

**SIMPCW FIRST NATION  
POST-SECONDARY EDUCATION**

**2016**

**POLICY AND PROCEDURES**

**In Effect September 30, 2016**

**September 2010, Revised 2013, 2015, 2016**

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## 1.0 PURPOSE

The Post-Secondary Education Policy is meant to establish guidelines for the administration of education funds and decision-making. It has been developed as a guide to assist staff who administer the program and students who participate in the program. The Simpcw First Nation Education Department wants to ensure that all applicants are evaluated by standardized criteria.

Post-Secondary funding is an assistant program to only assist with the cost of tuition, books, supplies and living expenses for academic and technical training.

## 2.0 DEFINITIONS

**Band Member** – a person who has met the requirements to become a member of the Simpcw First Nation and whose name has been entered on the Band List.

**Dependent Spouse** – a person who is married or living common-law with the student for a minimum period of one year prior to the student's application for educational assistance and is financially dependent on the student. This person is dependent upon the student if their annual income does not exceed \$18,647.20 (\$10.25/hour for 35 hours/week for 52 wks. Education funds are tax exempt when student living on reserve and included on T-4 for off reserve taxation purposes.

**Employed Spouse** – A person who earns \$19,019.00 (\$10.45 per hour for 35 hour per week for 52 weeks) and over per year.

**Extenuating Circumstance** - Acceptable reasons for a complete withdrawal would be extenuating circumstances such as; death in the immediate family, stress, sickness, injury or other medical reason.

**Full-Time Student** – A student must be enrolled in 4 courses per semester (12 credits) at a minimum to be considered full-time.

**Part-Time Student** – is a student who is taking less than 4 courses or 12 credits per semester.

**Education Plan** – An Academic Advisory Plan and the Personal Education plan. Which includes, outline of goals, required courses and program time frame.

(See Appendix C: Post-Secondary Education Funding Application, Education Plan, page 8.

**Living allowance-is a subsidy. It is not intended to be a wage or salary replacement. It is intended that student contribute to their cost of living.**

**Student Contract Form** – is an agreement between the student and the Simpcw First Nation. It states that the Simpcw First Nation will provide assistance as per guidelines and that the student accepts the responsibilities outlined in this document.

*(See Appendix C: Post-Secondary Funding Application Page 1-21)*

**Personal Education Budget** – is a plan that outlines the total cost of living during the student’s time at school. It includes sources of revenue.

*See Appendix C: Post-Secondary Funding Application Page 13-14*

**Fall semester** – September – December of any given year

**Winter semester** – January – April of any given year

**Spring/Summer semester** – April-August of any given year

### **3.0 Post-Secondary Education Level**

**Certificate program** - is professional training in a specific field. Certificate programs take a year or less to complete.

**Diploma**- is professional training in a specific field of study for 2 years.

**Professional Development Program (PDP)** - The Professional Development Program is an established teacher education program, which allows candidates that attend work with members of faculty, secondary school district personnel and classroom teachers. The PDP delivers quality educational experiences for student teachers.

**Degree Program (undergraduate)** -An undergraduate degree is one that takes place after your secondary education and includes, 2-year Associate degrees and 4-year Bachelor degrees The degree program includes 120 course credits, with a combination of required and elective courses

**Master’s Program** – is a graduate degree is any core courses required to complete the declared major that follows the undergraduate degrees, including Ph.D. programs

**PHD or Doctorate** - is doctorate degree, where students must have a both a bachelor's and master's degree in the desired subject. It is a 5-8 year program which builds upon a comprehensive knowledge achieved at the master's level.

#### **Technical Program**

This degree is intended for applicants having strong technical expertise. It provides the background skills required to help applicants become effective workplace managers. Graduates of this program will understand how to:

- Communicate clearly in a culturally diverse workplace with effective communicate with team leader.
- Manage change in the workplace, large scale projects and emerging technologies
- Operate a sustainable business and support occupational health and safety
- Effectively function in a global economy and analyze and perform research in the post-secondary education program.

#### **4.0 ADMINISTRATIVE RESPONSIBILITY**

Education Manager will ensure that the Education Program is being administered in accordance with existing policies. The Education manager will provide Academic guidance and counseling, funding application forms, and funding as outlined in the policy and job description.

*See Table 1: Post-Secondary Application, Living Allowance Rate, page 20*

#### **5.0 CHIEF AND COUNCIL ROLE**

Chief and Council will approve the annual Education Budget and any amendments to the Education Policy

#### **6.0 SIMPCW EDUCATION BOARD RESPONSIBILITIES APPEAL PROCESS**

##### **A Step 1**

The student may appeal any decision. The issue must be first discussed with the Education Manager. If the issue is unresolved an appeal must be submitted to the Simpcw Education Board.

*See Simpcw Education Policy, page 21, Education appeal Form.*

##### **B. Step 2**

The written appeal will be submitted to the Simpcw Education Board for a decision. Once this appeal is received and supported with appropriate documentation, a decision will be made within 5 working days. The Simpcw Education Board will review the information from the student

Step 3- The final decision by the Simpcw Education Board on the appeal will be made.

There is no further appeal process. The decision by the Simpcw Education Board is final. The student will be informed of the decision.

#### **7.0 STUDENT ELIGIBILITY**

To be eligible for funding you must,

- i) Be a registered Simpcw First Nation member.
- ii) Complete the post-secondary funding application package and place

**Important:** Emphasis your focus and complete the Budget Form and Funding Agreement Form,

**See Simpcw First Nation Post-Secondary funding application.**

- iii) Prepare a one-page education plan and advisor plan.

**See Appendix C: Post-Secondary Funding Application.**

**See Appendix E: Payment Plan.**

**See Appendix F: Post-Secondary Application, Academic Advisor Form.**

**Band Membership:**

Registered members of the Simpcw First Nation are eligible for sponsorship for their education, which may include tuition, books, and living allowance.

**Funding Limitations:**

A student will be funded for:

- i) Up to 8 months of College Preparation Courses
- ii) 32 months for a Certificate/Diploma/Undergraduate Degree  
(A maximum total of 40 months which includes College Preparation)
- iii) Up to 12 months of Professional Education
- iv) 16 months or negotiable for Graduate Students. Students entering into a Master's program are only eligible for tuition and books sponsorship.

*See Education Level definitions, page 4*

- v) Students will be funded for tuition costs up to \$2500 per semester and required texts up to \$500 per semester.
- vi) Trades applicants for funding must apply 30 days month prior to attending education program. Trades applicants must complete the Post-Secondary application and all the procedures.
- vii) Only cover living allowance cost for foundation program such as Trades training. This refers to any courses, including, Environmental monitoring courses which 'ladders' or include a certification or diploma or degree program. There is a minimum of four (4) month of courses which will lead into other levels. Living allowance payments will be prorated to the exact number of weeks of the program courses attended and partial months will be pro-rated based on the number of days attended.

*See Table 1: Education Funding application, Living Allowance Rate, page 20*

**Priorities for Funding:**

A priority list is established to assist the Education Department in determining who will receive funding. Simpcw First Nation members will be prioritized in this order:

- i) Continuing Students: Those who are currently enrolled in an institution and who have attended school on a full-time basis for one year and who have successfully completed their courses.
- ii) Graduating Students: Those who have just completed their high school graduation requirements or equivalent and are now eligible to attend a Post-Secondary Institution.
- iii) Re-entry students.
- iv) Those who are requesting further funding but have used up their funding allocation.
- v) All other students.

**Other Considerations:** (Please complete this summary with your application)

Summary to include; Volunteer Work, Community service or Contribution to the Simpcw people or the community of Chu Chua or other if living outside of the community.

**Special Circumstances:**

Students in special circumstance may enroll in three courses per semester and receive full funding if they provide the following:

- i) Letter to the Band from a qualified professional ; and
- ii) Documentation from a medical or professional practitioner.

Post-Secondary education funding applicants must apply for 3 courses per semester, with following criteria,

- iii) Must complete the post-secondary application and process
- iv) Must provide a letter and assessment by a qualified medical professional or practitioner.

That indicates the limitation of the applicant to complete only 3 courses per semester.

**Part-Time Students:**

Those who are enrolled in less than four courses, 12 credits per semester, are only eligible for funding for tuition and books and used up 4 months of a student funding allotment.

**Correspondence or Distance Education:**

The Band, generally does not fund correspondence or distance courses; however, if you complete a course in the above method, you may submit your receipts to the Education Manager, for reimbursement of receipts if funds are available.

**College Preparation:**

Students without Grade 12 Dogwood Diploma must wait 12 months after leaving high school or graduation before being eligible for college preparation or adult education funding from the Band.

**International Students:**

For any students who are planning to attend school internationally you will be sponsored only in Canadian funds; anything over and above the exchange rate will be the student's responsibility. International students will be funded according to the funding limitation.

*See Simpcw Education Policy, page 7*

**8.0 STUDENT RESPONSIBILITY**

A. The student is responsible for any funds owing to the Simpcw First Nation education, The student must provide a repayment plan agreement which provides the total amount owed which are as follow,

- i.) A single student or a married student with no dependents receiving \$1075 Per month of living allowance will provide a repayment plan agreement with the repayment amount of \$50 per month;

- ii) A married person with dependent spouse receiving \$1265 per month in living allowance will provide a repayment plan agreement with the repayment amount of \$75 per month;
- iii) The married with one dependent receiving \$1430 per month of living allowance will provide a repayment plan agreement with the repayment amount of \$100 per month;
- iv) Single student with one dependent or more, receiving \$1445 and over in living allowance will provide a repayment plan agreement with the amount of \$125 per month to be deducted from student allowance until the full debt is repaid Simpcw First Nation;
- v) Special circumstances regarding the percentage of student allowance deducted may be considered subject of final approval by the student and finance.

- B.** Each student is responsible for his or her own educational planning, registration, reporting, budgeting and results. Students will accept the responsibility to:
- i) Perform the best of his/her ability
  - ii) Must provide the Education Manager with official transcripts at the end of each semester.
  - iii) Inform the Band if dropping a course or adding a course and any change to their course status, such as dependent status or income rate.
  - iv) Students are responsible to submit copies of registration documents. Students are responsible for the storage and maintenance of their own registration and funding applications and attached documents.

***See Table 1: Living Allowance Rates, page 20***

- v) Reimburse the Band tuition fees for courses failed, withdrawn or incomplete. The minimum payable is \$50.00 per month. Payment deductions are made for living allowance.
- C.** Upon completion of the post-secondary funding application form, applicants must acknowledge their information is true and relevant to their knowledge. Applicants who knowingly accept post-secondary funds, while not attending school will be responsible to reimburse any fraudulent tuition, books and living allowance costs.
- D.** Acceptable reasons for a complete withdrawal would be extenuating circumstances such as; death in the immediate family, stress, sickness, injury or other medical reason. A letter from a registered counsellor or registered doctor or professional
- E.** As of January 1, 2015 and on the first Friday of the month, all Post-Secondary Students will be required to submit a monthly progress report in order to maintain funding support by email or fax.

***See Appendix D: Month End Report Form, page 18***

- F.** The student will be given 3 days to submit month-end report, if report is not received by first Friday of the month, a written notice to request the month-end report will be send by the education manger.



**G.** Upon no-compliance to the written notice to submit the month-end report, the living allowance will be withheld. Upon no reply, the post-secondary institute will be requested to submit an attendance report, which is signed by the instructor, when notified by the Education Manager.

**H.** The student will be responsible to read, understand, sign and date to acknowledge the Simpcw First Nation Post-Secondary Education Policy,

**See Acknowledgement Form, page 3 of the Simpcw First Nation Post-Secondary Education Funding Application.**

## **9.0 LEVELS OF FUNDING**

### **Application Fees:**

Upon request, the Band will pay application fees for post-secondary admission applications. The paying of these fees does obligate or confirm that the Band will be providing post-secondary funding to the student.

### **Tuition Fees:**

The Band will pay the tuition fees for those students who qualify, as per funding limitation and subject to available funds. Students are encouraged to attend the institution that is most economical. If a student wishes to attend an institution that does not meet the above requirements, it may be necessary for the student to contribute to their own tuition fees.

### **Book Allowance:**

Book allowance will be provided for full-time and part-time students in the following amounts:

Full-time student - \$500.00/semester

Part-time student – Actual amount

### **Student Over-Cost Claim**

Student with expenses over and above the allotted amount are encouraged to contact the Education Manager and submit written document of the over-cost of the books to receive a decision. Prior to the end of the fiscal year, budgets will be reviewed and students will be reassessed for reimbursement of receipts for over expenditures.

### **Official Transcript**

**The official transcript cost will be paid by education funds.**

## Living Allowance:

Living Allowance rates will prorate when there is less than 30 days, which indicates that the post-secondary student will not receive the full months living allowance due to this prorating.

If you are living in a band house while attending school full time, the full monthly rental payment will be deducted off your living allowance each month.

Table 1: Living Allowance Rate

	Single	Single Parent	Married with *Dependent Spouse	Married with **Employed Spouse
***Living Allowance	\$1075/month	1 dep.: \$1445 2 dep.: \$1630 3 dep.: \$1815 \$85 each additional dep.	\$1265/month 1 dep.: \$1430 2 dep.: \$1595 3 dep.: \$1650 \$85 each additional dep.	\$1075/month (cannot claim for dependents)

\*Must be making less than \$19,019.00 per year

\*\*Must be making more than \$19,019.00 per/year

\*\*\* Living Allowance rates will prorate when there is less than 30 days, which indicates that the post-secondary student will not receive the full months living allowance due to this prorating.

## Other Costs:

Requests for funding involving other educational requirements such as, tutoring will be considered on an individual need basis subject to the availability of funds.

## 10.0 APPLICATION FUNDING PROCESS

### A How to apply:

Obtain an application package by contacting the Simpcw First Nation Education Department. Your completed application form must include the following:

### B. For First Time Applicants

- i) Completed SFN Education Application
- ii) Sign an agreement that the Simpcw Education Policy was read

### See Post-Secondary Education Funding Application: page 1-14

- iii) Acknowledged and understood by the student.
- iv) High School or any previous transcripts either from High School or other Post-Secondary Institutions Transcript (Can sign transcript release form if preferred)
- v) Evidence of Career Planning Career Planning Workshops attended, Career Counselor Career Inventory, Job Interest Inventory, Career Cruising Inventory or see Human Resource Canada for other career planning tools)
- vi) Admissions Letter from Institute; and
- vii) Current Resume; and
- viii) Academic Advising Report

**See Appendix F: Academic Advisor Form.**

**C. For Returning Students**

- i) Post-Secondary Application (Pages 1-7)
- ii) Current Resume
- iii) Academic Advising Report
- iv) Most recent Transcripts
- v) Proof of registration for upcoming Semester

**See Appendix F: Post-Secondary Funding Application.**

**Application deadlines:**

The deadline for applications is February 25<sup>th</sup>, each year, unless otherwise posted. Completed Applications for any programs for the upcoming year must be received by that date. Incomplete applications as of February 25<sup>th</sup> will be deferred to the next funding year.

A sponsorship letter to establish confirmation will be sent to the post-secondary institution upon receipt of official Letter of Acceptance, Registration and Release of Information. Your living allowance rate will be submitted to you.

**11.0 GRADUATE INCENTIVE**

The graduate incentive is funds which will be submitted to any post-secondary student that receives a certificate of completion in the various levels within any college or university program, which are bases on the availability of education funding.

The following are the incentive rates for the various levels of achievement,

- 1 Year Certificate- \$200
- Diploma - \$300
- Degree- \$500
- Masters and/or Post- Baccalaureate - \$1000
- Doctorate - \$1,500

**Incentive Program**

**Purpose**

The Interim Simpcw First Nation Education Board recognizes the importance of supporting post-secondary students and trades students in their path to careers. The purpose of this policy is to provide guidelines for the application and the selection process for the Simpcw First Nation Post-Secondary Bursary program.

**Management Procedure**

- i) The bursary program falls under the administration of the interim Education Board and operates with a bursary Selection Committee.

- ii) This committee is comprised of the Education Manager and three (3) members of the Interim Education Board, in good standing.
- iii) The program is administered by the Committee, with consult from the Simpcw Education Chair.
- iv) The committee meets a minimum of once per year to assess scholarship applications and to review and recommend changes to the program.
- v) Policies and procedures require Simpcw Health Board approval and may be renewed as necessary.

**Budgeting**

- i) The maximum annual scholarship budget by the interim Education Board will be one thousand dollars (\$1,000) of which will be divided accordingly.
- ii) The total value of each scholarship will be determined by the Scholarship Selection Committee, based on the number of eligible applicants, and will be distributed accordingly.
- iii) Funds allocated to scholarships, but not awarded by submission deadline, will not be carried forward to the scholarship fund for the new fiscal year.

**Eligibility**

Sponsorship opportunities are available to any on-reserve band or community member or off-reserve band member\*, enrolled in the last twelve (12) months, who can show proof of acceptance into a full-time program at an accredited college or university in Canada leading to a certificate, diploma or degree there field of study. The candidate must also have a minimum of a 2.75 grade point average or a C+ average.

*\* Preference will be given to a registered member of the Simpcw First Nation.*

**Acceptance Criteria**

All applicants must,

- i) Produce proof of acceptance into a full-time program at an accredited college or university in Canada.
- ii) Produce official transcripts from an accredited college or university in Canada.
- iii) Submit an essay (*see below for requirements*)
- iv) Produce two (2) reference letters including:
  - One (1) academic letter of reference
  - One (1) personal, non-family, letter of reference supporting the applicant’s connection to the Simpcw community

**F. Submission Date:**

The application closing date is March 15<sup>th</sup> of each year.

**G. Application Process**

- i) A completed application form must be submitted along with the accompanying documentation to the Education Manager by the submission date indicated on the application form. Applicants will also be evaluated based on an essay submission (see below). All applicants must follow the scholarship application procedure outlined in this policy in order to be considered for the education bursary. The

Interim education board and education management reserves the right to forego processing any applications from applicants who do not follow the procedure outlined below.

- ii) No applications will be accepted after the submission date.
- iii) Applicants are eligible for repeat application.

#### **H. Essay Guidelines**

The essay must include the following points:

- i) Career objectives and goals.
- ii) Characteristics possessed relative to planned success in the field.
- iii) Why the applicant is deserving of the scholarship.
- iv) Demonstrated connection to the Simpcw community.

#### **I. Selection Process**

- i) The Education Manager will compile all applications and documentation and forward copies to each member of the Scholarship Selection Committee.
- ii) Each member of the Bursary Selection Committee will review the applications, compare them to the criteria and provide a recommendation for each scholarship application.
- iii) The Bursary Selection Committee will make their choice based on scholastic achievement, connection to the Simpcw community, references, the essay and any other factors the committee deems relevant to the selection process.
- iv) Scholarships will be awarded by majority vote.
- v) The decision made by the Bursary Selection Committee is final with no appeal process.

#### **J. Award**

The name(s) of the scholarship recipients will be announced and awarded at the annual Simpcw graduation celebration.

### **12.0 CAVEAT**

Any commitments within this policy are subject to the availability of funds.

### **13.0 POLICY AMENDMENTS**

Any Band member or Band staff can submit recommendations for amendments to this policy. Suggestions should be submitted to the Education Manager by March 31<sup>st</sup> each year. Any policy amendments approved by the Band Council will take effect at the beginning of the next school year.

**APPENDIX**

Appendix C:	Post-Secondary Funding Application, pages 1-14
Title page	.....page 1
Declaration Checklist	..... page 2
Acknowledgement of the Education Policy	.....Page 3
Student Authorization Form – Other Resources	.....page 3
Personal Record Form	.....page 4
Education Program Length and Selection	..... page 5
Student Authorization - Transcripts	..... page 6
Agreement for Funding	.....page 7
Self-Assessment Education Form	.....page 8-9
Career Cruising Assessment, Accuplacer Test and Summary of Volunteer Work	.....page 10
Budgeting Information Form	.....page 11
Banking Direct Deposit Information	.....page 12
Living Allowance Rates Table 1: Living Allowance Rates	.....page 13
Appendix D: Month End Report Form (see pg. 15 Education Policy	.....page 14
Appendix E: Example of Payment Plan	(see pg. 16 of SFN Education Policy)
Appendix F: Example of Academic Advisor Form	(see pg. 17 of SFN Education Policy)
Appendix G: Simpcw Education Appeal Form	(see pg; 18 of SFN Education Policy)

## Appendix D: MANDATORY MONTH END REPORTING FORM

Date of Report	Year / Mo / Day
To:	Education Coordinato, Box 220, Barriere, BC V0E 1E0      Email: <a href="mailto:education@simpcw.com">education@simpcw.com</a> Tel: (250) 672-9995 / 1-800-678-1129      Fax: (250) 672-5858
Name of Student:	
Name of Institute	
Re:	<b>Simpcw First Nation Post-Secondary Education Funding</b>

The following is confirmation of my attendance and progress. I understand that the deadline *for this monthly report is the 1st Friday of each month.*

I am registered in 4 or more courses	Yes or No	
I am aware of drop or withdrawal dates from courses for my institute	Yes or No	Please print here:
I have met with an Academic Advisor and have submitted an Academic Plan to SFN	Yes or No	
I have exempted myself from the medical / dental costs at my institute	Yes or No	
I am aware of my professors office location and office hours	Yes or No	
I have made a calendar with assignments due dates marked for each course	Yes or No	
I am aware of the Institute and Aboriginal support services that are available	Yes or No	
I am aware of the computer lab and library support services that are available	Yes or No	
I have attended classes regularly	Yes or No	
I am completing assignments on time	Yes or No	
I require tutoring assistance	Yes or No	If yes - course name and #
I have had personal problems that I require help with	Yes or No	
I am satisfied with my progress	Yes or No	
I have done something this month for self-care	Yes or No	

Any comments you would like to make: \_\_\_\_\_

\_\_\_\_\_

**Appendix E: Form**

Louisa Celesta,  
P.O. Box 220  
Tel: (250) 672-9995

**Education Program Manager**  
**Barriere, BC V0E 1E0**  
**Fax: (250) 672-5858**

[Email: education@simpcw.com](mailto:education@simpcw.com)

<b>Student Repayment Plan for Fall 20__-Winter 20__</b>	
To:	
Date	
Student No.	
From:	Education Coordinator
CC:	
Description:	

Month/year	Total Amounts Owing	Amount to be Deducted	Living Allowance Amount to be Paid	Total Balance Owing
September				
October				
November				
December				
January				
February				
March				
April				

I read and understand the payment plan is for on-campus housing rent during my enrollment in university.

Student \_\_\_\_\_

signature

Education Manager Signature \_\_\_\_\_



## Appendix F: Example of Form

### Post-Secondary Student Academic Advisor Plan

<b>Academic Advisor Information</b> Name Phone number: Email Address:	
<b>Student Information:</b> Name: Phone Number; Email address:	
<b>Name of Institute</b>	
<b>Name of Program:</b>	
<b>Course 1</b>	
<b>Course 2</b>	
<b>Course 3</b>	
<b>Course 4</b>	
<b>Course option</b>	
<b>Comment:</b>	
Signature of Academic Advisor:	
<b>(SFN 2015 Example Form)</b>	

<b>Appendix G: Education Appeal Form</b>		
<b>Post-Secondary Student Appeal Description</b>		
<b>Date of Submission:</b>	<b>Attention to:</b>	
<b>Contact's Address:</b>	<b>Contact's Phone Number</b>	<b>Contact's Email address:</b>
<b>Student Name::</b>	<b>Student's Phone Number;</b>	<b>Students Email address</b>
<b>Name of Institute</b>		
<b>Name of Program:</b>		
<b>Description of Submission:</b>		
<b>Signature</b>		
<b>(SFN 2015 Example Form)</b>		