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**Lheidli T'enneh**

# **LHEIDLI T'ENNEH POST-SECONDARY EDUCATION FINANCIAL ASSISTANCE PROGRAM LOCAL OPERATING GUIDELINES**

**(As required by AANDC Post-Secondary Student Support Program  
and University and College Entrance Preparation Program National  
Program Guidelines)**

**August 17, 2015**

**Lheidli T'enneh Education Committee**

# PREFACE

## POST-SECONDARY EDUCATION FINANCIAL ASSISTANCE PROGRAM LOCAL OPERATING GUIDELINES TEMPLATE

Aboriginal Affairs and Northern Development Canada's (AANDC) Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation (UCEP) Program National Program Guidelines 2013-2014 now require that Recipients have local program guidelines in place for the administration of PSE Funds.

### 5.1 Local Operating Guidelines

Recipients must have local program guidelines in place for the administration of the PSE funds. Local guidelines must be consistent with the guidelines set out in this document. The local guidelines must include:

- Selection priority criteria;
- An appeal process; and

Local guidelines may also include rates and allowances for amounts payable to students, provided that they do not exceed the maximum amounts payable set out in section 6.2. These local guidelines must be publicly available.

Note: AANDC issues National Program Guidelines on an annual basis. Recipients are encouraged to refer to the National Program Guidelines each year to ensure they are aware of any program or policy changes by AANDC and that they may make any necessary amendments to the PSE Local Operating Guidelines.



**Lheidli T'enneh**

Lheidli T'enneh has continued to provide Post-Secondary Education programming to its Citizens. Each year, Lheidli T'enneh makes an annual application to the Department of Aboriginal Affairs and Northern Development Canada's (AANDC) Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation (UCEP) Program National Program. While we acknowledge the support of AANDC, Lheidli T'enneh recognizes the demand and pressures put on the limited budgets by the federal government. We have continued to make Post-Secondary Education a priority and have utilized other external own source venues to support our Citizens.

Through established policies and procedures, our goal is to provide a streamlined approach that will make the process an established and transparent one.

## Table of Contents

PART I: INTRODUCTION.....	1
PART II: PROGRAM OBJECTIVES & ADMINISTRATION.....	2
DECLARATION OF LHEIDLIT'ENNEH.....	2
<b>VISION</b> .....	2
<b>OBJECTIVES</b> .....	2
<b>ADMINISTRATION</b> .....	3
PART III: LOCAL OPERATIONG GUIDELINES.....	4
DEFINITIONS.....	4
ELIGIBILITY REQUIREMENTS.....	8
Student Funding Eligibility.....	8
Eligible Post-Secondary Institutes.....	8
Eligible Programs.....	9
Out of provience students.....	9
International Students.....	9
Private Institutions.....	9
Students Who Drop Courses.....	9
Students Who Drop Courses.....	9
Students Who Withdraw from school or are not returning.....	9
SELECTION PRIORITY - MANDATORY.....	9
APPLICATION PROCESS & DEADLINES.....	10
STUDENT FUNDING SUPPORT.....	11
Types of Student Funding Support.....	12
Tuition & School Fees.....	12
Books and Supplies.....	13
Travel Allowance.....	13
Living Allowance.....	13
Tutorial Guidance and Counseling Services.....	14
Limits of Assistance.....	14
Post-Secondary Student Support Program.....	14
The University College Entrance Preparation Program.....	14
One program per level.....	15
Moving from higher levels to lower levels.....	15
Changing, transferring or pausing a Program of Studies.....	16
Part-time Students.....	16
High Cost Programs.....	16
Summer Programs.....	16
Expenses NOT Covered.....	16
STUDENT INCENTIVES.....	17

PARTNERS IN EDUCATION.....	18
Learner Responsibilities.....	16
Education Coordinator Responsibilities.....	18
Education Coordinators Responsibilities.....	19
Lheidli T'enneh Responsibility.....	20
Chief and Counsils Responsibility.....	20
TERMINATION OR SUSPENSION OF FUNDING.....	22
APPEAL PROCESS - MANDATORY.....	23
APPENDIX A.....	24
APPENDIX B.....	25
APPENDIX C.....	26
APPENDIX D.....	27
APPENDIX E.....	28
APPENDIX F.....	29
APPENDIX G.....	30

## **PART I: INTRODUCTION**

Lheidli T'enneh is responsible for the development of operating policy and guidelines for the administration of the Post-Secondary Student Support Program and University and College Entrance Preparation Program for the "First Nation Post-Secondary Education (PSE) Assistance Program".

This Policy guides the 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 Lheidli T'enneh. This Policy has been designed to be consistent with the Aboriginal Affairs and Northern Development Canada National Program Guidelines.

## **PART II: PROGRAM OBJECTIVES & ADMINISTRATION**

### **1. DECLARATION OF LHEIDLI T'ENNEH**

*We are Lheidli T'enneh – the people from where the two rivers flow together.*

*Like the rivers, we aspire to move ahead as an organized, highly motivated, determined, and self-reliant Nation.*

*We are a proud, united people whose purpose is to ensure a future that will provide a better quality of life while flourishing with our environment.*

*Our traditions and cultural beliefs are the driving force of our success and destiny.*

### **2. VISION**

*Lheidli T'enneh strives to empower learners through education and support their success. As a Nation, we will work together to ensure enhanced quality of life for all generations of our people to develop a sustainable, self-reliant, vibrant community that is built upon the historical and traditional values of our community.*

*Lheidli T'enneh seeks to support the increased participation and success of its members in recognized post-secondary education programs. Such participation and the completion of post-secondary education increases the employability of individuals and helps to develop the governance capacity of the Lheidli T'enneh.*

*The objective of our PSE program is to support eligible students to gain access to post-secondary education and to graduate with the skills and competencies for gainful employment and individual growth.*

*Lheidli T'enneh seeks to provide the best level of support possible to its students for PSE, with the goal of assisting to achieve high student retention, success and graduation rates.*

*Lheidli T'enneh 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 careers or employment and to realize their full potential.*

### **3. OBJECTIVES**

Lheidli T'enneh aims to support eligible learners' access post-secondary education and skills development.

*To support as many eligible 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.*

#### 4. ADMINISTRATION

The Education Department is mandated by Chief and Council to administer the PSE Assistance Program. The Education Department receives funding from Aboriginal Affairs and Northern Development Canada (AANDC) for education programs. The funding is formula driven, meaning that Lheidli T'enneh receives a set amount, regardless of the number of applications for education assistance. Our policies are in accordance with requirements set out in AANDC's Post-Secondary Student Support Program and University College Entrance Preparation Program National Program Guidelines and may be amended to reflect changes to the National Program Guidelines.

Lheidli T'enneh Citizens seeking PSE funding will be provided a copy of these Guidelines. They may submit their applications in accordance with these Guidelines. The Education Coordinator along with the Lheidli T'enneh Education Committee will review completed applications and assess whether they meet the terms and requirements set out in these Guidelines. They will advise applicants as soon as practicable as to whether his or her application for sponsorship has been approved.

Where an application is not approved and the applicant wishes to appeal the decision, she/he may follow the appeal process set out in these Guidelines.

As of August 18, 2015, all enquiries about the PSE program should be directed to:

Name:	Jason Morgan
Title:	Executive Director
Address:	1041Whenun Road, Prince George, B.C. V2K 5X8
Phone:	250-963-8451
Email:	<a href="mailto:executivedirector@lheidli.ca">executivedirector@lheidli.ca</a>
Fax:	250-963-6954

## **PART III: LOCAL OPERATING GUIDELINES**

### **1. DEFINITIONS (SEE FOOTNOTE BELOW)**

**“Academic year”** means the length of an academic year for a Program of Study as defined by the Post-Secondary Institution.

**“Accredited Institute”** means a school that has passed the quality tests of an accrediting body. In British Columbia, the accrediting bodies include the Private Career Training Institutes Agency and the Degree Quality Assessment Board. A school must be accredited in order to be eligible for PSSSP/UCEP funding programs.

**“Academic Probation”** means a period of time during which a student is under strict academic guidelines as a result of low or failing grades.

**“At Home”** refers to a single student living in a home owned, rented, or leased by their parent, step-parent or legal guardian.

**“Away from home”** refers to a single student who lives away from a home owned, rented, or leased by their parent, step-parent or legal guardian or to students who live in self-contained suites, paying fair market rent and their own utilities separately.

**“Band Member”** means a person whose name is lawfully entered on the Band List. Only Registered Members of Lheidli T’enneh are eligible for PSE support through the Policy. Status First Nations individuals who are affiliated with Lheidli T’enneh but do not have Band Membership are encouraged to apply for PSSSP/UCEP funding through the BC Association of Aboriginal Friendship Centers’ at 1-800-990-2432.

**“Common Law”** means students who have cohabited with a person in a marriage-like relationship for a period of at least one year (12 consecutive months) as of the first day of classes. *(You may wish to include the documentation your First Nation requires to support this.)*

**“Co-op Program”** means a program of study which alternates periods of study with periods of work placement. In order for a student to be supported through the PSSSP, the co-op must be required and is not to exceed 50% of an academic term. The co-op placement must be approved by the post-secondary institute as a suitable learning situation.

**“Correspondence/distance/online education”** are E-learning programs that are supported electronically and can involve both out of classroom and in-classroom education (blended delivery). Content is delivered via the internet, intranet, audio or video tape, satellite TV, and CD Rom. It can be self-paced or instructor led. Lheidli T’enneh will support students in correspondence/distance/online education.

**“Course Load”** means the rate at which the student is currently working in order to complete their program of study.

**“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.

### **STUDENT AID BC ELIGIBLE DEPENDENTS:**

Eligible dependents are any dependents for whom the Canada Child Tax Benefit is claimed or whom a benefit is claimed on the income tax return. Eligible dependents must meet one of the following criteria:

- For the student's (and spouse/common-law partner's) children who are 18 years of age and under, the student must have custody or provide care to the children, who must live with the student/common law spouse for at least 2 full days per week.
- The student's (and spouse/common-law partner's) children aged 19-22 are full-time dependent students (not married, common-law, or single parents)
- The student's (and spouse/common-law partner's) children are permanently disabled, are 19 years of age or older, are fully supported by the student, and are claimed on the student's income tax return.
- The children are the student's foster children, and foster parent income is claimed on line 35E and line 68 of the application.

**"Dependent Spouse"** means a person who is married to the student or has lived with the student as a partner, in a marriage-like relationship, for a period of at least one year prior to the student's application for post-secondary education support. This person is dependent upon the student and does not receive an annual income in excess of \$25,000.

**"Full-time employment"** is defined as work in excess of [32] hours a week. To be eligible for living allowance, a student's primary occupation must be full-time studies. Lheidli T'enneh is unable to provide living allowances for students whose primary occupation is considered to be employment.

**"Full-time student"** means a student who is enrolled in at least [60] percent ([40] percent for students with permanent disabilities) of a full course load for at least 12 weeks in a Program of Study at an eligible Post-Secondary Institution and leading to a certificate, diploma, or degree.

**"Full-time studies"** means at least [60] percent of a full course load for a Program of Study offered by an eligible Post-Secondary Institution.

**"Good Standing"** means successful completion (i.e., student receives credit towards a formal credential, certificate, diploma or degree issued by the governing body of the school) of the course load at the post-secondary institute for each period of study. Lheidli T'enneh has high expectations for all students. Students must maintain a [2.3/C+ or 2.0/C] average in all courses, or risk being placed on academic probation.

**"Guardian"** is used to identify a person who is charged with the legal right and duty of care for a ward due to the ward's inability (due to age, or mental or physical inability) to care for himself or herself.

**"Guidance and Counseling"** means services and programs that promote the personal/social, educational, and career development of students. Services are available through Lheidli T'enneh to a maximum of [\$500.00] for eligible students per fiscal year.

**“Indigenous Adult and Higher Learning (IAHLA) Institutes”** are Aboriginal controlled adult and post-secondary education institutes in BC. IAHLA institute are community based and offer a broad spectrum of programming. IAHLA institute programs delivered in partnership with a Public Institution are designated programs under Lheidli T’enneh Post-Secondary Education Policy.

**“Internship”** means a period of supervised practical experience undertaken after graduation from a program, which is required for licensure or professional practice. Internships are not eligible for funding under the PSSSP/UCEP.

**“Married Students”** are either married or in common law relationships. Married students whose marriage or common law relationship ceases are considered to be either independent students or single parent students, depending on whether the student has dependent children.

**“Official Transcript”** is a copy of a student's permanent academic record, which includes all courses taken, all grades received, all honors received and degrees conferred to a student. . An official transcript is prepared and sent by the issuing school with an original signature of a school official. Lheidli T’enneh requires sealed official transcripts to support application for and continuation of PSSSP/UCEP funding.

**“Part-time student”** means a student who is enrolled in [20] to [60] percent of a full course load for a Program of Study at an eligible Post-Secondary Institution.

**“Part-time studies”** means less than [60] percent of a full course load for a Program of Study offered at an eligible Post-Secondary Institution. The eligible program of study must be approved for full-time funding in order for students to be funded as part-time students.

**“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.

**“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 loan application, proof of their permanent disability in the form of

- a medical certificate;
- a psycho-educational assessment; or
- documentation proving receipt of federal or provincial disability assistance

**“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) where no remuneration is received.

**“Preceptorship”:** A period of final work experience required for graduation from an educational program in which the student performs actual clinical or other professional procedures in a real life setting under the immediate supervision of a single fully-qualified practitioner where the duration does not exceed 10 percent of the total program. Students registered in a preceptorship are eligible for support thorough PSSSP/UCEP provided other requirements are met.

**“Private Institution”** means an institution, controlled or managed by a body most of whose members are not selected by a public authority. Private institutions do not receive provincial funding. *[Private Institution tuition will only be funded to the maximum rate set out in the policy/to the nearest public post-secondary institute with comparable programming under Lheidli T’enneh’s Post-Secondary Education Policy.*

**“Program of Study” or “Program”** means a program that:

- a) is delivered by an eligible Post-Secondary Institution;
- b) requires the completion of secondary school studies or the equivalent as recognized by the post-secondary institute (this may not necessarily require grade 12; entrance requirements may include such factors as English 12 and math skills); and,
- c) is least one Academic Year of duration (as defined by the Institution).

**“Public Institution”** means an institution controlled or managed by a body most of whose members are elected or appointed by or under the scrutiny of a public authority. Public Institutions receive provincial funding.

**“Self-Paced Programs”** are programs designed for completion in a specific time frame but may also be delivered at a reduced course load. All students must complete 100 percent of the course work, though the time required for completion may vary depending on the percentage of course load carried.

**“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.

**“Single Parent Student”** means a student who has never married, or is separated or divorced from a spouse, or who is widowed, and who have legal and/or physical custody and responsibility for supporting their own children at least two days per week during their entire study period.

**“Tutoring”** means the delivery of additional, special, or remedial instruction. Students are encouraged to access tutoring services through the post-secondary institute. Additional services are available through Lheidli T’enneh to a maximum of [ \$500.00 ] per fiscal year to eligible students.

**“University College Entrance Preparation Program (UCEP)”** provides financial support to eligible students to enable them to attain the academic level required for entrance into a certificate, diploma, or degree program. The UCEP allows financial support for tuition, compulsory student fees, required books, and assistance for travel and living expenses. There is a one-year limit for UCEP funding.

All definitions are taken from FNEC (First Nations Education Steering Committee)

## **2. ELIGIBILITY REQUIREMENTS**

Learners must meet all criteria listed below in order to be considered for post-secondary funding from Lheidli T'enneh.

### **a. Student Funding Eligibility**

Lheidli T'enneh provides funding support for eligible learners. An eligible learner is:

- A registered member of Lheidli T'enneh who has been resident in Canada for 12 consecutive months prior to the date of application for funding;
- Accepted by an Eligible Post-Secondary Institution (see below);
- Accepted into an Eligible Program (see below); **and**

To remain eligible for funding, learners must maintain satisfactory academic standing. Satisfactory academic standing is determined by the post-secondary institute.

### **b. Eligible Post-Secondary Institutes**

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

- Recognized by a province or territory (in Canada or abroad); or
- Educational institutions recognized to deliver post-secondary programs by arrangement within an eligible post-secondary institution.

Before applying to Lheidli T'enneh for funding, the learner should check the Master List of Designated Institutes to ensure that the Post-Secondary Institution is eligible. This list can be accessed from the CanLearn website ([www.canlearn.ca](http://www.canlearn.ca)).

### **c. Eligible Programs**

Eligible programs:

- Require the completion of secondary school studies, or equivalent, as recognized by the post-secondary institution;
- Are at least 1 academic year in duration (as defined by the institution); and
- Are delivered at an eligible institution, as defined in section 2.b.

UCEP programs must provide students with the necessary courses to attain the academic level for university or college entrance. UCEP students must submit documentation from the post-secondary institution attesting that the UCEP program will provide the student with the necessary courses to attain the academic level for university or college entrance, and that the student will be eligible for university acceptance upon successful completion of the program.

**Out of Province Students**

Students that reside out of province or who are attending school out of province, are eligible for post-secondary education support. Students must attend a public institution in that province.

**International Students**

Sponsorship will be paid to the maximum allowable amounts as if attending a Canadian public institution. It is the student's responsibility to pay the additional costs.

**Private Institutions**

Sponsorship will be paid to the maximum allowable amounts as if attending a public institution. It is the student's responsibility to pay the additional costs.

**Students who Drop Courses**

If a student drops out of a course or program of study, Lheidli T'enneh will only pay for the same course at a future date if the student notifies the Education Department of a justifiable reason for dropping the course (i.e., illness) in which case a medical certificate is required. Notification must be provided in writing within two weeks of dropping a course. Failure to comply with this regulation could jeopardize the student's application for funding of future courses. If a student fails a course, the same course will not be funded again until the student completes the full year sponsored in satisfactory academic standing.

**Students Who Withdraw from Schooling or are not Returning**

Students who withdraw from an institution and/or program must complete a withdrawal form in order to be eligible for future sponsorship. This form must be completed and submitted to the Education Department prior to withdrawing.

### **3. SELECTION PRIORITY - MANDATORY**

*Lheidli T'enneh wishes to support as many students as possible who demonstrate the greatest chances of success and who will use their skills and knowledge for the betterment of Lheidli T'enneh as a whole.*

*Lheidli T'enneh receives limited funding from AANDC for the delivery of the PSSSP and UCEP programs. In the event that there are more applications for funding than available money in the PSSSP and UCEP budget, the selection of applicants will be based on the following order of priority:*

- i. Recent high school graduates*
- ii. Continuing students (e.g. students already being funded through the PSE Financial Assistance Program)*

- iii. *Deferred students (eligible but not funded in the past due to funding restrictions)*
- iv. *Graduate students*
- v. *Returning students (i.e. students who have stepped out of their post-secondary studies and now wish to return)*
- vi. *Part-time students*
- vii. *Supporting students who are self-funding (e.g. student loan)*

#### 4. APPLICATION PROCESS & DEADLINES

Students must complete and submit the Lheidli T'enneh Post-Secondary Education Application Form" in Appendix A, including all required supporting documentation, to the Education Coordinator by the deadline: **May 15, 2015**.

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

Late applications will only be considered if there are sufficient funds available after processing completed applications received on time.

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.

##### **Required Documentation**

Please note that the following documents must be submitted with your Application Form:

- Copy of Status Card
- Original acceptance letter from Post-Secondary Institution
- Release form
- Reference letters
- Transcripts
- Resume
- Course Description / Outline From an Accredited Post-Secondary Institute

##### **Note for Students applying for assistance through UCEP:**

Students applying for assistance through UCEP must obtain a statement from the relevant institution (i.e. college or university), which attests that:

- The UCEP program will provide the student with the necessary courses to attain the academic level for university or college entrance; **and**
- The student will be eligible for admittance as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

#### 5. STUDENT FUNDING SUPPORT

The PSE Financial Assistance Program is not intended to cover 100% of student costs to attend post-secondary education programs. Lheidli T'enneh receives limited funding for the delivery of the PSSSP and UCEP programs. In the event that there are more applications for funding than available money in the PSSSP and UCEP budget, the selection of applicants will be based on the order of priority set out in section 3.

There are maximum amounts of funding payable per student. However, no student is entitled to this amount. The actual amount of funding available to an Eligible Student will depend on the overall amount of funding available. Funding cannot be backdated to cover time before a learner has been approved for support.

**Time Limits on Financial Sponsorship shall be based on the following (4) categories of programs:**

**University/College Preparation Program:**

A student is eligible to receive financial assistance to complete college prep programs, the length of which is no more than 1 academic year (i.e., 8 student months). Students should be aware that this is for ONE YEAR only to embrace a selection of courses to assist in deciding their education goals (8 months with 24 credits).

**Level 1 time LIMITS- Technical Institute, Community College or CEGEP Diploma or Certification program:**

A student is eligible to receive financial assistance to complete 1 program, the length of which is defined by the post-secondary institution, but is generally a maximum of 2 academic years (i.e., 16 student months). This level is open to new students and those who were previously enrolled in level II programs but did not complete with the written approval of the Education Department. Students who have completed a level II or level III program are not eligible in this category.

**Level II Time Limits- University Undergraduate Programs (i.e., B.A, B.Ed, B.Sc, B. Comm, B.S. c.N, B.S.W, etc.)**

A student is eligible to receive financial assistance to complete 1 program, the length of which is defined by the post-secondary institution, but generally is a maximum of 4 academic years (i.e., 32 student months). However, students enrolled in a Bachelors of Education program are eligible to receive financial assistance for a maximum of 5.5 academic years (i.e., 44 student months). This level is open to new students, students who have completed a UCEP or level I program, and to students previously enrolled in a level II program but did not complete.

**Level III Time Limits- Advanced or Professional Degree Programs (i.e., Graduate and Post Graduate Programs, such as Masters and Doctorial Studies)**

A student is eligible to receive financial assistance to complete 1 program, the length of which is defined by the Post-Secondary Institution; however, reasonable limits may be established on the basis of individual needs. All students will be dealt with on an individual basis and funding support will be set out in a student's graduate contract. This level is open to students who meet the eligibility requirements of the institution and who have not previously completed a level III program.

Table 1: General Length of Post-Secondary Education Programs

University/College Entrance Preparation	1 academic Year or 8 Months
Diploma Programs e.g., Business Administration	2 Academic Years or 16 Months
Bachelor of Arts	4 Academic Years or 32 Months
Bachelor of Education	44 Months
Masters or Doctorate	As defined by Institution
Law Degree	24 months

**a. Types of Student Funding Support**

The following student support funding may be available:

- Tuition and compulsory student fees;
- Books and supplies;
- Travel and living allowance;
- Tutorial, guidance and counseling services; and

Student support funding is subject to limits of assistance set out later in these guidelines.

Students are responsible for making sure they stay within budget. Lheidli T’enneh is not responsible for paying any amounts over and above the limits of assistance

**i. Tuition & School Fees**

Tuition will be paid [in full] [to a maximum of \$12,000.00] for sponsored students. Tuition if above the set limit, will be reviewed on an individual case-by-case basis.

Lheidli T’enneh will pay the tuition directly to the Post-Secondary Institution upon receiving an invoice from the Institution. In the case that a Post-Secondary Institution does not bill Lheidli T’enneh directly, students will be responsible for submitting invoices directly to the Education Coordinator.

We will only pay mandatory school fees. Mandatory school fees will vary by Institution. We require written confirmation that a fee is mandatory.

If the fee is not mandatory then the student must pay the fee. Contact your school to find out which fees are mandatory. Make sure you are aware of any fees that you will have to pay.

#### **ii. Books and Supplies**

Full-time and part-time students may receive assistance for books and supplies that are required for their program of study. Students must submit a copy of the course outlines and the prices charged by the institution's bookstore or supplier.

An allowance of [\$800] for books and supplies will be issued at the beginning of the school year after the course calendar and book list have been received. An amount in excess of [\$800], but not over \$2000 may be approved if a student demonstrates need by submitting copies of the course outlines and the prices charged by the institution's bookstore or suppliers.

No books or supply expenses will be reimbursed without the original paid receipts. Arrangements may be made for payments to be made directly to the bookstore.

#### **iii. Travel Allowance**

Full-time funded students who must travel for reasons of bereavement from their place of ordinary residence to attend a funeral of an immediate family member may be eligible to receive financial support for the cost of [one] return trip, up to a maximum of \$500 per academic year.

In applying for travel assistance, students are expected to use the most economical means of travel possible. Students wishing to apply for travel assistance must complete a Travel Assistance Request Form prior to the expected date of travel.

Students taking classes through distance education or e-learning who are required to travel to another location to complete their required exams may be eligible for travel support. Where possible, students should request accommodation (such as taking the exam in the local school under the supervision of a teacher or school principal) to minimize need for travel.

#### **iv. Living Allowance**

Full-time students may receive financial support in the form of a living allowance to be used toward living costs such as food, shelter, clothing, daily transportation, utilities, daycare, and other personal items. The amount a student may receive will be determined by the Education Department in accordance with the chart set out in Appendix "C".

Full-time students who are employed are not entitled to receive living allowance but will receive tuition and fees if they qualify under the Post-Secondary Education financial assistance program. Part time student (and those working) are eligible for funding but must disclose their employment status to the Education Coordinator and must maintain a satisfactory academic and attendance record.

Part-time students are not eligible for living allowance.

**v. Tutorial, Guidance and Counseling Services**

Funding may be available for tutorial, guidance and counseling services for students enrolled in eligible programs.

Given limited funding availability, students are encouraged to take advantage of any complimentary tutorial services available to them.

**b. Limits of Assistance**

**i. Post-Secondary Student Support Program**

The objective of the Post-Secondary Student Support Program is to provide financial support to allow eligible Lheidli T'enneh learners to pursue higher education including certificates, diplomas, undergraduate degrees, and graduate degrees that are more than an academic year in length.

The Post-Secondary Student Support Program provides funding support for tuition, compulsory learner fees, required books and supplies, and assistance for living expenses. Learners may also be eligible for a travel allowance one time per year for reasons of bereavement leave to attend a funeral of an immediate family.

Assistance is provided at four levels of post-secondary education. The duration of assistance will accord with the official length of the program as defined by the post-secondary institution; students may be assisted for up to one additional academic year if such an extension is approved in writing by the institution's dean or department head.

<b>Level One</b>	<b>Diploma or Certificate Programs</b>
<b>Level Two</b>	<b>Undergraduate Degree Programs</b>
<b>Level Three</b>	<b>Advanced or Professional Degree Programs/Masters Programs</b>
<b>Level Four</b>	<b>Doctoral Programs</b>

**ii. The University College Entrance Preparation Program (UCEP)**

For all UCEP students, the maximum time limit for financial assistance will be one (1) academic year, as defined by the institution offering the program, or, in the case of part-time students, the equivalent of one academic year.

At the end of the first term (or part of the academic year, as defined by the institution offering the program), financial support for the term will be subject to receipt of a statement from the institution confirming the successful completion of the first term.

Students receiving UCEP funding must declare the support received from the program as a source of income if applying for social assistance.

The support for tuition, books and supplies, travel and living costs for UCEP will be the same as that provided under the PSSSP programs.

### **iii. One program per level**

Assistance may be provided to students to complete only one Program of Study at each Level. Exceptionally, Level 2 may include assistance for an additional degree at the bachelor level which has as a prerequisite and undergraduate degree or undergraduate courses.

### **iv. Moving from higher levels to lower levels**

Students who have completed a Level 2, 3 or 4 Program of Study, *with or without assistance from this PSE program*, are not eligible for assistance for lower levels.

### **v. Changing, transferring or pausing a Program of Studies**

Where a student changes programs within one of the Levels, transfers to another Level or temporarily pauses their studies, the academic years or semesters used for each program within each Level will be counted for assistance purposes. This may affect the overall funding available to the student to complete his or her post-secondary education. The student should discuss his or her revised education plan with the Education Department before changing their Program of Study.

Students who become eligible for assistance and who have previously completed a portion of post-secondary studies *without assistance* from this PSE Financial Assistance Program may receive assistance for the balance of their program of studies, but will not be reimbursed for previous expenses.

### **vi. Part-time students**

Part-time students, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and the actual cost of books and supplies that are listed as required by the institution.

Part-time students are not eligible for living allowances.

### **vii. High cost programs**

It must be recognized that funding high cost Programs of Study reduces the number of applicants who can be sponsored for post-secondary education funding. The maximum payable per full time student under PSSSP or UCEP cannot exceed \$35,000 per year. On an extraordinary and justified basis, the maximum amount payable per year for a student in an advanced or professional degree program (e.g. dentistry, medicine) or a Masters or Doctoral program may exceed \$35,000 up to a maximum of \$50,000. Such awards maybe granted by special request on a case-by-case basis only and considered when a graduate student has extraordinary circumstances that warrant the setting aside of the standard policy on maximum amounts payable. Funding for an individual graduate student above \$35,000 must be reviewed by Aboriginal Affairs and Northern Development Canada, BC Region before approval is granted.

### **viii. Summer Programs**

May-August courses will only be funded pending available PSE funds. 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 May 15<sup>th</sup>. The student must be enrolled as a full-time student.”

Consideration will be given for summer program funding on a case-by-case basis and will include a review of institution requirements.

Summer program funding will only include tuition and books and supplies.

**ix. Expenses NOT covered**

**Financial assistance is not provided for: parking, copies of transcripts, deferred examinations or rewrites, GMAT, GRE, clothes, etc.**

## 6. STUDENT INCENTIVES

Lheidli T'enneh offers the following student incentives:

- a) Academic Achievement Scholarship (Levels 1, 2, 3 and 4)

Incentive Name	Eligible Students	Eligible Programs	Minimum G.P.A.	Award Amount	Award Dispersal Date
Academic Achievement Scholarship	Level 1, Level 2, Level 3, & Level 4 students	All full-time programs <ul style="list-style-type: none"><li>• Upon graduation.</li></ul>	B average	\$1000 (maximum)	June

**This Student Incentives section is not subject to the Appeal Process set out in Section 9 of these Guidelines.**

## 7. PARTNERS IN EDUCATION

### i. Learner Responsibilities

In supporting the success of learners, Lheidli T'enneh recognizes the immediate responsibilities of the learners, which are as follows:

- a. *Accept responsibility to manage the sponsored education funds accordingly;*
- b. *Maintain the appropriate course load for the funding rate requested;*
- c. *To maintain a minimum grade point average of ("C") or better;*
- d. *Provide transcripts of marks to the Education Coordinator at the end of each term;*
- e. *Maintain regular class attendance;*
- f. *Notify their instructors, school, and education coordinator for more than three consecutive absences and provide a doctor's note;*
- g. *Provide written notice of course or program withdrawal. Withdrawal must be made prior to fee reimbursement deadline;*
- h. *Advise the Education Coordinator of changes in program, school, medical absence (with a doctor's note), and/or living arrangements that could affect funding. Fraudulent reporting will result in the suspension of funding;*
- i. *Advise the Education Coordinator of address and telephone number changes in advance of moving. Current contact information must be on file;*
- j. *Travel subsidies must be requested with written documentation; and*
- k. *Adhere to the Probation Agreement, if necessary.*

*All learners continuing their education in either full-time or part-time studies are responsible to renew their application for post-secondary sponsorship and submit the following documents on or before the application date:*

- a. *Completed and signed application form;*
- b. *Transcript of grades including all courses from the current year or term;*
- c. *Letter stating education and career plan*

*Lheidli T'enneh education funding is based on an honour system; the following may result in immediate termination of funding:*

- a. *Breach of learner responsibilities;*
- b. *Academic dishonesty, probation or suspension, as determined by the institution;*
- c. *Harassment, including sexual harassment, or breaches of the institutional student code of conduct;*
- d. *Withdrawal from the program while continuing to collect funding, without notifying the education coordinator;*
- e. *Misuse of funding for educational support, as provided by the Education Department; and/or*
- f. *Violation of the express or implied conditions of the education policies outlined in this manual.*

## **ii. Education Coordinator Responsibilities**

*The Education Coordinator is recognized as the delegated representative of the Lheidli T'enneh relative to educational matters and is responsible to:*

- *Ensure that the education program is administered according to existing policies;*
- *Assist learners in gaining access to post-secondary education; and*
- *Support learners through their post-secondary education.*

### **Conflict of interest**

In a commitment to fairness, Education Department staff will ensure that all conflicts of interest are addressed in a manner consistent with the overall policies of Lheidli T'enneh.

A conflict of interest arises when a staff member of the Education Department has a personal or private interest which may influence or have potential influence in their decision making.

In order to avoid conflict of interest or the perception of such, staff members will excuse him or herself or defer to another staff member to make decisions.

Family members, including biological, adoptive or foster children; parents; siblings; grandparents; and spouses (married or common law will not make decisions on applications.

Other individuals living in their households; and

Other individuals with whom they share a guardianship relationship will not make decisions.

### **Management of Student Records**

1. Education Department staff will maintain a file for every student and applicants ensuring that files are maintained and kept up to date;

2. Student records are confidential and shall not be accessed by anyone other than the student to Education Department staff without written consent of the student;

3. The Education Department will undertake all reasonable measures to ensure that all student records are kept confidential and secure;

4. Physical security of documents, restricted access to information and proper handling of information shall be consistent with the overall guiding policies of Lheidli T'enneh.

### **Responsibility of Lheidli T'enneh**

1. To develop and maintain a terms of reference to operate by;
2. Approve exceptions to this policy manual;
3. Make recommendations to Chief and Council regarding amendments to this policy manual;
4. Participate in hearings and discussions of an appeal process and reviewing all necessary information when an applicant or student appeals a decision of the Education Department staff;
5. Ensure a fair appeal process for all that are brought forward by applicant and students;
6. Make recommendations to Chief and Council regarding a final decision of an appeal process.

### **Responsibilities of Chief and Council**

1. To approve all policies and procedures of the Education Department and amendments made to the policies;
2. Approve the budget for the Education Department;
3. Approve the terms of reference for the Education committee; and
4. Make a final decision regarding an appeal process upon hearing a recommended judgment from the Education committee that is forwarded by the Executive Director.

### **Academic Probation Policy**

Students are required to maintain a "C" average. Any student who falls below a "C" average will be given the opportunity to bring up their marks with the assistance of a tutor.

Students are responsible for informing the Education Department when they are experiencing difficulty in maintaining a C average within 8 weeks of commencing their studies. Students failing to maintain a C average will be placed on academic probation by the Education Department.

In an effort to support the student in maintaining a "C" average financial assistance for a tutor will be provided in order to ensure progress. When a student has been placed on academic probation, they will be required to submit monthly progress reports to the Education Department.

Cheques for the following month will not be released until the monthly report has been provided. If the reports provided do not meet the “C” criteria for 4 consecutive months sponsorship will be discontinued.

Students who drop below a C average and fail an academic semester as determined by the Post-Secondary Institution will be suspended for Post-Secondary eligibility funding.

## 8. TERMINATION OR SUSPENSION OF FUNDING

*Lheidli T'enneh may terminate funding granted to an eligible student in accordance with these Guidelines for any of the following reasons:*

- *The student makes a misrepresentation or false statement on his or her Application Form;*
- *The student's academic status changes from full-time to part-time without the student first notifying the Education Department;*
- *The student withdraws from or changes his or her Program of Study without first notifying the Education Department;*
- *The student withdraws from the Post-Secondary Institution;*
- *The student is successful, without good reason, in fewer than [60 or 75%] of the courses in which the student is registered;*
- *The student has [10 or more] absences from classes that are unexplained or without good reason;*
- *The student does not maintain Good Standing at a Post-Secondary Institution in accordance with these Guidelines;*
- *The student is in breach of, and has not taken acceptable steps to rectify, a breach of his or her Student Contract.*

*Where a student has his or her funding suspended in accordance with these Guidelines, the student must work with the Education Department and take all necessary steps to rectify the breach that caused the suspension of funding. Once steps have been taken to the satisfaction of the Education Department, the student's funding may be reinstated.*

Where a student has had his or her funding terminated in accordance with these Guidelines, he or she will not be eligible for further financial assistance for a period of 2 years after the infraction. Where a student has served his or her suspension period, he or she will be considered to be in good standing with the Lheidli T'enneh PSE Financial Assistance Program and may apply for funding in accordance with these Guidelines, and will be ranked accordingly as a returning student who has taken a break and intended to return back to school.

## 9. APPEAL PROCESS - MANDATORY

Where a student believes s/he has been unfairly denied access to post-secondary education funding opportunities by Lheidli T'enneh under the PSE Financial Assistance Program, the student has the right of appeal in accordance with the following process:

- a) The student must discuss the recommendation with the Education Department in an attempt to resolve any disagreement that may have arisen in respect of the recommendation, including disagreements regarding the application process or interpretation of a provision of the Guidelines;
- b) Where the student and Education Department are unable to resolve the disagreement, the student may file a formal written Appeal Letter, including all relevant documents, with the Lheidli T'enneh Education Committee within [10] days of the funding decision. The Appeal Letter must clearly state the reason for the appeal.
- c) The Lheidli T'enneh Education Committee will review and respond to the Appeal Letter within 10 business days.
- d) If the Lheidli T'enneh Education Committee rejects the Appeal, the student has the option of forwarding his or her Appeal Letter to the Executive Director as the final level for appeals.
- e) During the review of the Appeal and all related documents and information, the student will be notified in writing of the date and time of the meeting at which the student's Appeal will be presented to the Lheidli T'enneh Education Committee. The student will have the option of being present or having a representative there on his or her behalf. The student appellant should present his/her position directly to the Lheidli T'enneh Education Committee if attending the meeting in person. All attempts to accommodate the student to present their case will be made (i.e. an out of province student may request a conference call, or communication video conference or other electronic method compatible with Lheidli T'enneh's available technology).
- f) The appeal will then be reviewed by the Lheidli T'enneh Education Committee and if the appeal is considered to have merit, the student's appeal will be placed to the attention of the Executive Director.
- g) Whereas decisions are recommended by the Executive Director to be presented to Chief and Council, the decision of the Chief and Council will be final.

AANDC will not accept appeals from students based on decisions made by the Lheidli T'enneh Education Committee.

## **APPENDIX A**

- **COMPLETED APPLICATION FORM, “EDUCATION SPONSORSHIP PACKAGE”**

## APPENDIX B

### Student Support Funding Amounts

<p><b>Tuition:</b> (Full-time and Part-time students)</p>	<p>Actual cost + compulsory student fees</p> <p>Tuition includes tuition and mandatory student fees for students:</p> <ul style="list-style-type: none"> <li>• Attending Canadian public Post-Secondary Institutions, at the normal tuition rate including any compulsory student fees charged by the institution for a Canadian student;</li> <li>• Attending private or foreign Post-Secondary Institutions, at the same tuition rate, including any compulsory student fees, charged by the public or private Canadian institution nearest to the student's place of residence (e.g. residence at the time of application) which offers the least expensive comparable program; or</li> <li>• Enrolled in a foreign institution at the actual tuition rate, including other compulsory student fees charged by the foreign institution, when it is demonstrated that there is no comparable program available at an institution in Canada and where the <u>prior approval</u> of AANDC (BC Region) is acquired.</li> </ul>
<p><b>Books and Required Supplies:</b> (Full-time and Part-time students)</p>	<p>\$1600/year</p>
<p><b>Travel:</b> (Full-time students only)</p>	<p>Assistance can be made for one way return trip, most economical means of transportation for reasons of bereavement leave for an immediate family.</p> <p>Students taking classes through distance education or e-learning who are required to travel to another location to complete their required exams can be eligible for travel support.</p>
<p><b>Living Costs/Allowance:</b> (Full-time students only)</p>	<p>The living allowance established by the Canada Student Loan Program, as amended From time to time. Rates are based on the Canada Student Loan Need Assessment Living Allowance and what category you fall under as a student. (i.e.: single living Away, single with dependents, married etc.) Maximum rates are available from Human Resources and Social Development Canada:  <a href="http://www.hrsdc.gc.ca/eng/jobs/student/loans_grants/need_assessment.shtml">http://www.hrsdc.gc.ca/eng/jobs/student/loans_grants/need_assessment.shtml</a></p> <p>See also: <a href="http://www.canlearn.ca/eng/index.shtml">http://www.canlearn.ca/eng/index.shtml</a></p> <p><i>(See Appendix C for current living allowance rates)</i></p>

## APPENDIX C

### CURRENT LIVING ALLOWANCE RATES (2015/2016 SCHOOL YEAR)

Whereas, the living allowance established by the Canada Student Loan Program, as amended from time to time is a guide that Lheidli T'enneh utilizes as a reference.

Rates are based on the Canada Student Loan Need Assessment Living Allowance and what category you fall under as a student (i.e.: single living away, single with dependents, married etc.). Lheidli T'enneh reserves the right to make changes due to budgetary restrictions and to maximize the number of students to access the Post-Secondary Education Programs.

STUDENT DEMOGRAPHIC	MONTHLY ALLOWANCE
<b>Single Student</b>	
Single Student, living with Parent	\$675.00
Single Student, 0 Dependents	\$1,060.00
Single Student, 1 Dependent	\$1,260.00
Single Student, 2 Dependents	\$1,460.00
Single Student, 3 Dependents	\$1,660.00
Single Student, 4 or more Dependents	\$1,860.00 Note: \$200.00 per additional dependent.
<b>Married Student with Dependent Spouse</b>	
<b>Married Student with Employed Spouse earning less than \$25,000.00 per annum</b>	
Student living with Spouse, 0 Dependents	\$1,260.00
Student living with Spouse, 1 Dependent	\$1,460.00
Student living with Spouse, 2 Dependents	\$1,660.00
Student living with Spouse, 3 Dependents	\$1,860.00 Note: \$200.00 per additional dependent.
<b>Married Student with Employed Spouse (a spouse earning more than \$25,000.00 per annum)</b>	
Student living with Spouse, 0 Dependents	\$675.00
Student living with another Sponsored Student and with or without any Dependents	\$675.00
Student living with Spouse, 1 Dependent	\$875.00
Student living with Spouse, 2 Dependents	\$1,075.00
Student living with Spouse, 3 Dependents	\$1,275.00 Note: \$200.00 per additional dependent.

## APPENDIX D

LHEIDLI T'ENNEH - MAIN BAND OFFICE

1041 Whenun Road | Prince George, BC V2K 5X8 | p: (250) 963-8451 or 1-877-963-8451 | f: (250) 963-6954  
www.lheidli.ca



### DOCUMENT RELEASE FORM

PSE Institution Name & Address:

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**Attention: Office of the Registrar**

To Whom It May Concern:

As a student assisted Lheidli T'enneh, I hereby authorize the above named post-secondary education institution to release all transcripts, attendance records and other documents indicative of my progress to Lheidli T'enneh.

Student Name:

Student Number:

Program of Study:

School Year:

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

Lheidli T'enneh  
1041 Whenun Road, Prince George, B.C. V2K 5X8

Attention: Education Coordinator

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

## APPENDIX E

### Finding Information on Eligible Post-Secondary Institutions

For information or to find lists of Post-Secondary Institutions, please visit:

- <http://www.canlearn.ca/eng/onlinetools/index.shtml> (this is the master list of designated education institutions)
- [http://www.aved.gov.bc.ca/find\\_an\\_institution/welcome.htm](http://www.aved.gov.bc.ca/find_an_institution/welcome.htm)
- <http://www.pctia.bc.ca/listings>

Important note: the presence of an institution on a list (e.g. CanLearn) does not automatically imply that the program of study offered is eligible. A program must meet the eligibility requirements below to be an Eligible Program.

Post-secondary institutions designated for Canada Student Loans purposes are considered Eligible Post-Secondary Institutions.

Public post-secondary institutions are considered to be recognized by the provincial Ministry of Education.

Private post-secondary institutions may be considered as Eligible Institutions (e.g. if they are registered with the provincial registration agency – in British Columbia, this is the Private Career Training Institutions Agency (PCTIA)). Consult the Master List to ensure institute is designated.

## APPENDIX F

LHEIDLİ T'ENNEH - MAIN BAND OFFICE

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www.lheidli.ca



### Lheidli T'enneh Learner Responsibilities Agreement

Learners/applications must agree to the following terms and conditions:

- a. Accept responsibility to manage the sponsored education funds accordingly;
- b. Maintain the appropriate course load for the funding rate requested;
- c. To maintain a minimum grade point average of (C) or better;
- d. Provide transcripts of marks to the Education Coordinator at the end of each term;
- e. Maintain regular class attendance;
- f. Notify their instructors, school, and education coordinator for more than three consecutive absences and provide a doctor's note;
- g. Provide written notice of course or program withdrawal. Withdrawal must be made prior to fee reimbursement deadline;
- h. Advise the Education Coordinator of changes in program, school, medical absence (with a doctor's note), and/or living arrangements that could affect funding. Fraudulent reporting will result in the suspension of funding;
- i. Advise the Education Coordinator of address and telephone number changes in advance of moving. Current contact information must be on file;
- j. Travel subsidies must be requested with written documentation; and
- k. Adhere to the Probation Agreement, if necessary.

All learners continuing their education in either full-time or part-time studies are responsible to renew their application for post-secondary sponsorship and submit the following documents on or before the application date: completed and signed application form; transcript of grades including all courses from the current year or term; and a letter stating education and career plan.

Learner funding may be terminated and suspensions will automatically be issued for not less than one semester and not more than five calendar years for: breach of learner responsibilities; academic dishonesty, probation or suspension, as determined by the institution; harassment, including sexual harassment, or breaches of the institutional student code of conduct; withdrawal from the program while continuing to collect funding, without notifying the education coordinator; misuse of funding for educational support, as provided by the Education Department; and/or violation of the express or implied conditions of the education policies outlined in this manual.

I understand and accept the terms and conditions as presented, otherwise I waive my privilege of sponsorship.

\_\_\_\_\_  
*Learner Signature*

\_\_\_\_\_  
*Date*

## APPENDIX G

### Student Application Checklist

The following is a checklist designed to assist you with completing you application form and package. It is designed so that you can check each of the boxes as you prepare you application, ensuring that nothing is missing.

A completed Application Package includes the following

- Cover letter/Education Plan
- Complete application for funding
- Learner funding contract
- Document release form

Please use this checklist to ensure the completeness of your application:

- I have read the Local Operating Policies and am eligible to apply for learner support
- I have gathered and provided photocopies of all relevant information including Status Card, transcripts, certificates, diplomas, list of books and supplies, etc.
- I have copied and attached my letter of acceptance (from a designated institution) which I have applied to.
- Attached all necessary supporting documentation, including Learner funding contract, and Document release form.

Please remember the annual application deadlines, which are as follows:

<i>School Start Date</i>	<i>Application Deadline</i>
September 2015	May 15, 2015
January 2016	May 15, 2015