans for the next academic year. The Letter of Intent must include your current level of education, what your intended course of studies is and how long it will take you to reach your goals.

Also include an outline of your Education Plan, the intended courses for the first and next year of the program of studies you intend to follow.

For Example: Here is an outline of a 2 Year Fine Arts Diploma:

**Year One**

<u>Fall Semester (Sept/Dec)</u>		<u>Winter Semester (Jan/Apr)</u>	
English	111	English	121
Fine Arts	111	Fine Arts	121
Fine Arts	112	Fine Arts	122
Fine Arts	113	Fine Arts	123
Sociology	110, Elective		

**Year Two**

<u>Fall Semester (Sept/Dec)</u>		<u>Winter Semester (Jan/Apr)</u>	
Fine Arts	211	Fine Arts	221
Fine Arts	213	Fine Arts	223
Fine Arts	276	Fine Arts	282
Fine Arts	288	Fine Arts	289
Elective	Elective		

**Student Authorization/Waiver:** This document is necessary to permit the Education Coordinator access to student records. It is important for funding purposes and on occasion the waiver is needed to verify that all students are actually attending classes. Once again, if this document is not signed, your application will not be approved.

**No Exceptions (See form in the PSE application)**

**Personal Data/Information**

Personal Data/Information: Address at school, banking information, career counsellor or advisor contact information.

**See Appendix**

**Transcripts**

All previous training to be included... i.e. High school, UCEP, college, etc.

**Acceptance Letter from the College/University**

“Letter of Acceptance” from the institution you plan to pursue your education. You must meet the admission requirements of the academic institution you plan to attend and **a letter or email must be sent from an advisor or counselor of that institution stating that you meet the academic requirements for admission.**

Copy of your application to the institution

Copy of your registration, class schedule and a class syllabus with a list of required texts for each semester.

**USIB/Student Funding Contract:**

You will be provided with an outline of your funding budget and contract for the current year, upon signing it, you acknowledge your budget allocation and your contractual responsibility.

Application for Funding – It is essential that all required information is included on the form. Failure to provide sufficient information, in particular current email, and address and telephone number may result in delays in funding. Once your application has been approved and sponsorship confirmed, a signed email confirming sponsorship and its details will be emailed to the student.

The **DEADLINE date of May 15<sup>th</sup>** includes Fall and Winter Sessions classes only, Spring and Summer sessions will be claimed in the next fiscal year.

## 7.0 PRIORITY SELECTION CRITERIA

The Upper Similkameen Indian Band wishes to support as many students as possible who demonstrate the greatest chances of success” or “who will use their skills and knowledge for the betterment of the Upper Similkameen Indian Band as a whole”... or “who demonstrate readiness, ability and a clear potential to support capacity development within the community.

If there are more continuing studies students than funding available, we will have to base funding on a as per the priority selection criteria listed and students may need to access other funding options. Such as Canada student loans, bursaries, scholarships.

1<sup>st</sup> Priority: Continuing Studies – those students who were provided PSE funding in the most recent academic year, have successfully completed the year and are continuing in their same approved program.

2<sup>nd</sup> Priority: New Graduates – those who are scheduled to graduate from grade 12 in the year of their application. Within this category, priority will be given to students receiving a “Dogwood” certificate.

3<sup>rd</sup> Priority: New Students – those who may be applying for the first time or who have been out of school for over a year. This includes students who have graduated previously and/or are first time students.

4<sup>th</sup> Priority: Masters and Doctoral - candidates will be considered subject to availability of funding.

**Review Committee:**

The Upper Similkameen Indian Band Education Committee is responsible for the reviewing completed Post Secondary application packages using the criteria outlined in the Post Secondary policy.

The Education Coordinator will provide the draft budget for each applicant prior to this meeting. The committee will select students for sponsorship (depending on budget) and also select and compile the wait list, if necessary.

The Education Coordinator will contact all students and arrange interviews after May 30<sup>th</sup> of each year.

### **Student Interview:**

All students must meet with the Education Review Committee when funding has been approved. The committee will review your course outline, your plan, give you feedback and answer any questions you may have.

Continuing students must update the Education Coordinator prior to returning to full time studies every semester and ensure that all transcripts are up to date.

### **Notes:**

#### **1. Other considerations.**

Academic success will be factored into the approval process on an annual basis. Students with high scholastic standing will be granted a higher position on the priority list than other students in the same category.

#### **2. Emergency/Contingency Funds**

In the event that a person who was approved for funding no longer requires or qualifies for funding mid-year (e.g. withdraws from school), or does not use all the funding allocated to them (e.g. books and supplies cost are lower than budgeted), the Education Coordinator may use such funds to satisfy emergency requests for additional funding by applicants who are already receiving funding.

In practical, may offer funding to an applicant who did not receive any allocation of funding in the initial selection process.

Generally, there isn't a fund set aside strictly for family emergencies. The student can apply to the Chief and Council to request emergency funds if needed.

## **8.0 DEFERRED STUDENTS**

Deferred students are students who met all eligibility requirements for post-secondary support with Upper Similkameen Indian Band, but were unable to be funded due to financial constraints, Deferred students will be placed on a wait lists in the order of priority also factoring in when their application was received. As additional funding becomes available, waitlisted students will be funded in the sequence in which they were waitlisted.

## **9.0 TYPES OF SPONSORSHIP/FUNDING**

### **8.1 Full-time Student:**

8.1.1 Registered in a minimum of four (4) classes or twelve (12) credit hours per semester.

8.1.2 Only in special circumstances such as a disability, a student may be funded with less than twelve credit hours

### **8.2 Part-time Student**

8.2.1 A part-time student must be registered in at least four credit hours or one class per semester.

8.2.2 Funding will be allocated for tuition, books/supplies as noted on the course syllabus.

8.2.3 Funding may be provided for one semester, including summer session if that is that is required for the upcoming school year.

**SPONSORSHIP LETTER:**

Upon receipt of the registration at the chosen institute, USIB Education Coordinator will send a sponsorship letter for the following: Tuition (course fees per credit, student fees) and other required fees i.e. Commitment, Deposits, practicum fees.

The Education program will also include a stipend for practicum placement as required by the institution.

**OPT – Out of medical and dental services:**

Upper Similkameen Indian Band will not provide funding for any medical or dental plan offered by a post-secondary institution, or a student’s association. If the student does not opt-out of these fees, the student is responsible to pay for the fees at their own expense.

**Out-Of-Province Canadian Sponsorship:**

Tuition will be paid up to a maximum amount of the allowable tuition fees as if you were attending the closest public institution to your normal residence.

**International Students:**

Tuition fees will be paid to the maximum allowable amount to that of the closest Canadian public institution (in Canadian Funds). It then becomes the student’s responsibility to pay any additional costs.

**Wait List:**

A wait list will be made each year beginning June 1<sup>st</sup>. Students whose name is on the wait list will be notified of their position.

This waiting list will be affected by varying factors such as the number of returning students, number of graduating students, student success, and the amount of funds available to the Band. Students on the wait-list will be contacted should funding become available.

## 9.0 LEVELS OF FUNDING:

**Tuition Fees:**

The Band will sponsor up to up to \$9,000.00 per year in tuition costs for qualified students subject to the availability of funds. Students are encouraged to attend the closest post-secondary institution that offers their intended course of study. If a student wishes to attend a post-secondary institution that does not meet the above requirements, the student must pay the difference in tuition.

For example: Fees will be paid to the maximum amount of:

College Tuition Fees	\$3,000.00 per academic semester
University Tuition Fees (e.g. Bachelor of Art)	\$4,500.00 per academic year

Students are expected to pay the balance of tuition costs above the amounts shown. Audited or failed courses may be REPAID back to Upper Similkameen Indian Band.

**Books/Supplies:**

A stipend will be provided for each semester in the amount of \$400.00. The student must provide a class syllabus that lists required texts for each course. Funds permitting, students may be reimbursed with original receipts in the case that books/supplies exceed the given budget.

**Special Fees: Field Trips, Practicum**

Any expenses over and above the regular tuition must be provided at the time of the application to be included in the over-all budget. May be considered on an individual need base subject to availability of funds. Failure to do so, students will have to incur the expense.

**Tutoring:**

Should students require tutoring in order to successfully complete their course of study; the USIB Education may provide up to \$200.00 per semester if funds are available. The student can either pay and get reimbursed or the Band may pay the tutor directly.

**Travel:**

Students who must travel over 100 kms and are living away from home/their usual place of residence may be eligible for moving expense subsidy of \$200.00 during the course of their studies if the funding is available and allows for this expense.

**Daycare Subsidy:**

Students are required to access funds from the provincial government first. If the student requires daycare subsidy funds on top/above of provincial daycare funds you must submit a request with their original application.

Based on funding available will determine if these costs can be funded.

**Parking & Bus passes:**

Students are expected to purchase their own bus and parking passes. USIB Band Education Program can not assist students due to funding constraints. However, should funds become available; students may be given a subsidy.

**Living Allowance:**

Living allowance is designed as a means of support for students to succeed. Financial assistance will normally be provided up to a maximum of eight months in any given calendar year.

The following is the level of support provided for living expenses for full-time students only.

Full-time students who are employed and make more that \$8,000.00 per year are not entitled to receive living allowance.

CODE	MONTHLY ALLOWANCE
Single Living w/Parents	\$0.00
<b>S1</b> – Single Student	\$875.00
<b>S2</b> – Single Student	
With 1 dependant	\$1,405.00
With 2 dependants	\$1,505.00
With 3 dependants	\$1,605.00
<b>Married or Common Law w/employed spouse</b>	\$1,095.00
Each additional dependant add	\$100.00
<b>M1</b> – Married Student or Common Law with dependant spouse	\$1,295.00
With 1 dependant	\$1,395.00
With 2 dependants	\$1,495.00
With 3 dependants	\$1,595.00
Each additional dependant add	\$100.00

Additional \$200.00 per month if living in high cost of living area to be determined by Education Committee if funding is available.

*BN. Living Allowance/cost of living rates will be reviewed annually by Education Committee and any adjustments approved will take effect at the beginning of the next fiscal year.*

The **monthly living allowance will be direct deposited into** the student’s bank account during the 3<sup>rd</sup> week of each month.

**Requests for “Advances” on living allowance will not be accommodated.** Part-time Students: Summer/Distance Education/Correspondence/On-line Students maybe sponsored for living allowance if funding is available and will be based on the percentage that equates to how many classes the student is enrolled in.

## 10.0 FUNDING LIMITATIONS

### **College Prep Program (UCEPP):**

USIB can sponsor students for up to 2 academic years of College Prep.

For full sponsorship, students must take 3-4 courses or 15-18 credit hours per semester at the closest public institution. At the end of the first semester ongoing financial support will be subject to confirmation from the institution that the student is in satisfactory academic standing.

If a student chooses to attend another institution, it is the student’s responsibility for any additional costs incurred.

### **Colleges and Universities:**

Students will normally be fully funded to a maximum period of time depending upon the length of the intended course of studies in accordance with the following:

Students who have completed a Level 2, 3, or 4 are now eligible for PSSSP funding at lower levels if funds are available and as per Priority Selection Criteria.

<u>Levels</u>		<u>Maximum Length of Sponsorship</u>
Level 1	Certificate/Diploma	2 years
Level 2	Undergraduate Degree Program	4-5 ½ year or 11 terms or semesters
Level 3	Graduate Degree/Advanced or Professional Degree	4 semesters beyond Undergraduate Degree
Level 4	Doctoral Degrees	4 semesters beyond Masters Degree

NB for Masters and Doctoral Degrees, USIB will pay tuition, books & supplies only if funds are available and as per Priority Selection Criteria; as students are expected to be working or doing an internship.

## 11.0 Withdrawal(s):

If the student drops out or withdrawals from a program after **the Institution fee reimbursement deadline**, the student is required to repay tuition, books/supplies and living allowance back to the USIB Education Program.

Payment options can be discussed with the Education Coordinator. All Post Secondary sponsorship will be withheld until arrangements are made with the USIB Education Program.

### **Acceptable Withdrawal(s):**

- Student's illness, unable to attend class
- Death in the immediate family
- Accident
- Serious emotional problems

### **Required Support Document (s):**

1. A letter of approval of late withdrawal with out academic penalty from the Dean of instruction and Instructors (s).
2. A letter from your doctor giving detailed information regarding your ill health and concerns.
3. A letter from the student to the USIB Education Committee stating illness and reasons for not being able to continue with post secondary education.

Non-repayment of tuition, books, and living allowance will be considered and reviewed by USIB Education Committee. The student may re-apply without penalty one the situation is rectified.

### **Personal Challenges:**

Students must be aware that should their studies be seriously affected by personal crisis, (such as an accident, health (sickness) or death in the immediate family) it is your responsibility to notify the

Education Coordinator advising them of their situation. Students are encouraged to seek counselling for support.

## 12.0 Repayment:

1. A student is allowed to fail or audit one course without penalty within each level of funding: Level 1, 2 & 3.
2. If two courses are above a fail (F) but below the USIB requirement (3.5 GPA) the student will be placed on probation for one semester and encouraged to seek assistance in order to succeed. No repayment is required. The student must repeat the course at his/her own expense if a higher mark is required.
3. If the student failed all or the majority of courses, due to non-attendance and without informing the USIB Education Coordinator, the student would be expected to:
  - a) Self-sponsor for one semester before funding is continued, or;
  - b) Repay the cost of tuition, books, and the living allowance;
  - c) If the student completes this within one fiscal year the student will be allowed to continue as a continuing student.

## 13.0 Academic Probation:

1. Students placed on academic probation by their educational institution will also be on probation with USIB Education in accordance with the Education Policy.
2. Students who receive failing or (INC) incomplete marks on 50% or more of their courses will be placed on academic probation by the Education Committee.
3. Students who are placed on the Band imposed academic probation and in the same courses the following semester, may be removed from full sponsorship until they successfully complete courses (or their equivalents) which they failed to complete. Students placed on academic probation may also be required to participate in a study skills program offered by their educational institution.

### **Study Skills:**

Students on academic probation must attend a “Study Skills” program offered by their institution to ensure continued funding.

## 14.0 POST SECONDARY EDUCATION INCENTIVE POLICY

In order to encourage students to engage in studies that directly contribute to enhancing their education, the USIB may award incentive scholarships.

Students enrolled in a full-time Diploma or Bachelors Degree program or in a full-time or part-time Master or Doctoral Degree program may receive an incentive from USIB.

This incentive will be awarded ONE TIME ONLY for each student in each of the undergraduate and post-graduate levels, i.e. an incentive may be awarded to a student once at the undergraduate level (either Diploma or Degree Program) and once as a post-graduate student (either Masters or Doctoral program).

Students will be eligible for this incentive upon commencement of their final year of the diploma or degree or upon successful completion of the diploma or degree.

The post-secondary education incentives, which include three categories of post-secondary education, are based upon the following guidelines:

1. Diploma

Academic Achievement Scholarship

- ❖ Grade average of “B” or higher
- ❖ Full-time student
- ❖ At commencement of final year program
- ❖ Maximum of \$300.00

2. Bachelor Degree

Academic Achievement Award

- ❖ Grade average of “B” or higher
- ❖ Full-time student
- ❖ At commencement of final year program
- ❖ Maximum of \$500.00

3. Masters/Doctoral Degree

Post-Graduate Incentive

- ❖ Grade average of “B+” or higher
- ❖ Part/Full time student
- ❖ At commencement of final year of program
- ❖ Maximum of \$1,000.00

NOTE: Amounts awarded may be altered by Education Committee.