

Fort Nelson First Nation Post-Secondary Education Assistance Program

LOCAL OPERATING GUIDELINES



Fort Nelson First Nation Community Education Authority
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1. Introduction

The Fort Nelson First Nation Community Education Authority (CEA) is responsible for the development of educational operating policies and guidelines to guide the administration of the Post-Secondary Student Support Program (PSSSP), and the University and College Entrance Preparation Program (UCEPP), for the Fort Nelson First Nation Post-Secondary Education Assistance Program.

These guidelines assist the Fort Nelson First Nation Education Department in assessing the eligibility of students to receive financial assistance to attend accredited post-secondary institutions in an eligible program of study.

These guidelines have been ratified by the Fort Nelson First Nation Community Education Authority and apply to all students seeking post-secondary financial assistance administered by Fort Nelson First Nation with funding received exclusively from the Department of Indigenous Services Canada (DISC.)

These guidelines are consistent with the 2019/20 Department of Indigenous Services Canada (DISC) National Program Guidelines and may be amended to reflect changes to the National Program Guidelines.

2. Program Objectives and Administration

2.1 Fort Nelson First Nation Vision Statement

As an educational authority, the Fort Nelson First Nation CEA is responsible for ensuring that band members are empowered with the skillsets and knowledge bases necessary for the creation of a strong, healthy, proud, and self-reliant community. The participation and subsequent completion of an accredited post-secondary education program, increases the employability of participants, cultivates individual capacity, and may provide economic stimulus for the community.

2.2 Objectives

To support the most qualified Fort Nelson First Nation band members in their educational pursuits. Funding is intended to alleviate the most common barriers that aboriginal students face such as insufficient income during studies, distance required to travel to attend an institution, and the proper encouragement and emotional support one needs to thrive in an academic environment. The program has two distinct areas of assistance:

A. Post-Secondary Student Support Program (PSSSP) Objectives

The program objective is to improve the employability of eligible FNFN students by providing them with funding to access education and skills development at the post-secondary level. The financial support provided will assist students to undergo his/her academic aspirations.

B. University/College Entrance Preparation Program (UCEPP) Objectives

The program objective is to provide financial support to eligible FNFN students who are enrolled in university or college entrance preparation programs offered in Canadian post-secondary institutions. The support provided will enable them to obtain the academic level required for entrance into a college or university credit program.

2.3 Administration

The Education Department is mandated by the Fort Nelson First Nation to administer the Post-Secondary Students Support Program (PSSSP.) The Education Department receives funding from the Department of Indigenous Services Canada (DISC) to support this program. DISC funding is formula driven, meaning the Fort Nelson First Nation receives a set amount for the academic year, regardless of the number of applications for post-secondary education funding assistance.

Fort Nelson First Nation members seeking education funding will have access to these local operating guidelines and may be provided a copy upon request. Applications submitted must be in accordance with these guidelines. Completed applications will be reviewed and assessed for eligibility under these guidelines and within the budget availability.

The Education Coordinator will advise applicants in a timely manner as to whether their application for sponsorship has been approved.

Where an application is not approved and the applicant wishes to appeal the decision, they may follow the appeal process set out in the guidelines.

All inquiries about the PSE Assistance Program should be directed to:

Education Coordinator, Karleigh Kotchea

Address: 2026 Kennay Yah Road,

RR1 Mile 295 Alaska Highway, Fort Nelson, BC V0C 1R0

Phone: 250-774-5218

Email: karleigh.kotchea@chaloschool.bc.ca

3. Local Operating Guidelines

3.1 Definitions

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

“Academic Probation” means a period of time during which a student is under strict academic guidelines as a result of not meeting academic standards set out by his/her institution.

“Affiliate” refers to individuals whom are registered as Status Indians on the FNFN general list, but are not members, nor members on probations as defined by the FNFN membership code.

“At home” refers to a student’s living arrangement. Students living at home are students living in a home owned, rented, or leased by their parent, step-parent or legal guardian.

“Away from home” refers to a student’s living arrangement. Students living away from home are students who own, rent or lease their own residence and pay for their own utilities.

“Band Member” means a person lawfully registered to the Band List and is a full member. Only fully, registered members of Fort Nelson First Nation are eligible for PSE support through FNFN. Status First Nations individuals who are affiliated with Fort Nelson First Nation but do not have full Band Membership will have their applications reviewed on a case by case basis.

Students may also apply for PSSP/UCEPP funding through the BC Association of Aboriginal Friendship Centres at 1-800-990-2432 or through NENAS in Fort St. John at 1-250-785-0887.

“Canadian Public Institution” means a post-secondary institution that is listed as a designated institution on the Department of Indigenous Services Canada’s list of designated institutions.

“CEA” means the Community Education Authority, a body that oversees the educational incentives of Fort Nelson First Nation.

“Common-law” is a relationship status for students who have been living in a marriage-like relationship for at least two years prior to the submission of their funding application, or who have lived in a marriage-like relationship for less than two years but have had a child together.

“Continuing Student” means an applicant who is applying for funding to continue his/her studies after having already been funded through the Fort Nelson First Nation Post-Secondary Assistance Program for the year directly proceeding.

“Dependant” means a person who is under 19 years of age, relies on the student for support and resides with the student on a full-time basis.

“Dependant 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 at least one year prior to application for educational support. This person is dependant on the student and does not receive income

in excess of the level of income allowed for a dependant spouse by the Canada Revenue Agency.

“**DISC**” means the Department of Indigenous Services Canada.

“**NFN**” means the Fort Nelson First Nation.

“**Full-time student**” means a student who is taking 3 or more courses at a post-secondary institution.

“**Graduate Student**” means an applicant who is applying to a Masters or Doctoral program, or who is currently a Masters or Doctoral student. Graduate students may also be new students, continuing students, or returning students as defined in this section.

“**New Applicant**” means an applicant who has not previously applied for the Fort Nelson First Nation Post-Secondary Assistance Program.

“**New Graduate**” means an applicant who has recently graduated from Grade 12 within the last 12 months.

“**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. Fort Nelson First Nation requires sealed official transcripts to support application for and continuation of PSSSP/UCEPP funding.

“**Part-time Student**” means a student who is taking 2 or less courses at a post-secondary institution.

“**Permanent Disability**” refers to a functional limitation cause 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 funding application, proof of the permanent disability in the form of:

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

“**Post-Secondary Institution**” means an accredited Institution that grants certificates, diplomas and/or degrees and is a post-secondary institution recognized by the province or territory or is recognized to deliver post-secondary education programs by arrangement within an eligible post-secondary institution. See Appendix C for more information.

“**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” means 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 through PSSSP provided all other requirements are met.

“Private Institution” means an institution, controlled or managed by a body of most of whose members are not selected by a public authority. Private institutions do not receive provincial funding.

“Program of Study” or “Program” means all post-secondary programs, at least one academic year in duration, leading to a certificate, diploma, or degree. Programs less than one academic year which are prerequisites to post-secondary programs of at least one academic year may be included.

“PSE” refers to post-secondary education.

“Recipient” means an administering organization in receipt of funds intended to finance the PSSSP and UCEPP in accordance with the National Program Guidelines. This may be First Nation Bands, tribal councils, First Nations Education Authorities, or other First Nations organizations which have responsibility for the administration of the program or a portion of it.

“Resident” means a Treaty/Status Indian or Inuk who is a Canadian Citizen.

“Returning Student” means an applicant who has previously received funding for a program, and is requesting funding for a new program, or who is returning to their studies after a significant hiatus.

“Satisfactory Academic Standing” means successful attendance and completion leading to credit towards a formal credential, certificate, diploma or degree for each period of study. Fort Nelson First Nation has high expectations for all students. Satisfactory academic standing is a requirement of PSE funding. Satisfactory academic standing is as per the institution’s definition.

“Semester” means a part of an academic year, as defined by the post-secondary institutions. Semesters usually cover the periods from September-December, January-April, and May-August.

“Single Parent Student” means a student who has never married, is separated or divorced from a spouse, or who is widowed, and who has legal and/or physical custody and responsibility for supporting their own children at least 4 days per week during their entire study period.

“Student” means an individual who has successfully applied to be funded under the PSSSP or UCEPP and fulfills the conditions of programs in order to receive financial support or to successfully attain a post-secondary certificate, diploma or degree.

“Supplies” means items which are listed as required by the student’s Post-Secondary Institution. This could include a lab coat, iclicker, etc.

“Treaty Indian/Status Indian” means a person whose name has been entered in the Indian Registry maintained by DISC as defined by the Indian Act.

3.2 Eligibility Requirements

3.2.1 Student Funding Eligibility

The Fort Nelson First Nation can only provide support for eligible students as described in the National Program Guidelines. Students that are not eligible can either seek to become eligible (become a Status Indian, regain satisfactory academic standing etc.), if possible, or may need to seek other funding sources.

3.2.2 Eligible Post-Secondary Institutions

Eligible post-secondary institutions 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 Fort Nelson First Nation for funding, the student should check the Master List of Designated Institutes to ensure that his/her chosen Post-Secondary Institution is accredited. This list can be accessed on the Government of Canada website at:

<https://www.canada.ca/en/employment-social-development/programs/designated-schools.html>

The student should also contact the Education Department to ensure the Institution is eligible by FNFN’s Local Operating Guidelines.

Fort Nelson First Nation will not provide funding to attend a private post-secondary institution and requires that institutions be a Canadian Post-Secondary Institution to be considered eligible.

3.2.3 Eligible Programs

Eligible programs are described in section 4.3 of the National Program Guidelines. In general, to qualify for PSSSP and UCEPP funding, programs must have a Grade 12 entry-level requirement (or equivalent).

For UCEPP funding, the program must provide the student with the necessary courses to obtain the academic level for university or college entrance. Please review the National Program Guidelines and speak with the Education Department to determine if the program in which you are hoping to enroll meets the eligibility requirements as required by DISC.

3.3 Priority Selection Criteria

The Fort Nelson First Nation receives limited funding from DISC for the delivery of the PSSSP and UCEPP programs. In the event there are more applications for funding than available money in the PSSSP/UCEPP budget, the selection of applicants will be based on the following priority selection:

1. Continuing Student
2. New Graduate
3. New Applicant
4. Returning Student

Within these categories the date a completed application was received will be considered. Band members of the Fort Nelson First Nation, who have completed their probation period, will receive priority for funding under these guidelines.

Status First Nations individuals who are affiliated with Fort Nelson First Nation but do not have membership may still submit application. Students may also wish to apply for PSSSP/UCEPP funding through the BC Association of Aboriginal Friendship Centres at 1-800-990-2432 or NENAS in Fort St John at 1-250-785-0887.

3.4 Deferred Students

Deferred students are students who met all eligibility requirements for PSE support with Fort Nelson First Nation, but were unable to be funded due to financial limitations of the Nation. Deferred students will be placed on a waitlist in the order of priority, while also considering the order in which applications were received. As additional funding becomes available, waitlisted students will be funded in the sequence in which they were waitlisted. The waitlist will remain valid until April 30th of the current academic year, at which time it will then be considered expired.

4. Application Process and Deadlines

Students must complete and submit the Fort Nelson First Nation Post-Secondary Application Form in Appendix A, including all required supporting documentation, to the Education Coordinator by:

- March 30 for studies commencing in May
- May 30 for studies commencing in July
- June 30 for studies commencing in September
- October 30 for studies commencing in January

Students are responsible for ensuring that their application forms are complete, signed, and received by the deadline. Incomplete applications will cause delays and risk application acceptance if not rectified prior to the submission deadline.

Late applications will only be considered if there are sufficient funds available after the processing of completed applications that were received by the deadline.

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 termination of funding.

4.1 Required Documentation

Please note that DISC's PSSSP and UCEPP National Program Guidelines require the following documents in order for your application to be considered complete:

- Copy of Status Card (both sides).
- Copy of acceptance letter from an eligible post-secondary program that will be received directly from the eligible post-secondary institution;
- Official Transcripts from all institutions attended (official transcripts are signed and sealed by the institution and have not been opened. Photocopies, scanned and emailed copies and faxes of official transcripts do not meet the reporting requirements for PSE funding.)

The Fort Nelson First Nation also requires the following documentation to assist with the administration of PSSSP and UCEPP.

- Signed Consent to Release Forms.
- One piece of identification for each claimed dependent.
- Letter outlining career goals, educational goals, and overall academic plans.

Note for Students applying for assistance through UCEPP:

Students applying for assistance through UCEPP must obtain a statement from the relevant institution which attests that:

- UCEPP 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 UCEPP course of studies. (Maximum 24 months).

5. PSE Assistance Funding

Fort Nelson First Nation receives limited PSE funding from DISC for the delivery of the PSSSP and UCEPP. This funding may be below the level required to support all eligible students, and may not be sufficient to cover 100% of approved students' costs to attend PSE programs. In the event that there are more applications for funding than that which is available, selection of applications will be based on the order of priority set out in Section 3.3.

The National Program Guidelines refer to a maximum amount of funding that can be provided to students. Students are not entitled to these amounts. Maximum amounts were established to ensure that the most extreme circumstances could be funded if necessary.

The actual amount of funding available to eligible students will depend on the overall amount of funding available to the Fort Nelson First Nation during a given fiscal year (April 1-March

31). Funding must be expended according to eligibility guidelines as shown in the National Program Guidelines and cannot be backdated to cover a period of time before a student has been approved for support.

5.1 Eligible Expenses

Generally, the following types of expenses may be eligible:

- Tuition and mandatory student fees;
- Books and supplies;
- Travel and Living Allowance;
- Cost for tutoring, guidance and counselling
- Child care services

Limits to and approval of expenses are subject to available funding and to the limits of assistance set out in the National Program Guidelines. Students are responsible for ensuring they pursue other sources of funding if the Fort Nelson First Nation does not meet their financial needs.

5.1.1 Tuition and Mandatory Fees

Full-time and Part-time students are eligible for tuition and student fees. Fort Nelson First Nation will pay approved tuition and student fee amounts directly to the post-secondary institution upon receiving an invoice. In the case that a post-secondary institution does not bill the Fort Nelson First Nation directly, students are responsible for forwarding invoices directly from the institution to the Fort Nelson First Nation along with any necessary supporting documentation, information and deadlines.

Fort Nelson First Nation does not pay the student health and dental fees at post-secondary institutions, as these should already be covered through his/her status. Students must opt out or pay these fees themselves.

5.1.2 Books and Supplies

Full-time and Part-time students are eligible for books and supplies that are required for their programs of study. The maximum textbook amount available to be awarded to a student for an academic year is \$1500. Students are encouraged to rent or purchase used textbooks whenever possible.

Fort Nelson First Nation will pay approved books and supplies amounts directly to the post-secondary institution upon receiving an invoice. In the case that a post-secondary institution does not bill the Fort Nelson First Nation directly, students are responsible for forwarding invoices directly from the institution to the Fort Nelson First Nation along with any necessary supporting documentation, information and deadlines.

Payments for laptop requests will not exceed \$400.00. Student's requesting funding for a laptop must provide proof from their institution that a laptop is a requirement and a receipt must be provided the Education Coordinator prior to the funds being released.

Students requesting reimbursement for books and supplies must submit their receipts to the Education Coordinator.

5.1.3 Travel and 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, child care, and other personal items. The amount a full-time student may receive will be determined by the Education Department in accordance with the chart set out in Appendix “B”.

Travel will be calculated at the amount of \$0.43/km up to a maximum amount of \$560. Kilometres will be calculated from the city/town of the student’s ordinary residence to the city/town of the student’s post-secondary institution.

Travel may be awarded twice during one academic year as “Christmas Travel” and “Relocation.” Travel issued as “Relocation” will be paid in two installments with one being issued in September and the second payment being issued in April. Students will be required to provide receipts for travel payments to the Education Coordinator.

The Fort Nelson First Nation is unable to provide part-time students with a living allowance or travel payments at this time.

5.1.4 Tutorial, Guidance, and Counselling Services

Given limited funding ability students are encouraged to take advantage of any complimentary tutorial and counselling services available to them through services at their post-secondary institutions. The Education Coordinator can help locate services available at an institution.

5.1.5 Child Care Services

The Fort Nelson First Nation is not able to provide financial assistance for childcare at this time.

6. Limits of Assistance

Post-secondary education funding has limits set out in the PSSSP/UCEPP National Program Guidelines; some of the main limits are described here:

6.1 Post-Secondary Student Support Program (PSSSP)

PSSSP funding is meant to assist eligible Fort Nelson First Nation students to pursue post-secondary programs that are at least one academic year in length.

As described in the National Program Guidelines, assistance through PSSSP can be provided at four different levels of post-secondary education.

Level 1: Certificate/Diploma

Level 2: Undergraduate Degree

Level 3: Graduate Degree/Advanced or Professional Degree

Level 4: Doctoral Programs

The Fort Nelson First Nation is only able to fund students for a set maximum amount of years at each level. Students may not receive additional assistance for funding beyond these maximums:

Level 1: 2 years of funding

Level 2: 5 years of funding

Level 3: 4 years of funding

Level 4: 4 years of funding

6.2 University and College Entrance Preparation Program (UCEPP)

For UCEPP, the maximum length of time that support can be provided is 2 academic years, or 24 months. For part-time students the equivalent of the maximum of 2 academic years or 24 months may be funded.

At the end of each semester ongoing financial support will be subject to the confirmation from the institution of the successful completion of the previous semester.

6.3 Changing or Deferring a Program of Studies

Fort Nelson First Nation recognizes that students sometimes determine that the program in which they enrolled in initially is no longer a good fit for them, and they want to change programs. Students need to be aware of PSSSP funding requirements as outlined in Section 6.1.

If a student changes programs or defers his/her studies, the number of academic years or semesters used at that level is still counted and will be considered when calculating the amount of time that may be available for assistance. Therefore, students must be aware that such changes may affect the overall funding available and their ability to complete their program.

While the Fort Nelson First Nation recognizes that students pause their studies for many reasons, often outside of their control, we are only able to provide PSSSP funding for the duration specified in Section 6.1.

6.4 Part-Time Students

Part-time students are only eligible to receive financial assistance for the costs of tuition, mandatory fees, textbooks, and supplies at this time. These expenses will be paid directly to

the post-secondary institution. See Section 3.1 of these Guidelines for a definition of “part-time”.

Part time students will be held to the same standards as full time students and will be expected to follow the procedures and guidelines listed in the local operating guidelines handbook.

6.5 High Cost Programs

The CEA recognizes 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 cannot exceed \$35,000 per year.

On an extraordinary and justified basis, the maximum amount payable per year for a student in a Level 3 or 4 program (ie: dentistry or medicine) may be exceeded to a raised maximum of \$50,000.

Extension of the maximum amount will be considered or granted on a case-by-case basis by the CEA and only when a graduate student has extraordinary circumstances that warrant the setting aside of the standard policy and maximum amounts payable.

6.6 Spring/Summer Programs

May - August courses may only be funded if required and/or the budget allows. Priority will be given to previous students enrolled during the September-April academic year. The student must be a full time student and will be required to submit a post-secondary funding application as well as all required supporting documentation. The submission deadlines for spring and summer semesters are outlined in section 4.

6.7 International Exchange Programs

Students who wish to temporarily study abroad are required to indicate their intention to do so in their application. In the event that the credits are transferable, full-time student status is maintained, the student is still registered in his/her respective program and he/she is capable of doing a portion of studies his/her studies abroad, there is no increase in tuition, or mandatory fees, students may be approved for funding.

Most post-secondary institutions have agreements in place that allow students to take courses at partner institutions around the world while still maintaining full-time student status at the original post-secondary institution.

The CEA will consider international exchange programs on a case-by-case basis. Financial assistance for travel costs to and from international destinations will not be considered eligible for additional funding.

6.8 Expenses not covered

PSE funding administered by Fort Nelson First Nation cannot be provided for the following: deferred examinations or rewrites, health and dental student fees, moving expenses, official transcript fees, parking fees, standard school supplies (backpacks, pens, notebooks etc.), travel costs above and beyond the \$560 maximum.

7. Student Incentives

In an effort to maximize the number of students funded in one academic year, Fort Nelson First Nation does not provide incentives or scholarships during years where applications received exceed the available budget.

If for any reason there is excess available funding in the budget, Fort Nelson First Nation is only able to provide incentives to 5% of the total number of students receiving support through the PSSSP and UCEPP. In providing any of these scholarships or incentives, the following categories and their appropriateness according to student population and available funding will be considered:

- Academic Achievement Scholarship (Levels 1 + 2)
- Strategic Student Scholarship (Level 2)
- One-time Degree Program Incentive (Levels 3 + 4)

Only one scholarship or incentive can be provided for every 20 students. If there are less than 20 students, only 1 scholarship or incentive may be considered.

Incentive	Eligible Students	Eligible Programs	Minimum GPA	Award Amount
Academic Achievement	Level 1+2 students	Any full-time program.	B average	\$1000 Maximum
Strategic Student	Level 2 students entering their 2 nd , 3 rd , or 4 th year of their program.	Any full-time programs.	B average	\$2500 Maximum
One-time Degree	Level 3+4 students entering their 2 nd , or 3 rd year of their program	Any full-time program.	B average	\$1500 Maximum

The student incentives are not subject to the Appeal Process. The Appeal Process is meant to ensure students receive fair access to apply for PSE funding.

8. Student Responsibilities

The Fort Nelson First Nation has high expectations for students receiving funding. Students must comply with the following guidelines during their period of funded studies:

Students must maintain satisfactory academic standing as defined by the institution at which the student is enrolled in a program of study and a minimum grade point average of 2.3 or letter grade equivalent of C+ or better must be maintained.

Where a student does not maintain satisfactory academic standing, his or her funding may be suspended or terminated, or the student may be placed on academic probation.

Students are responsible for registering for courses as required by the post-secondary institution and providing a copy to the Education Coordinator. Late registration fees are the financial responsibility of the student.

Students must submit to the Education Coordinator all pertinent documents demonstrating the student's enrollment and progress in their program of study including, but not limited to: admission letter, course timetables, official transcripts, and progress reports.

Students must inform the Education Coordinator of any changes in their enrollment status from full-time to part-time student in advance of any such change. The change in status will affect the student's eligibility for certain types of assistance.

Students who intend to drop or add courses must notify the Education Coordinator in advance of any such change. Course selection is important for determining funding eligibility and students may be required to reimburse the FNFN for courses dropped without valid reasoning. Students adding courses may become eligible for additional funding assistance.

Students are responsible for ensuring that the funding received is used for the intended educational expenses, as set out in these guidelines.

A student must pay back any monthly living allowance provided to him/her where the student did not attend, did not meet their requirements or quit his/her program of study after receiving the living allowance.

Students must keep their contact information, including home address, home phone, cell phone, and email current with the Education Coordinator. The student must notify the Education Coordinator of any changes immediately.

Students are expected to communicate with the Education Department in an effective and polite manner to help resolve any sponsorship issues that may arise during the school year. Verbal abuse towards the Education Department staff will not be tolerated.

9. Academic Probation

Students are put on probation based on their transcript grades and/or reports from their school. If a student has failed the majority of his/her courses or receives overall unsatisfactory grades, the student will be placed on probation for the subsequent semester. He/She will continue to receive his/her funding during the subsequent semester with the understanding that all courses must be passed and minimum grade point averages must be achieved.

If there are extenuating circumstances affecting the student's performance, the student is to provide evidence of his/her claim. This can be in the form of a letter from the doctor and/or the school.

If the student has not improved his/her grades at the end of the subsequent semester, all funding will be suspended. The student must access alternate funding (NENAS, BCAAFC, Student Loans) and receive satisfactory grades for a minimum of one semester before s/he will be considered eligible to resume funding.

Extenuating Circumstance:

Student's will experience difficulties and illnesses which are a normal part of life. An extenuating circumstance must be extraordinary in nature and more specifically must be unexpected, beyond the student's control, or have a significant impact on the student's life. Examples of this may include a sudden onset of a serious illness, unexpected deterioration related to a medical condition, immediate medical emergency or an incapacitating injury to either the student themselves, or immediate family.

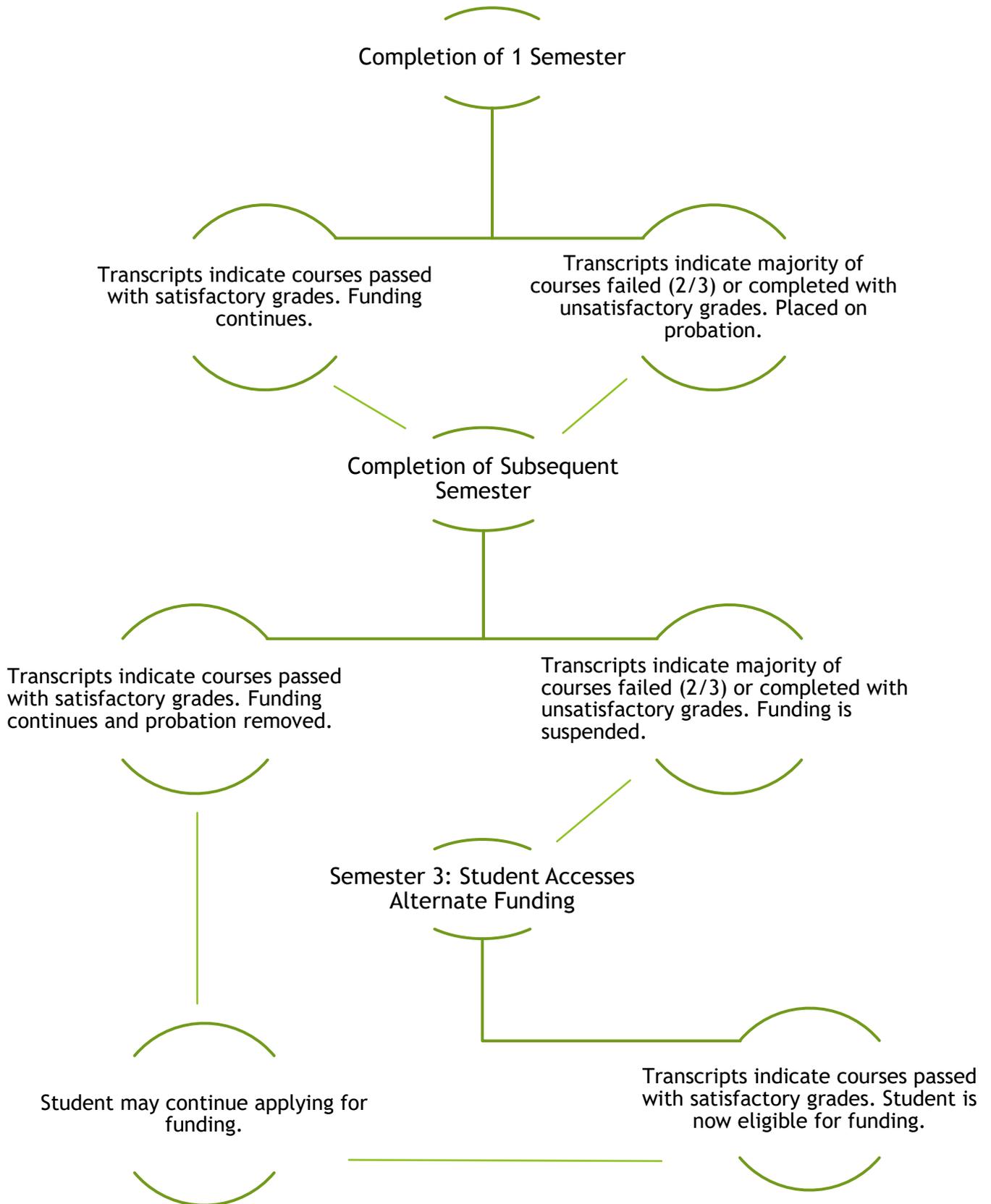
There may also be times a serious unexpected disruption to the student's personal life occurs unrelated to anything medical. The student will still be required to provide evidence for events in this category such as jury service which cannot be deferred, strikes that prevent the student from continuing his/her classes or accessing their campus, and recent car accidents or thefts.

Extenuating circumstances do not include poor management of time, multiple exams in a short time period, failure of computer or other equipment used to produce work to be assessed, personal events that could have been anticipated (wedding, moving, holidays, employment demands), on-going or longer-term conditions, or individual transport/travel problems.

9.1 Failed Courses:

FNFN does not pay the tuition or associated fees for a student to repeat a course that s/he has previously failed. If a student must retake a course that was previously failed, s/he will be solely responsible for the cost of that course. Living allowance and full-time funding may continue if the student is actively meeting the full-time requirements, excluding the repeated course.

Probation Funding Diagram:



10. Termination or Suspension of Funding

The Fort Nelson First Nation 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 forms;
- 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 Coordinator;
- The student withdraws from the Post-Secondary Institution;
- The student is successful, without good reason, in fewer than 75% of the courses in which the student registered;
- The student does not maintain satisfactory academic standing at a Post-Secondary institution, as defined by the institution, and 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 had his/her funding suspended in accordance with these guidelines, the student must work with the FNFN 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/her funding terminated in accordance with these guidelines, he/she will not be eligible for further financial assistance until the student repays the full amount of the funding provided to the student to the Fort Nelson First Nation. Where a student repays the full amount, they will be considered to be in satisfactory academic standing with the Fort Nelson First Nation PSE Financial Assistance Program and may apply for funding in accordance with these guidelines.

11. Appeal Process

Where a student believes s/he has been unfairly denied access to post-secondary education funding opportunities by Fort Nelson First Nation and is convinced that the local or national program guidelines are not being fairly applied to his/her situation, the student has the right to appeal in accordance with the following process:

- A. The student must appeal on his or her own behalf. The student must discuss the recommendation with the Education Coordinator in an attempt to resolve any disagreement that may have arisen in respect to the decision made, including disagreements regarding the application process or interpretation of a provision of the guidelines.
- B. Where the student and the Education Coordinator are unable to resolve the disagreement, the student may file a formal written appeal letter, including all relevant supporting documents he/she would like to submit for consideration, to the Education Director within 30 calendar days of the date on the funding decision letter.
- C. The Education Director will review and respond to the letter within 10 business days.
- D. If the Education Director rejects the appeal, the student has the option of forwarding his/her appeal letter to the Clerk to CEA to take directly to an Appeals Committee.
- E. The Appeals Committee will review the Appeal and all related documents and information. The student will be notified in writing of the date and time of the Appeals Committee meeting at which the student's appeal will be presented. The student will have the option of being present or having a representative there on his/her behalf. The student appellant should present his/her position directly to the Appeals Committee if attending the meeting in person. All attempts to accommodate the student to present his/her case will be made (ie: an out of town student may request a conference call, video conference, or other electronic method compatible with the Fort Nelson First Nation's available technology).
- F. The Appeals Committee will issue a decision in the form of a letter/report to the student within 10 business days. The decision made by the Appeals Committee will be final and legally binding. A copy of the student appeal decision letter/report will be kept on file.

DISC will not accept appeals from students based on decisions made by Fort Nelson First Nation.

The Appeals Committee will consist of the following people: (1) Community Education Authority Member, (2) FNFN Chief and Council Members, the Education Director, and the FNFN Executive Director.

No member of the Appeals Committee shall be in a real or perceived conflict of interest situation with the appealing student. Any member of the Committee in conflict must recuse him/herself from the appeals process.

Every student has a right to appeal, however, in cases where a student's application has been denied because there are no funds an appeal will not be considered.

12. Online Program Funding

The Community Education Authority will consider funding for all online programs/courses that meet the eligibility criteria as per the Fort Nelson First Nation Post-Secondary Education Assistance Program Local Operating Guidelines. Online students will be expected to follow and meet the same guidelines, timeframes, and requirements as on-campus students receiving FNFN post-secondary funding.

Students wanting the costs of their online program covered must use the post-secondary application to apply to the CEA for funding approval before the start of their program. This is to ensure the student and the program meet eligibility requirements and that funding is available to her/him. Reimbursement will not be made for online courses that have not been approved in advance.

Students approved for funding will be expected to pay the online costs upfront but may apply for reimbursement once the semester is complete. (Online students may want to consider applying for a student loan, either through the government or the bank, and use their reimbursement to repay the loan.)

12.1 Reimbursement:

The cost of tuition, student fees and textbooks are eligible for reimbursement for students who have completed a semester of full-time studies. Original receipts for these costs will be required in order to process a reimbursement.

It is the student's responsibility to submit a written request for reimbursement along with a copy of his/her transcripts. Original transcripts must be sent directly from the institution to the Education Department. All receipts for tuition, fees, and textbooks are to be submitted to the Education Coordinator within 30 days of completing the semester.

At this time failed courses will not be reimbursed.

12.2 Living Allowance:

Students participating in full time online studies will be eligible to apply for the "single student living at home" living allowance rate of \$625 per month.

12.3 Part-Time Online Students:

Part-time students are only eligible to receive financial assistance for the costs of tuition, mandatory fees, textbooks, and supplies at this time. See Section 3.1 of these Guidelines for a definition of "part-time".

Part time students will be held to the same standards as full time students and will be expected to follow the procedures and guidelines listed in the local operating guidelines handbook.

Appendix A: Post-Secondary Education Assistance Program
Funding Application

POST-SECONDARY EDUCATION APPLICATION PACKAGE

COMPLETE APPLICATIONS MUST BE SUBMITTED TO THE EDUCATION COORDINATOR BY JUNE 30

CONTACT:

Karleigh Kotchea, Education Coordinator
Fort Nelson First Nation Education Department
2026 Kennay Yah Road
RR1 Mile 295 Alaska Highway, Fort Nelson, BC V0C 1R0
Phone: 250.774.5218
Fax: 250.774.7260
Toll Free: 1.888.543.3636
Email: karleigh.kotchea@chaloschool.bc.ca

Enclosed is an application package for Fort Nelson First Nation Post-Secondary Funding.
Please complete the application and include the following documentation:

Documentation to include:	Included:
Cover letter.	
Direct deposit information from the bank.	
One copy of identification for yourself and each dependant claimed. (e.g. status cards, care cards, birth certificates, driver's license)	
Official letter of acceptance from the Educational Institution.	
Complete course outline of program. (courses you will take in each semester)	
Cost breakdown of tuition, textbooks, registration and other related fees. (please calculate by semester)	
Transcripts from last school attended OR CAAT results	

Please Note: It is necessary to include your proposed education plan for the entire upcoming academic year. This includes Spring, Summer, Fall, and Winter semester. This information is imperative to our annual budgeting process.

For Post-Secondary Application calculating purposes an academic year will start in May and end in April.

Example: May 2019/April 2020 or May 2020/April 2021 would be a complete academic year.

Your application, with all required documents, can be faxed, emailed or delivered to the FNFN Education Coordinator.

Applications received by the FNFN Education Coordinator after the budget is expended will be placed on a waiting list for funding. Incomplete applications will be placed on a pending list until all the information is received. Funding cannot be assured for all applicants.

The deadline date for Post-Secondary Applications is outline in section 4 of the guidelines.

Should you require further information, please contact the FNFN Education Coordinator at the above address, by phone at 250.774.5218 or email at karleigh.kotchea@chaloschool.bc.ca

Sincerely,

Karleigh Kotchea
Education Coordinator

STUDENT FINANCIAL ASSISTANCE APPLICATION

Please complete all sections of the applications or it may be deemed incomplete.

PERSONAL INFORMATION:

Given Name		Middle Name		Surname	
Social Insurance Number		Date of Birth	Gender	Indian Registry Number	
Mailing Address		City		Province	Postal Code
Phone Number	Messages		Email Address		

MARITAL STATUS: Please submit supporting documents. (I.e. status card/other identification)

Single and Living with Parents(s) <input type="checkbox"/>	Single Person <input type="checkbox"/>	Single Parent <input type="checkbox"/>	Married/ Common Law with Employed Spouse <input type="checkbox"/>	Married / Common Law with Dependant Spouse <input type="checkbox"/>	Number of Dependants
Spouse's Full Legal Name:		Spouse's Signature		Emergency Contact and Phone Number:	

LIST OF DEPENDENTS: Please submit supporting documents for dependents.

First Name (& Surname if different)	Date of Birth	Relationship	First Name (& Surname if different)	Date of Birth	Relationship

EDUCATION: Provide educational history beginning with the most current program

Institute / School	Location	Program	Level Obtained
What certificates / diploma / degree have you obtained?			
What are your educational goals and objectives?			

EDUCATION PLAN PROPOSED:

Institute / School		Address		Province	Postal Code
Program			Length of Program		Year of Study
Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Letter of Acceptance Provided <input type="checkbox"/>	Upgrading <input type="checkbox"/>	Start Date	Completion Date
Certificate <input type="checkbox"/>	Diploma <input type="checkbox"/>	Bachelors Program <input type="checkbox"/>	Master's Program <input type="checkbox"/>	Doctorate <input type="checkbox"/>	
I have consulted with an academic/career counsellor? <input type="checkbox"/> Yes <input type="checkbox"/> No					
I have made contact with the Aboriginal support worker at my institution? <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, please provide contacts name:					
What are your short-term goals?					
What are your long-term goals?					
Are there any upcoming circumstances which may affect your attendance? <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, please explain in writing.					

STUDY PLAN PROPOSED:

	COURSES TAKEN DURING SEMESTER
FALL	
WINTER	
SPRING	
SUMMER	

OTHER FUNDING SOURCES / INCOME:

Are you currently working? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you plan to continue working while studying? Yes <input type="checkbox"/> No <input type="checkbox"/>	How many hours per week?
Are you currently or will be in receipt of funding from any other source? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name the source	Amount

TYPE OF SPONSORSHIP REQUESTED: Please check all that apply and if possible, provide estimated costs.

Tuition Fees <input type="checkbox"/> \$	Registration Fees <input type="checkbox"/> \$	Student Fees <input type="checkbox"/> \$	Textbooks <input type="checkbox"/> \$	Monthly Living Allowance <input type="checkbox"/> \$
Travel: (Only for students moving to and back from school, provide receipts) <input type="checkbox"/> \$			Other: (Please specify) \$	
Have you previously been sponsored by Fort Nelson First Nation? Yes <input type="checkbox"/> No <input type="checkbox"/>		Have you submitted all transcripts / copy of marks to the Fort Nelson First Nation? Yes <input type="checkbox"/> No <input type="checkbox"/>		Have you completed the program? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have not completed other FNFN educational sponsored programs, please explain.				

BANKING INFORMATION: Banking information is required for direct deposit. Please attach a Void Cheque or a Direct Deposit slip from your bank to this application.

CONSENT FOR RELEASE OF INFORMATION

Name of Institution

Address

City

Postal Code

Attention: Office of the Registrar

As a student assisted by the Fort Nelson First Nation, I hereby authorise the above-noted secondary institution to release all transcripts, attendance records and other documents indicative of my progress to the Education Coordinator of the Fort Nelson First Nation.

Student Name

Student Number

Program of Study

School Year

Please forward the above-noted documentation as they become available to:

Community Education Authority
Fort Nelson First Nation
RR1 Mile 295 Alaska Highway
Fort Nelson, BC, V0C 1R0
Fax: 250.774.7260
Attention: Karleigh Kotchea, Education Coordinator
E-mail: Karleigh.kotchea@chaloschool.bc.ca

Signature

Date

POST SECONDARY REPAYMENT AGREEMENT

I, _____, agree to attend and fully participate in
(Name)

(Program/Course Name)

I acknowledge that the cost of this course and the course material(s) will be funded through the Community Education Authority Fort Nelson First Nation. Failure to attend or participate will result in a cost recovery in which I will be responsible to pay the full amount of the monies allocated to be by the FNFN. Failure to comply with this repayment agreement will result in my being unable to have the costs for future courses covered by the Community Education Authority Fort Nelson First Nation.

I, _____, hereby agree to repay and/or approved a deduction in the amount of \$_____, to be paid to Fort Nelson First Nation Education program.

This will only apply if failure is due to lack of my participation.

Signature

Witness

Date

Date

NOTE: When repaying money to the Community Education Authority Fort Nelson First Nation, make the cheque or money order payable to the Fort Nelson First Nation.

Community Education Authority
Fort Nelson First Nation
RR1 Mile 295 Alaska Highway
Fort Nelson, BC
V0C 1R0

RE: Relocation Funds

Please accept this letter as my request for the relocation funds to travel from my hometown to _____ (city) to attend the _____ (school).

Departure Date: _____

Further to this, please accept this as my request for travel funds to return home upon completion of the school year.

Estimated Return Date: _____

Should you require further information, feel free to contact me at (_____) _____ or e-mail at _____.

Sincerely yours,

Signature

Date

FOR COMMUNITY EDUCATION AUTHORITY USE ONLY:

Relocation Funds Decision: Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Pending <input type="checkbox"/>	Date of Meeting:
<input type="checkbox"/> First Payment \$ _____ <input type="checkbox"/> Second Payment \$ _____	
Follow-Up Required?	

Community Education Authority
Fort Nelson First Nation
RR1 Mile 295 Alaska Highway
Fort Nelson, BC
V0C 1R0

RE: Christmas Travel Funds

I, _____ would like to request Christmas Travel Funds to return home for Christmas.

(Please fill out the bottom if you have any children).

The list of my children/dependents:

Ages

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |

Departure Date: _____

Destination: _____ to
_____.

Return: _____ to
_____.

Should you require further information, feel free to contact me at (____) _____
or e-mail _____.

Sincerely,

Signature

Date

FOR COMMUNITY EDUCATION AUTHORITY USE ONLY:

Christmas Travel Funds Decision: Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Pending <input type="checkbox"/>	Date of Meeting:
Amount \$ _____	
Follow-up required?	

STUDENT RESPONSIBILITIES AGREEMENT

I, _____, agree to the following terms and conditions:

- A. Maintain the appropriate course load for the funding rate requested. Full time is a minimum of 3 courses or 9 credits per semester.
- B. Maintain a minimum grade point average equal to a C+ or better (2.3 GPA) during each semester;
- C. Provide transcripts of marks to the Education Coordinator at the end of each term within one month upon completion of each term;
- D. Provide registration enrollment documents outlining course titles and credit allocation for the upcoming semester prior to classes starting.
- E. Maintain regular class attendance;
- F. Communicate with the Education Coordinator in an effective and polite manner to help resolve any sponsorship issues that may arise during the school year. I understand verbal abuse towards the Education Department staff will not be tolerated;
- G. Provide written notice of course or program withdrawal. Withdrawal must be made prior to fee reimbursement deadline or I will be financially responsible;
- 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.
- I. Advise the Education Coordinator of address and telephone number changes in advance of moving and ensure that current contact information is provided.
- J. And fully disclose any other funding that I may be receiving.

I understand and accept the terms and conditions as presented, otherwise I waive my privilege of sponsorship by Fort Nelson First Nation Education Department.

Signature

Date

Appendix B: Current Living Allowance Rates

The following chart outlines the maximum amount each full-time student may receive for living allowance during his/her academic school year. Living allowance allocations are to be used for necessities such as shelter, food, transportation, school supplies, child care, and other miscellaneous costs.

Upon request, students must provide the Education Department documentation supporting monthly expenses and/or income. (Rental agreement, mortgage statements, daycare/school registration for dependent children, daycare receipts, payroll stubs and bank statements.) Falsified information is subject to complete termination of funding.

Students claiming dependents must provide ID for each dependent, (status card, birth certificate, care card,) and the dependents claimed must be living in the same residence as the student. Foster children will not be considered eligible dependants.

Changes to living situations must be reported immediately to the Education Coordinator, which may lead to a change in benefits. Any request for increase to benefits due to changes in family composition will be based on budget availability.

For the purpose of calculating living allowance an unemployable spouse is:

- A. Not considered a dependent.
- B. An individual with a documented disability preventing him/her from employment.
- C. An individual who is legally ineligible for employment in Canada

Living Allowance for Students	Monthly Amount	Yearly (based on 8 months)
Single Student Living at Home (with parents/family)	\$625.00	\$5,000.00
Single Students Living Away From Home (outside their home community)	\$1,500.00	\$12,000.00
Married/Common Law With An Employable Spouse	\$1,500.00	\$12,000.00
Married/Common Law With An Unemployable Spouse	+1 dependent - \$1,625.00 +2 dependents - \$1,750.00 +3 dependants - \$1,875.00	\$13,000.00 \$14,000.00 \$15,000.00
Maximum Amount:\$1,875.00/Month		
Single Parent	+1 dependent - \$1,750.00 +2 dependents - \$1,900.00 +3 dependants - \$2,050.00	\$14,000.00 \$15,200.00 \$16,400.00
Maximum Amount:\$2,050.00/Month		

Appendix C: List of Eligible Institutions

For information or to find lists of Post-Secondary Institutions, please visit DISC's website:

<https://www.canada.ca/en/employment-social-development/programs/designated-schools.html>

Important Note: The presence of an institution on a list does not automatically imply that the program of study offered is eligible. A program must also meet eligibility requirements.

Important Note: Education Coordinators wanting to sponsor students to attend an institution that is not on the List of Eligible Post-Secondary Institutions, may contact DISC BC Region to inquire and submit for consideration of approval.

All inquiries about the PSE Assistance Program should be directed to:

Education Coordinator, Karleigh Kotchea

Address: 2026 Kennay Yah Road,

RR1 Mile 295 Alaska Highway, Fort Nelson, BC V0C 1R0

Phone: 250-774-5218

Email: karleigh.kotchea@chaloschool.bc.ca