

# Post-Secondary Education Funding Policy

*Date Enacted: June 20, 2024*

*Effective From Academic Year 2024-25*



**Lheidli T'enneh**

*Wheni Lheidli T'enneh ts'inli*

This PSE policy was passed at the Lheidli T'enneh First Nation Council meeting on the 20<sup>th</sup> day of June 2024.

  
Chief

  
Councillor

  
Councillor

  
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Councillor

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Councillor

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## 1. Definitions

In this policy

- a) **“Applicant”** or **“Student”** means any Lheidli T’enneh First Nation (LTFN) member making an application under this policy.
- b) **Academic Probation** - a period during which a student is under strict academic guidelines, usually because of low or failing grades
- c) **Academic Year** means any 8 consecutive months where a student is enrolled in an education program and generally refers to the period September through to April or as defined by the post-secondary institution but will be not less than eight months in duration.
- d) **Course/Credit** means a specific academic or training topic that requires a minimum of three hours of class time per week for a semester, or the equivalent in a compressed timeslot.
- e) **Currency** all allowances and amounts mentioned in this policy is in Canadian Dollars
- f) **Dependent** means a legal ward of a funded student, who is living with and financially dependent on the funded student.
- g) **Dependent spouse** means a person who is the legal partner of the Applicant and who has resided with the applicant for at least one year, and who is solely dependent on the student for financial support. A spouse cannot be declared as a dependent spouse if the spouse is working full or part time or is regularly supported by an external source such as the Ministry of Child and Family Development, Service Canada, Worker’s Compensation, and Pension.
- h) **Education Committee** is the committee which is appointed by the Council, consisting of band members and academic matter experts.
- i) **Eligible Post-Secondary Institution** any post-secondary or training institution that is accredited and included in the list of designated educational institute, available here (<https://www.canada.ca/en/employment-social-development/programs/designated-schools.html>).
- j) **Eligible Prep Program** means a program offered in Canada that provides students with the necessary courses to gain the academic level required to enter a degree or diploma program at a university or college.
- k) **Full-Time Student** means a student who is enrolled in at least 80% of a full-time course load, as determined by the institution, in each term.
- l) **Graduate Student** means a student who is taking a Master’s or PhD (Doctorate) program, or equivalent, at a recognized educational institution.
- m) **ITA** means Industry Training Authority – website at [www.skilledtradebc.ca](http://www.skilledtradebc.ca)
- n) **LTFN** means Lheidli T’enneh First Nation and the Education Department as the authority for administering this post-secondary support program.

- o) **LTFN Member or Band Member** means a person who has met the requirements to become a member of the Band, as set out in the Band membership code and whose name has been entered on the Band membership List.
- p) **Part-Time Student** means a student who is enrolled less than 80% of a full-time course load, as determined by the institution, in each term.
- q) **Program of Studies** means a post-secondary institution program, at least one academic year in length, leading to a degree, certificate, or diploma, by an accredited post-secondary institute (programs such as pre-law, which are less than one academic year and are pre-requisites into a post-secondary program of at least one academic year in duration are included)
- r) **Private Post-Secondary Institution** means a Canadian or foreign post-secondary institution that receives most of the funding from sources other than governments
- s) **Semester** refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually run from September to December (fall), January to April (winter) and then a variety of spring and summer semester schedules
- t) **Sponsorship** means the provision of financial support to an individual for attending a post-secondary institution. This support may include tuition, books and living allowance as applicable.
- u) **Wait List** refers to the list which Education Committee will create consisting of four students each year. Students whose names appear on the wait list will be notified as spaces become available. This selection of students only occurs if a currently sponsored student withdraws from their studies. If students on the wait list are not sponsored, they must re-apply.

## 2. Responsibilities

### 2.1. *Chief and Council*

- Appointing the Education Committee
- Review and provide decision in an appeal process when it comes to Council as per policy
- Review and approve the amendments of the policy
- Any discrepancies which are not covered in this policy will need Council approval with Education Committee/Department recommendation

### 2.2. *Education Committee*

- Assist in evaluation of funding applications
- Assist and recommend the course of action related to important policy matters such as tuition review for specialty courses etc. as set out in this policy
- Complete the annual performance assessment of the funded students
- Participate in the appeal process as per policy
- Assist and recommend necessary amendments to the policy and procedure and any other relevant duties as requested by Council

### 2.3. *Administration and Education Department*

- Follow the policy and procedure
- Delegated staff (selected by the Executive Director) or Education Manager will chair the education committee meetings
- In absence of Education Committee, Executive Director will provide the direction to carry out the duties of the committee
- Participate in the appeal process as per policy
- Carry out all duties and responsibilities as set out in the policy

## 3. Eligibility for funding

To qualify for post-secondary education funding, an applicant:

- 3.1. must be a LTFN Member.
- 3.2. must not owe LTFN funds for any debt or previous sponsorship. If money is owed to LTFN, applicant will be required to pay this debt before being considered for further funding.
- 3.3. Must send a complete application package within the deadline stipulated in section 6 in the prescribed format published on the website.
- 3.4. must have met university or college entrance requirements and have been enrolled or accepted for enrolment in a program of studies at a post-secondary institution.
- 3.5. must continue to meet the requirements stipulated in section 8 and section 9 until graduation.
- 3.6. has not been funded through Education department in last two years, for same level of study.

#### 4. Eligible Schools

Successful applicant can receive funding under this policy for an application to be enrolled to any Eligible Post-Secondary Institution, which must be enlisted in the list of designated educational institutions (<https://www.canada.ca/en/employment-social-development/programs/designated-schools.html>).

The length of the program must be at least eight (08) months or 34 weeks.

Eligible Prep Programs, as defined in section 1, are not funded. However, Capacity Development and Training Department can be consulted to obtain support for those programs.

#### 5. LTFN PSE Support

LTFN attempts to fund a comprehensive set of costs related to post-secondary education. All amounts set out are in Canadian dollars (CAD). The following outlines the categories and amounts of funding provided.

##### 5.1. *Annual maximums*

It is important to note that LTFN funds this program on a fixed annual budget. It is difficult to estimate on an annual basis the number of applications LTFN will receive. There may be years when LTFN must choose to fund certain students instead of others, based on criteria. There may be other years when LTFN must distribute the support evenly across several students. The Manager of Education along with the Education Committee must make that decision based on set criteria and the total amount of funding designated yearly for the purpose of student financial assistance by the annual LTFN Budget.

The maximum funding assistance for each student each year is \$40,000. The maximum is set high enough to cover some specialized programs with high tuition rates. LTFN's expectation is that the actual funding level calculated in sections 5.2 to 5.7 will be less than \$40,000 for most students. The funding level is calculated as described in sections 5.2 to 5.7 (covering tuition, books and supplies, special equipment, travel support, commuter travel and living allowance) and will not exceed the maximum funding assistance. The LOA will be adjusted first if any student reaches the annual maximum or anticipated to reach the annual maximum. If a student received lower LOA than the maximum eligible amount and at the end of the year, did not reach annual maximum, the student can request to receive the difference of LOA received and LOA maximum.

##### 5.2. *Tuition*

The Education Department will support, subject to available funding, amounts up to the full cost of tuition. Specialty courses such as law school, medical school, or a graduate business degree, will be reviewed by the Education Manager and Education Committee, for recommendation and final decision will be made by the Council, depending on the availability of funds in the given year.

Tuition will be paid directly to the education institutions upon invoicing by the institution. Applicants are responsible for ensuring the institution is aware of sponsorship.

5.3. *Books, Supplies and Personal Computers*

LTFN will pay the actual cost of books and supplies that are specifically required at any program, to a maximum of \$3,000 per year. To be eligible, books and supplies must be indicated as required on a course list, syllabus, or hand-out.

Book and supply costs will either be paid directly to the institution upon invoicing or will be reimbursed to the student upon receiving receipts.

LTFN will pay up to a maximum of \$1500 for personal computers, inclusive of software, required for a students' studies. LTFN will offer this to a student once every four (4) years. An approval is required from LTFN Education Manager prior to purchase. Personal computer costs will be reimbursed to the student upon receiving receipts. In certain circumstances, LTFN may coordinate an alternative way to provide a student with a personal computer.

5.4. *Special equipment*

LTFN will pay up to \$500.00 per academic year for equipment required by special needs persons or extraordinary equipment for Specialty studies. In all circumstances LTFN will make a final determination of eligibility.

Special equipment costs will be paid directly to the institution upon invoicing, or reimbursement to the student upon receiving receipts.

5.5. *Travel support*

No allowance is provided by the education department for any type of travel, including travel for study purposes such as practicum. This is solely the responsibility of the student. However, for any emergency travel or emergency assistance, students can refer to the support available through Band Member Support Policy, if eligible.

5.6. *Commuter Travel*

Commuter travel will be the responsibility of the student. No additional allowance is provided.

5.7. *Living allowances*

The following categories outline how LTFN will subsidize the living allowances of students. All payments under this section will be made on the last Thursday of the month for the following month.

5.7.1. *Full Time Students*

Students are eligible for living allowances for the months during which they are attending a post-secondary institution full time and pursuing either (a) Diploma or certificate or equivalent (minimum 2 years of program length), or (b) Degree (Bachelor, Masters, Doctorate) Program.

These rates are maximums (subject to section 5.7.2).

Table 1: LOA for Full-Time Students

Student Situation	<b>maximum Amount (monthly, applies if the student does not have earning in last tax year and Do not have earning when program starts)</b>
Single	<b>\$1,625</b>
Married (working spouse or common law partner)	<b>\$870</b>
Married (dependent, not working spouse or common law partner)	<b>\$1,925</b>
Single parent with one dependent child under 19 years	<b>\$1,865</b>

Note: For every eligible dependent under 19 years of age in addition to the number outlined above, this allowance will be increased by \$200, up to a maximum of \$600.

For every eligible dependent over 19 years of age in addition to the above number outlined above, this allowance will be increased by \$75, up to a maximum of \$150.

**Note:**

- a) Full-Time Student means a student who is enrolled in at least 80% of a full-time course load, as determined by the institution, in each term.
- b) LOA will be adjusted and reduced from maximum amount, if necessary, based on the forecast of the student's expenses, when application is considered for funding.
- c) Students who are funded for any other courses except diploma, certificate or equivalent (program length of minimum 2 years)/degree, will receive a fixed amount of \$500/month as LOA. All other clauses according to this policy applies the same for those students.

5.7.2. *Cost of Living Adjustments*

Amounts in section 5.7.1 are calculated for 2024-25 and are subject to change based on cost-of-living adjustments. Adjustments are calculated in accordance with the

change in consumer price index from March (previous year) to March (current year). This adjustment is done in every 2-3 years, if required.

#### 5.7.3. *Dependents*

All students who are claiming dependents must provide relevant documentation. Anyone found to have falsely reported dependents will be required to immediately repay the relevant amount to LTFN and will be ineligible for future education funding.

#### 5.7.4. *Students Working Part-time*

Full-time students who are employed more than 15.0 hours per week or earning at least an average of \$275/week are eligible for a living allowance according to the following formula:

Applicable living allowance (see 5.7.1) minus 30% of gross monthly income.

Example: Cathy is a single student living alone, with no dependents. She works and makes \$1,500 a month. If she decided to go to school, her living allowance would be the applicable living allowance for a single individual (\$1,625) less 30% of her monthly wages ( $\$1,500 \times 30\% = \$450$ ). Therefore, she would receive a monthly living allowance of  $\$1,625 - \$450 = \$1,175$ .

The student is responsible to inform the education department during their monthly check-in regarding their income situation. This will be cross-referenced with the next year's Notice of Assessment, and for discrepancies, student will be responsible to pay the difference plus 25% additional.

#### 5.7.5. *Part Time Students*

Part-time students are not eligible for a living allowance.

### 5.8. *Entrance Testing & Application fees*

It is the responsibility of the student to pay for and procure the required number of transcripts, pay for entrance tests and all application fees.

### 5.9. *Years of Support*

#### 5.9.1. *Comprehensive Support*

LTFN strives to support students as they progress along their post-secondary education paths. At the same time, LTFN works to ensure funding is made available to as many students as possible. Therefore, LTFN will provide comprehensive support, as set out in sections 5.2 through 5.7, for:

- up to additional six months of the length of study for diploma or certificate

programs.

- up to five years of study in college and university undergraduate degree programs.
- up to two and half years (eight semester) of study in master's degree programs; and
- up to five years of study in doctorate degree programs.

LTFN will not fund any students who undertake post-secondary studies beyond the support provided under section 5.9.1.

For the additional time as mentioned above, the LOA will be reduced by half and annual maximum will be reduced to \$25,000.00. No additional funding will be provided except for tuition and LOA.

For any student who is unable to complete the intended study, can apply for funding for tuition only, for the next time.

## 5.10. *Graduation Awards*

### 5.10.1. *Application*

LTFN values education and wishes both to encourage Members to pursue education and to celebrate their educational achievements. As a result, LTFN provides awards to Members who attain significant educational milestones in post-secondary education. LTFN funding for graduation awards are excluded from annual maximums, as outlined in 5.1.

### 5.10.2. *Multiple Awards*

LTFN delivers only one award at each level of accomplishment, post-secondary degree or certificate, even if the student earns a second degree or certificate.

The same coursework cannot be used to get two awards; however, students can earn credits that build towards a higher award. For example, if a student earns the \$250 award for completing a one-year certificate at a college, and then studies for a second year in the same program to earn a two-year college diploma, that student will receive another \$250 award. (That represents \$500 for the two-year diploma, less the \$250 that person already received for their first year of study).

Each student can earn a maximum of \$1000 in awards for completing all undergraduate programming, including college, trades, and university undergraduate degrees.

No awards are issued for certificate programs of less than one year. However, if a post-secondary program is divided into multiple certificate programs that together form a full-academic year of certificate programs, that student is eligible for the

one-year certificate award.

5.10.3. *College/Technology Institute/Justice Institute Awards*

Members who graduate from post-secondary institutions, excluding universities, but includes colleges, technology institutes, and the Justice Institute, are eligible for the following awards:

- Certificate or equivalent credential recognizing graduation from a one-year post-secondary program: \$250.
- Diploma, associate degree or equivalent credential recognizing graduation from a two-year post-secondary program: \$500

One and two-year post-secondary programs are programs that are designed to be completed in one or two years of full-time study, as defined by the institution that offers the program, regardless how long a student takes to complete the program.

5.10.4. *University Awards*

Members who graduate from an accredited university are eligible for the following awards:

- Undergraduate Degree: \$1000
- Master's Degree: \$1500
- Doctorate: \$2000

5.10.5. *Documentation*

Students applying for an award must arrange for a degree completion letter and sealed official transcript of marks to be mailed to LTFN directly from the institution. Photocopies and electronic copies of transcripts cannot be accepted. Students are also asked to provide a photocopy of their certificate/diploma (Optional).

*Table 2: Summary of the LTFN PSE support, at a glance*

<b>Eligible Items</b>	<b>Maximum Entitlement</b>	<b>Frequency</b>	<b>Payment type</b>	<b>Yearly Combined Maximum</b>
Living Allowances	As per 5.7.1	Monthly, processed during first Thursday after 16 <sup>th</sup> of every month	Cheque, in favor of and mailed to the student	Funding for all eligible items cannot exceed the maximum amount of \$40,000 in an academic year (Sep-Aug)
Tuition	Actual @ 100% (with exceptions based on funding availability as decided by Council)	Every Semester	Cheque, directly to the institution	
Books, Supplies	\$3000	Annually	Cheque, directly to institution/reimbursement with invoice	
Personal Computer & Software	\$1500, approval is required	Once	Cheque Reimbursement with receipt/equipment provided by LTFN	
Special Equipment	\$500, approval is required	Annually	Cheque, directly to institution/reimbursement with invoice	
Travel	NOT ELIGIBLE	N/A	N/A	
Awards	As per section 5.10	Once	Cheque in favor of the student	

## 6. How to apply

### 6.1. Application package

A completed and signed application for funding should be submitted by the deadlines

identified in section 6.2, together with the documents listed in the online application system.

The application package is available at [www.lheidli.ca/departments/education](http://www.lheidli.ca/departments/education)

## 6.2. *Timelines for Applying*

### 6.2.1. *Main Deadline: April 30th*

Students contemplating beginning school in September must submit their applications by April 30<sup>th</sup> of that year. The Manager must post notice of the April 30<sup>th</sup> deadline at least one month prior to the deadline, at all LTFN communication channels.

Students who miss the April 30<sup>th</sup> deadline may still be considered for funding, but only after all the applications received prior to the deadline have been processed. It takes a minimum of one month to process applications.

### 6.2.2. *Supplemental Deadline: October 31st*

Students contemplating beginning school in January must submit their applications by October 31<sup>st</sup> of the previous year.

The Manager must post notice of the October 31<sup>st</sup> deadline at least one month prior to the deadline, at all LTFN communication channels.

Students who miss the October 31<sup>st</sup> deadline may still be considered for funding, but only after all the applications received prior to the deadline have been processed. It takes a minimum of one month to process applications.

### 6.2.3. *Other Deadlines: one month minimum*

For post-secondary programs that begin at non-traditional times (other than September or January), students must submit their applications a minimum of one month before the program begins. Two months' notice is preferred.

### 6.2.4. *Acceptance Letter Deadline*

No later than one month before the program start date, new applicants must submit an acceptance letter from the institution identified on their funding application.

### 6.2.5. *Academic Transcripts Deadline*

All applicants must submit unofficial transcripts at the end of each semester, and official transcripts at the end of each academic year by June 30<sup>th</sup> for funding the following academic year. Applicants just out of high school must submit their official provincial examination transcripts with their funding applications.

6.2.6. *Missed Timeline*

Funding will not be provided retroactively. Students are reminded that it takes a minimum of one month to process applications.

6.3. *Alternative Funding Sources*

In addition to support from LTFN, many students may be eligible for financial assistance from other programs either administered by LTFN, or by other governments and agencies.

The Education department will assist students if requested to identify and apply for bursaries and scholarships provided by outside agencies. Any scholarships that a student is awarded from outside agencies will be over and above the funding that LTFN provides.

7. *How does LTFN choose who to fund?*

Lheidli T'enneh First Nation attempts to fund all students interested in post-secondary education. However, when funds are limited, difficult choices must be made. If there are more people applying in a year than the amount of funding available, the Education department will have to prioritize certain students over other students. The following list identifies the order of priority that the department will take when making that decision.

Table 3: Student Selection: Priorities

1 <sup>st</sup> Priority	Returning full-time students - Students must maintain an acceptable grade level as stipulated in section 8.1
2 <sup>nd</sup> Priority	New full-time secondary school graduates of the same year
3 <sup>rd</sup> Priority	New students seeking a full-time program
4 <sup>th</sup> Priority	Graduate students seeking Master's/Doctoral funding
5 <sup>th</sup> Priority	Part-time students
6 <sup>th</sup> Priority	Students applying for a new program, who have completed a different program at the same education level without any funding support from LTFN/Education department. There are four 'education levels': 1) Certificate/Diploma 2) college/university undergraduate, 3) master's, or 4) doctoral.
7 <sup>th</sup> Priority	Students applying for a new program, who have completed a different program at the same education level prior to last two years with funding support from LTFN/Education Department. There are four 'education levels': 1) Certificate/Diploma 2) college/university undergraduate, 3) master's, or 4) doctoral.

A returning student includes a student who is continuing in a different semester or a different year, but in the same program of study, regardless of the priority otherwise listed. For example, a graduate student who is moving from the first to second year of study would be considered a returning student and be the priority for funding.

If there are several returning students, the 2nd to 5th priorities will apply to make priority distinctions between returning students.

The intent of the 7<sup>th</sup> priority is to ensure that opportunities are available first to students who have not already received funding from LTFN for training at any education level for anyone who falls in the 7<sup>th</sup> priority category, must submit a reasonable explanation to seek funding for same education level.

## 8. Student Responsibilities

LTFN expects students it supports to adhere to a set of basic standards. These standards, if met, should generally also ensure success in the course of study. The standards are set out below. In addition, there is an academic standard set out in section 9.

### 8.1. *Good decision-making*

Students are expected to plan to the best of their ability all aspects of their future education and training. This includes making informed and reasonable decisions with regards to program and class choices, place of residence, employment, and healthy living. When needed, students are expected to seek out assistance and counselling to ensure a successful education process.

### 8.2. *Regular Attendance*

All applicants must attend regularly and maintain an acceptable level of performance.

### 8.3. *Monthly Check in*

By the 15th of each month, students must fill out the webform (<https://www.lheidli.ca/departments/education>) to update LTFN on how school is progressing, and to report on any anticipated changes to the program of study. **If the monthly check-in webform is not submitted, the living allowance (LOA) payments will not be processed for the following month of study.**

### 8.4. *Suspensions*

Students are expected to maintain good behavior at school and to avoid being disciplined, particularly suspension. Students who are suspended will have their support terminated. Any support (i.e. tuition, books, living allowances) paid to, or on behalf of the student, that is deemed lost by LTFN must be paid back to LTFN before any further financial support will be considered.

### 8.5. *Completion of study*

Students who do not complete the program of study in the semester as specified in the application, other than for medical release (that has been approved by the post-secondary institution), will be responsible for paying back any support specifically for that semester (i.e. tuition, books, living allowances). The amount must be paid back to LTFN before any further financial support will be considered. Repayments will be considered on a semester-by-semester basis.

8.6. *Reporting any changes*

Students are responsible for reporting any changes that might affect funding (i.e. dropping courses that result in a full-time student moving to part-time status, change in income status etc.) immediately, or during the monthly check-in.

9. Academic Standards for continuity of funding

9.1. *Minimum academic standard*

LTFN has set the minimum acceptable level of performance at

- a) "C" or equivalent (average of 62%), for undergraduate students
- b) "B-" or equivalent (average of 70%), for Master's/Doctoral students

If there is a higher standard required by the institution of the student to eligible to continue the study or meet any condition of the study, the institution's requirements must be fulfilled and that will be considered minimum academic standard for that student.

9.2. *Annual performance assessment*

Students will be reviewed on an annual basis (prior to the beginning of each academic year) to assess performance by education department/education committee. Review of performance will be based on transcripts. When necessary, students may be requested to submit written explanations or other documentation to assist in LTFN's review.

9.3. *Academic Probation*

Students who fall below LTFN's standard, as mentioned in section 9.1 will be placed on probation. Under probation, students will have one semester to increase their GPA to match or exceed minimum academic standard.

During the probation period, students may be required to submit additional transcripts, program documentation, attendance records, and personal documentation.

Additionally, students may be required to seek academic or personal counselling. If a student does not increase their GPA to or above LTFN's standard during the probation period, the Manager may withdraw any future funding.

Students on probation who do not follow this policy will have funding support terminated, and the student will be responsible for paying back any support (i.e., tuition, books, living allowances) paid to, or on behalf of the student, that is deemed lost by LTFN. The amount must be paid back to LTFN before any further financial support will be considered for that individual from LTFN from any department.

## 10. The Appeal Process

All students have a right to appeal regarding any decision made by LTFN regarding their application review, or probation period. The appeal will follow the process as below:

- Appeals that are in direct conflict with standard policies cannot be accepted. The education committee cannot revise or make new policies. Any appeal that is beyond the scope of the committee is a matter for Council consideration.
- Every student has a right to appeal an Education Committee decision regarding funding. However, in cases where a student application has been refused because there are no funds the appeal will not be considered.
- Further to above two situations, should any student be concerned that the preceding regulations and guidelines have not been fairly applied to his or her situation, the student must follow below steps:
- Meet with the Education Manager within 30 (thirty) days and state the grievance. The Education manager will be obligated to discuss the student's problem and try to resolve it. In the case of the absence of the Education Manager, appeals should be made directly to the designated staff by the Executive Director.
- If the student is still not satisfied with the decision of the Education Manager, then they must submit in writing the details of their grievance to the Education Committee in writing and the student maybe invited to attend a scheduled meeting of that Committee to answer questions that Committee members may request from the student.
- If the student is still not satisfied with the decision of the Education Committee, then a grievance must be submitted, in writing, to the Chief and Council of the Band. The Chief and Council will review all information of the student's grievance as well as all written documentation and communications that is relevant to this grievance from the Education Department and Committee and provide a decision within 30 (thirty) days.

## 11. The Amendment Process

- Amendments to the Band Education Policy can be recommended by the Education Department and Education Committee
- All amendments must be approved by Chief and Council
- Amendments to the Band Education Policy can only be made at the September and January and effective from the next school year
- A quorum must be available to make changes.
- Changes made will be posted in the band website and current students will be notified by education department who are attending post-secondary schooling.