

Chalo Independent School Society Post-Secondary Education Assistance Program

LOCAL OPERATING GUIDELINES



CHALO INDEPENDENT SCHOOL SOCIETY IS WHOLLY OWNED AND OPERATED BY FORT NELSON FIRST NATION AND IS THE ASSIGNED ADMINISTRATOR OF THE NATION'S POST SECONDARY FUNDS.

Chalo Independent School Society
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1. Introduction

The Chalo Independent School Society (CIS) 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 CIS Post-Secondary Education Assistance Program.

These guidelines assist the CIS 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 CIS board and apply to all students seeking post-secondary financial assistance administered by the CIS on behalf of the Fort Nelson First Nation (FNFN) with funding received exclusively from the Department of Indigenous Services Canada (DISC.)

These guidelines are consistent with the 2023/24 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 Chalo Independent School Society is responsible for ensuring that band members are empowered with the skill sets and knowledge bases necessary for the creation of a strong, healthy, proud, and self-reliant community. The participation in 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 FNFN 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 achieve their 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 CIS Education Department is mandated by the FNFN to administer the PSSSP. The Education Department receives funding from DISC to support this program. DISC funding is formula driven, meaning the FNFN receives a set amount for the academic year, regardless of the number of applications for post-secondary education funding assistance.

FNFN 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: RR1 Mile 293 Alaska Highway, Fort Nelson, BC V0C 1R0

Phone: 250-774-7651 Ext 444

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 who are registered as Status Indians on the FNFN general list, but are not members, nor members on probation as defined by the FNFN membership code.

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

Students may also apply for PSSSP/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 DISC list of designated institutions.

“CIS” means the Chalo Independent School Society, a body that oversees the educational incentives of FNFN.

“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 CIS Post-Secondary Assistance Program for the year directly proceeding.

“Dependent” 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.

“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 at least one year prior to application for educational support. This person is dependent on the student and does not receive income in excess of the level of income allowed for a dependent spouse by the Canada Revenue Agency.

“DISC” means the Department of Indigenous Services Canada.

“FNFN” means the Fort Nelson First Nation.

“Full-time student” means a student who is taking 3 or more courses during a four-month semester 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.

“Living 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.

“Living Independently” refers to a student’s living arrangement. Students living independently are students who own, rent or lease their own residence and pay for their own utilities.

“New Applicant” means an applicant who has not previously applied for the CIS 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 honours 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. The CIS 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 during a four-month semester at a 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 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, 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 include 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. The CIS 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/June, July/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.

“Student with a disability” means a student with a disability who receives academic accommodations from their post-secondary institution.

“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 CIS 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 that are:

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

Before applying to the CIS for funding, the student should check the master List of eligible education institutions to ensure that their chosen post-secondary institution is eligible. This list can be accessed on the Canadian Information Centre of International Credentials (CICIC) website at:

https://www.cicic.ca/868/search_the_directory_of_educational_institutions_in_canada.canada

The student may also contact the Education Department to ensure the Institution is eligible by the CIS local operating guidelines.

The CIS 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 6.1 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 post-secondary entrance. Please review the National Program Guidelines and speak with the Education Department to determine if the program in which you are hoping to enrol meets the eligibility requirements as required by DISC.

3.3 Priority Selection Criteria

The FNFN 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 FNFN, who have completed their probation period, will receive priority for funding under these guidelines.

Status First Nations individuals who are affiliated with FNFN but do not have membership may still submit an application but may also apply to NENAS in Fort St John at 1-250-785-0887 or in Fort Nelson at 1-250-774-3266.

Students who do not have an affiliation or membership to a band must apply for PSSSP/UCEPP funding through the BC Association of Aboriginal Friendship Centres at 1-800-990-2432.

3.4 Deferred Students

Deferred students are students who met all eligibility requirements for PSE support with the CIS, but were unable to be funded due to financial limitations of the available budget. 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. A student, whose application is still on the waitlist when it expires, will be required to re-submit their application for the following year.

4. Application Process and Deadlines

Students must complete and submit either the Continuing Students or New Graduates, New Applicants and Returning Students version of the CIS Post-Secondary Application Form, 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 deferral 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.

Post-secondary applications can be found online at chaloschool.bc.ca under the "CIS & Education" tab in the "Education Forms" section. Applications may also be requested from the Education Coordinator directly.

4.1 Required Documentation

Please note that to remain in compliance with DISC's student record responsibilities, the following documents are required in order for your application to be considered complete:

- Copy of Status Card (both sides) or your Status number along with additional valid ID (both sides.)
- Copy of acceptance letter from an eligible post-secondary program that was 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 CIS also requires the following documentation to assist with the administration of PSSSP and UCEPP.

- Signed Consent to Release Forms.
- Banking Information: Either direct deposit forms or void cheques.
- One piece of identification for each claimed dependent.
- Cover 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

The CIS 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 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 CIS funding allocated to them 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. The CIS 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 CIS directly, students are responsible for forwarding invoices directly from the institution to the Education Coordinator along with any necessary supporting documentation, information and deadlines.

The CIS 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.

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

Payments for laptop requests will not exceed \$600.00. A student requesting funding for a laptop must provide proof from their institution that a laptop is a requirement and a receipt must be provided to the Education Coordinator prior to the funds being released.

Students requesting reimbursement for books and supplies must submit their receipts directly 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 “A”.

Travel will be calculated at the amount of \$0.61/km up to a maximum amount of \$650. 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. Students are encouraged to seek the most economical means for travel.

Travel may be awarded twice during one academic year as “Christmas Travel” and “Relocation.” Travel issued as “Relocation” will be paid in two instalments, if they are requesting return travel as well, with one being issued in September and the second payment being issued in April.

For students only requesting relocation funds one-way, the full amount will be released in September and this will make them ineligible to later request additional travel funds in April.

Students will be required to provide receipts for approved travel payments to the Education Coordinator. Travel payments are treated as a cash advance and receipts are absolutely required for us to complete the processing and filing of these payments. Failure to submit receipts will result in amounts owing to the CIS.

The CIS 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 first take advantage of any complimentary tutorial and counselling services available to them through services at their post-secondary institutions. The Education Coordinator can help with locating these services at a post-secondary institution or elsewhere. If additional help is needed outside of available services a request may be made directly to the Education Coordinator.

5.1.5 Child Care Services

The CIS 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 FNFN 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 CIS is only able to fund students for a set maximum number 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

The CIS 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 their 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 CIS 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 Students with a Disability

Students with a disability who are registered as a student with a disability and are receiving academic accommodations from their post-secondary institutions will be considered full-time students for funding purposes.

Students with a disability 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.

6.6 High-Cost Programs

The CIS 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 CIS and only when a graduate student has extraordinary circumstances that warrant the setting aside of the standard policy and maximum amounts payable.

6.7 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 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.

6.8 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 their respective program, they are capable of doing a portion of their studies abroad, and 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 CIS 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.

6.9 Expenses not covered

PSE funding administered by the CIS 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 \$650 maximum.

7. Student Incentives

In an effort to maximize the number of students funded in one academic year, the CIS does not currently provide incentives or scholarships to our post-secondary students out of DISC funds.

8. Student Responsibilities

The CIS 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 enrolment and progress in their program of study including, but not limited to: admission letter, enrolment confirmation, course timetables, official transcripts, and progress reports.

Students must inform the Education Coordinator of any changes in their enrolment 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 CIS 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 them where the student did not attend, did not meet their requirements or quit their program of study after receiving the living allowance.

Students must keep their contact information, including current address, phone, and email up to date with the Education Coordinator and are responsible to 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 their courses or receives overall unsatisfactory grades, the student will be placed on probation for the subsequent semester. A student will continue to receive their funding during the subsequent semester on probation 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 their claim. This can be in the form of a letter from the doctor and/or the school.

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

Extenuating Circumstance:

Students 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.

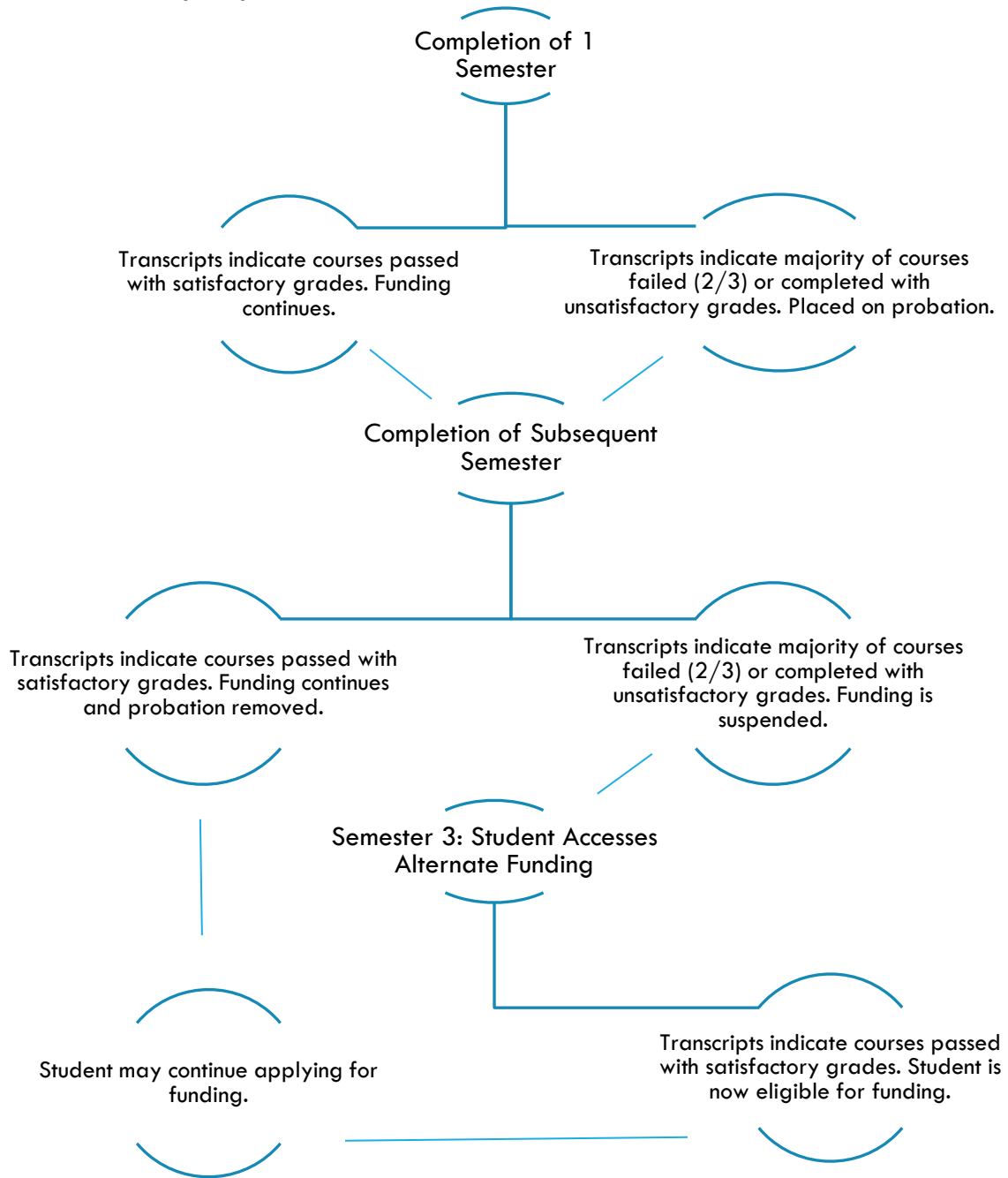
There may also be times a serious unexpected disruption to the student's personal life occurs unrelated to anything medical. The student will still be required to provide evidence for events in this category such as jury service which cannot be deferred, strikes that prevent the student from continuing their 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:

The CIS does not pay the tuition or associated fees for a student to repeat a course that they have previously failed. If a student must retake a course that was previously failed, they 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 CIS 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 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 their funding suspended in accordance with these guidelines, the student must work with the CIS 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 their funding terminated in accordance with these guidelines, a student will not be eligible for further financial assistance until the student repays the full amount of the funding repayment agreed upon in discussion with the Education Department staff. Where a student repays the agreed upon amount, they will be considered to be in satisfactory academic standing with the CIS Education Department, and may apply for funding again, in accordance with these guidelines.

11. Appeal Process

Where a student believes they have been unfairly denied access to post-secondary education funding opportunities by the CIS and are convinced that the local or national program guidelines are not being fairly applied to their 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 Liaison within 30 calendar days of the date on the funding decision letter.
- C. The Education Liaison will review and respond to the letter within 10 business days.
- D. If the Education Liaison rejects the appeal, the student has the option of forwarding his/her appeal letter to the CIS.
- E. The CIS will review the appeal and all related documents and information. The student will be notified in writing of the date and time of the CIS 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 CIS 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 CIS' available technology).

- F. The CIS will issue a decision in the form of a letter/report to the student within 10 business days. The decision made by the CIS 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 FNFN.

No member of the CIS 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 CIS will consider funding for all online programs/courses that meet the eligibility criteria as per the CIS 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 post-secondary funding.

Students wanting the costs of their online program covered must use the post-secondary application to apply to the Education department 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 receive funding under the same funding structure as those attending on campus.

12.1 Reimbursement:

The cost of pre-approved tuition, student fees, and textbooks are eligible for reimbursement for students who are completing online studies. Original receipts for these costs will be required in order to process a reimbursement.

It is the student's responsibility to submit a request for reimbursement along with a copy of his/her transcripts. Original transcripts must be sent directly from the institution to the Education Coordinator. 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 \$800 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: 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. The current dependent rate is \$200. Foster children will not be considered eligible dependents.

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 (Living in a home owned, rented, or leased by their parent, step-parent or legal guardian.)	\$800.00	\$6,400.00
Single Students Living Independently (Who own, rent or lease their own residence and pay for their own utilities.)	\$1,800.00	\$14,400.00
Married/Common Law with an Employable Spouse	\$1,800.00	\$14,400.00
Married/Common Law with an Unemployable Spouse Maximum Amount: \$2,550.00/Month	+1 dependent - \$2,150.00 +2 dependents - \$2,350.00 +3 dependents – \$2,550.00	\$17,200.00 \$18,800.00 \$20,400.00
Single Parent Maximum Amount: \$2,400.00/Month	+1 dependent - \$2,000.00 +2 dependents - \$2,200.00 +3 dependents –\$2,400.00	\$16,000.00 \$17,600.00 \$19,200.00

Appendix B: List of Eligible Institutions

For information or to find lists of Post-Secondary Institutions, please visit the Canadian Information Centre of International Credentials (CICIC) website at:

https://www.cicic.ca/868/search_the_directory_of_educational_institutions_in_canada.canada

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: 4021 Fontas Drive,

RR1 Mile 293 Alaska Highway, Fort Nelson, BC V0C 1R0

Phone: 250-774-7651 EXT 444

Email: karleigh.kotchea@chaloschool.bc.ca