

*Ts'kw'aylaxw First Nation*

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# Post Secondary Guidelines

## Education Department

Amended 2017

## **1.0 Purpose**

Education is an important and essential part of life. Ts'kw'aylaxw believes that each Registered Band Member is entitled to the highest quality of education provided by the most qualified personnel to ensure that Band Members acquire the skills to succeed within Aboriginal and General Society.

## **2.0 Band Responsibilities**

The Chief and Council are responsible for managing Ts'kw'aylaxw Education programs and has subsequently delegated authority to the Education Department to manage programs and related funding. Funds include annual allocated amounts received from Indigenous and Northern Affairs Canada (INAC) and such other amounts received through proposals, administration, Band revenue trust allocations, and such other monies related to Education. The post-secondary guidelines apply to all funds allocated for post-secondary education purposes. It does not apply to Kindergarten to grade twelve education.

## **3.0 Operating Guidelines**

Ts'kw'aylaxw has guidelines in place for the administration of the Post-Secondary Education funds to be accountable to both Band Membership and the funding agent. By having clear guidelines in place it will ensure funds are dispersed in a fair and acceptable manner both acceptable by Band Membership and the funding agent. These operating guidelines are in addition to the Post-Secondary Student Support Program (PSSP) and University and College Entrance Preparation (UCEP) Program National Program Guidelines 2017-2018 by INAC. These operating Guidelines will not override the National Program Guidelines but will be in addition.

## **4.0 Principles**

Decisions will be made in accordance with principles that reflect the values of the community. The following principles were considered when the guidelines were drafted:

1. Education Committee reviews possible sponsored applicants to ensure Education Coordinator has followed priority order;
2. All applications must consist of an education plan outlined in their detailed letter of intent and demonstrate a commitment to their education plan;
3. Funds should be given to the those that qualify for funding and meet all criteria as outlined by INAC and TFN;
4. Students must be responsible for their own discretionary costs beyond the cost of tuition, books, and living allowance;
5. All students are entitled to be treated fair and with dignity in a confidential manner;
6. Students are responsible for ensuring that all paperwork is submitted to the Education Coordinator for review and acceptance;
7. All sponsored students must enter into a written sponsorship agreement with the Education Department;

8. Application fees and any entry related costs are the responsibility of the student;
9. Students cannot change their area of study without the written acknowledgement of the Education Coordinator;
10. If an application has previously been sponsored and there are outstanding issues, including outstanding monies owed for tuition or books, then the student and the Education Coordinator need to have a meeting and make a repayment plan;
11. Each student should be fully funded, understanding that this will result in some students not receiving sponsorship from Ts'kw'aylaxw;
12. Education is an Aboriginal right.

### **5.0 Eligibility Criteria**

To be eligible for Post-Secondary Education funding the Ts'kw'aylaxw Band Member:

1. Must be registered with Ts'kw'aylaxw First Nation;
2. Must meet the Post-Secondary Institute's entry criteria for Program of choice (meet program requirements);
3. Been a resident in Canada for 12 consecutive months prior to the date of application for funding;
4. Must be accepted by an eligible post-secondary institution (as defined by INAC) into either a degree or certificate program, or a UCEP (University or College Entrance Program) program, and maintain continued satisfactory academic standing within that institute.

### **6.0 Eligible 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 institutes recognized to deliver post-secondary programs by arrangement with an eligible post-secondary institute. For a list of accredited Canadian post-secondary institutes in BC you go to the Ministry of Education website or Canada Student Loan Program Website. Please keep in mind that the list of eligible post-secondary institutes may change from year to year. The Education Coordinator can also confirm for membership whether an institute and its program is eligible for funding.

### **7.0 Eligible Programs**

An eligible post-secondary education program is a program of studies:

- For which the completion of secondary school studies, or the equivalent as recognized by the post-secondary institute, is required; and
- Offered by a post-secondary institution that is at least one academic year of duration (as defined by the institution); and
- Delivered at an eligible institution as defined in section 6.0;

- UCEP programs must provide the student with the necessary courses to attain the academic level for university or college entrance.

## 8.0 Limits of Assistance

Assistance can be provided at four levels of post-secondary education:

**Level 1:** Community college and CEGEP diploma or certificate programs;

**Level 2:** Undergraduate University programs (certificate, diploma, degree);

**Level 3:** Advanced or professional degree programs, or masters programs; and

**Level 4:** Doctoral programs.

- Financial assistance for tuition, compulsory student fees and required books and supplies may be provided to students enrolled in all four levels.
- Assistance may be provided to students to complete only one program at each Level.
- Exceptionally, Level 2 may include assistance for an additional degree program at the bachelor level which has as a prerequisite an undergraduate degree or undergraduate courses.
- The duration of assistance will accord with the official length of the program as defined by the post-secondary institution in which the student is enrolled, as long as the student is in satisfactory academic standing at the institution as per the institutions definition of satisfactory "academic standing" as well as TFN satisfactory "academic standing"
- Students enrolled in Levels 1 and 2 may be assisted for up to one additional academic year per level if such an extension is approved in writing by the post-secondary institution's dean or the department head. Students enrolled in Level 3 or 4 may be assisted for up to one additional academic year for medical or personal reasons.
- Students may be assisted in Level 1 studies after dropping out of Level 2 studies if not previously funded for Level 1. If a student resumes Level 2 studies, the previous time spent at Level 2 will be counted for assistance purposes.
- Students who have completed a Level 2, 3, or 4 program, with or without assistance from this program, are ineligible for program assistance for lower Levels.
- Student support will not exceed the limits set out in the paragraphs above. Where students change programs within one of the levels or temporary pause their studies, the academic years or semesters used for each program within each level will be counted for assistance purposes. Students who become eligible for assistance and who have previously completed a portion of post-secondary studies without assistance from this program may receive assistance for the balance of their program of studies but will not be reimbursed for previous expenses.
- If the demand for eligible students exceeds the funding available, the education committee will create a waitlist according to selection priority criteria.

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

## **9.0 University and College Entrance Program (UCEP)**

Students applying for assistance in UCEP are required to obtain from the post-secondary institution offering the program a statement which attests that the UCEP program will provide the student with the necessary courses to attain the academic level for university or college entrance and the student will be eligible to be accepted as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

## **10.0 Limits of assistance for UCEP**

For all UCEP students, the maximum time limit for financial support will be one (1) academic year (as defined by the institution offering the program) or in the case of part-time students, the equivalent of one academic year. At the end of the first term (or part of the academic year, as defined by the institution offering the program), continued financial support for the term will be subject to receipt of a statement from the institution confirming the successful completion of the first term.

The support for tuition, books and supplies, travel, and living costs for full-time students in the UCEP may be the same as that provided under the Post-Secondary Student Support Program (PSSSP).

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

## **11.0 Student Files**

Ts'kw'aylaxw is required to maintain individual student files containing the following records:

1. All information that is on the Post-Secondary Application Form for Financial Assistance (Appendix A);
2. Records from the Post-Secondary Institute such as acceptance letters, UCEP students require letter from Post-Secondary Institute confirming the UCEP program will provide student with necessary entrance requirements into designated program, transcripts indicating satisfactory academic standing within the institution, a list of required books and supplies for program of studies;
3. Receipts for books and supplies purchased for the program of study, tuition and compulsory student fees, and any other payments funded through the Post-Secondary Education Program.

### **11.1 Documentation**

To assist in the gathering of documentation all students will have to provide the following information when applying for post-secondary funding;

- Completed post-secondary application package from Ts'kw'aylaxw;
- Courses for the academic year (Fall and Winter semesters);
- Total costs/fees for the academic year (Fall and Winter) to include books and supplies;
- Letter of acceptance into the program of studies;

- Transcripts from previous academic year;
- Detailed letter of intent. Stating goals and objectives for taking program of studies and what you will do with this education once completed program of studies;
- Copy of Status Card;
- Signed page fifteen (15) of TFN Guidelines.

### **12.0 Application Deadline**

All students must have their application in by April 30<sup>th</sup> of each year by 4:00pm. If the 30<sup>th</sup> lands on a weekend then the application must be in by the Friday prior to the 30<sup>th</sup>. All late applications will be automatically put at the bottom of the pile and will only be considered for funding when all others who have their applications in on time are funded.

### **13.0 Eligible Expenditures**

Eligible expenditures for **Full-Time** students under the PSSSP (Post-Secondary Student Support Program) and UCEP (University and College Entrance Preparation) are:

1. The actual cost of tuition and other compulsory student fees (excluding medical and dental fees);
2. Initial professional certification and examination fees;
3. Books and supplies required by the student for their program of study;
4. Living allowance for full-time PSSSP and UCEP students, if applicable, and each dependent, if applicable up to the maximum of those established by the Canada student Loan Program (CSLP) as amended from time to time. This is the maximum but what TFN offers is in section 21.0;
5. One trip home every 16 weeks (not more than two trips per academic year) for full-time students;
6. Funding may also be used to provide tutorial, guidance and counseling services for eligible students enrolled in PSE programs, as funding permits;
7. Students taking classes through distance education or e-learning who are required to travel to another location to complete their required exams may be eligible for travel support. However, requests for accommodations such as taking the exam in the local school under the supervision of a teacher or school principal should be first examined to minimize travel costs;
8. Scholarship and incentive payments as outlined in the National Guidelines as funding permits;
9. Administration costs as outlined in the National Guidelines.

Eligible expenditures for **Part-Time** students, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and the actual costs of books and supplies which are listed as required by the post-secondary institution but they are not eligible for living allowances or travel costs.

#### 14.0 Eligible Tuition

Tuition support may be provided under the following conditions:

- a) Students attending Canadian public institutions at the normal tuition and compulsory student fees charged by the institution for a Canadian student; or
- b) Students attending private or foreign post-secondary institutions at the same tuition and compulsory student fees charged by the Canadian institution nearest to the student's place of residence (i.e., residence at the time of application) which offers a comparable program; or
- c) Students enrolled in a foreign institution at the actual tuition rate and other compulsory student fees charged by the foreign institution where no comparable program is available at an institution in Canada.

#### 15.0 Selection Priority Criteria

The Education Coordinator will review all applications after April 30<sup>th</sup> and following the application process will determine which category the students fit under this section. The Education Coordinator will then set an Education Committee meeting to review and if necessary select the students being funded for the year. The number of students being funded for the year is determined by the budget and the costs of each student to attend post secondary for the year. In the event that not all students are funded then a waitlist will be developed.

All students applying for funding will be categorized and prioritized as follows;

1. **Continuing Students** who were funded by TFN the prior year on a full-time basis and have successfully completed the academic year.
2. **Graduating high school students** who have successfully graduated with a dogwood diploma or who have just graduated with a GED.
3. **Late returning students** who have attended post-secondary two years prior but for academic (not including probation) or personal reasons have had to interrupt their education for a period of more than one academic semester.
4. **Mature students** who have been out of school for at least one academic year.
5. **Motivated students** that forfeit their living allowance or tuition and books costs and are only asking for the allowance or fees.
6. **Other students** who do not meet the above criteria and those who switch majors and if their credits are non-transferable.
7. **Late Applicants** are those students who have submitted a post-secondary application after the April 30<sup>th</sup> deadline.

#### 16.0 Waitlist

When we have more requests for funding than funding available, a waitlist will be started to determine who will be eligible to receive funding if more funding becomes available. Those students put on a waitlist will be notified in writing of their position and what will happen if funding becomes available.

All students on the waitlist are encouraged to have all of the necessary documentation handed into the Education Department to assist with faster

processing if funding becomes available and the student is funded. The post-secondary guidelines apply to students on the waitlist.

Students on the waitlist who were not funded the year they applied will have to reapply the next year as a new waitlist is developed from the students that apply each year. Your name will not be carried over from year to year. If you would still like to be considered for funding you must apply each year.

#### **17.0 Education Committee**

The Education Committee through the authority of Ts'kw'aylaxw Chief and Council make decisions regarding programs, resources, and services, and funding that affects Ts'kw'aylaxw Band Members and this includes the Post-Secondary funding. The Education Committee has clear Operational Policies and Procedures that assist with decisions regarding post-secondary funding. One of the purposes of the Education Committee is to ensure that the guidelines are being adhered to by the Education Coordinator and students. A sub committee of the Education Committee will be formed to deal with all Appeals regarding post-secondary funding. The Education Committee will consist of a member of Chief and Council, one elder, two community members, and the education coordinator who is non-voting.

#### **18.0 Education Support**

Ts'kw'aylaxw will not exceed the maximum amounts payable as set by INAC in the Post-Secondary Education National Program Guidelines.

#### **19.0 Tuition**

Ts'kw'aylaxw has guidelines from INAC that must be adhered to which limits the amount of funds that are allowed to be spent on each student. As stated above, Ts'kw'aylaxw can only cover the actual cost of tuition and other compulsory fees for the academic year.

Students who audited, withdrawn, or failed any courses that were paid by TFN are expected to reimburse Ts'kw'aylaxw Education for the amount they paid for the course, including books and other fees. This can be done by paying the amount back on your own. Or the Education Department can deduct one quarter of the amount from your living allowance each month over one semester (4 months).

#### **20.0 Books and Supplies**

A set rate of \$250 per semester (or \$500 per academic year) will be provided as support for books and supplies which will assist in covering textbooks and supplies including special equipment, officially listed as required by the university or college for a student's program of studies.



An amount in excess of \$250 per semester may be approved if a student demonstrates need by submitting copies of the course outlines and the prices charged by the institution's bookstore or suppliers as well as copies of receipts for the \$250 already provided in the current semester.

The funds disbursed each semester are to assist with the cost of books and supplies for your studies and do not include book bags, clothing, or other novelty items.

**21.0 Living Allowance**

The living allowance provided is to assist with costs such as shelter, food, transportation, daycare, rental and contingency funds, miscellaneous (personal and health care, clothing, communications, etc.). Living allowance is only available to those students who are attending a program full-time as determined by the post-secondary institute. Full-time students are defined by the post-secondary institute.

Sponsored students will be paid the following amounts:

Single Student (no dependent)	\$ 1,300.00 per month
Student with one dependent	\$ 1,750.00 per month
Student with two dependents	\$ 1,860.00 per month
Student with three dependents	\$ 1,970.00 per month
Student with four dependents	\$ 2,020.00 per month
The fifth dependent and up raises by \$50 per dependent.	

**22.0 Dependents**

A dependent is a Registered Ts'kw'aylaxw Band Member who is a child who is still attending elementary or secondary school and is living with the student full-time. To receive assistance for your child, you must have custody of the child and provide proof of custody to put in file.

If throughout the year your dependents decrease you must notify the Education Coordinator so that they may adjust your living allowance accordingly. Failure to notify the Education Coordinator of changes may result in termination of funding without notice.

**23.0 Deposit of Living Allowance**

The living allowance will be deposited into each students account on the last Tuesday of each month and it is the student's responsibility to budget so the funds

cover all costs and last them for the month. If the last Tuesday falls on the last day of the month then it will be deposited the prior Tuesday.

#### **24.0 Advances**

There will be no advances unless it is an emergency. An emergency is a situation which will drastically affect the student's post-secondary education. A formal request in writing must be made detailing the amount requested and what it will be used for. If an advance is granted, the amount will be divided into the amount of remaining funded months and will be deducted each month.

#### **25.0 Extra Costs**

Additional costs may be considered if they are eligible within Ts'kw'aylaxw guidelines as well as INAC Post-Secondary Education National Guidelines.

#### **26.0 Travel**

Travel will be provided twice per year to all funded full-time students. The travel will be for students to return home for the Christmas break as well in April (or the end of your academic year). Each student will receive an additional \$175.00 on their December living allowance as well as \$175.00 on their April living allowance.

#### **27.0 Parking passes and bus passes**

It will be the student's responsibility to cover any parking or bus passes while attending post-secondary. Ts'kw'aylaxw Education does not assist with any parking or bus passes. Most institutes have passes worked into the tuition so students generally receive passes from the institute.

#### **28.0 Tutoring**

Tutoring is generally the responsibility of each student. If a letter from the instructor is presented and shows a real need for extra assistance then it will be considered. If the education department has funds available, then assistance for tutoring will be provided as funding permits.

#### **29.0 Damage Deposits**

Damage Deposit is available for all full-time sponsored students. The "Contract for Damage Deposit" (Appendix G) is to be completed by the sponsored student. The amount allocated to the student will have to be paid back to the Education Department over the student's next two living allowance cheques. The amount will be divided and then deducted over the next two cheques following the request.

### **30.0 High Rental Areas**

All students will receive the amount they are eligible for according to the Living Allowance chart in section 21.0. The amount a student receives each month has to cover all costs related to the cost of living in their area. This includes high rental areas.

### **31.0 School related Field Trips**

Each student is responsible for ensuring they have calculated all necessary costs relating to their program of studies. If there are field trips or other expenses that will happen over the program of studies the student needs to make sure they add these costs to the amount they request for the year. A letter from the instructor or dean of the program/course is required to confirm that the field trip is a requirement of the program and the cost of the field trip.

### **32.0 Deferred Studies**

Sponsored students may defer their studies for one academic year and still be considered a returning student the following year. If a student defers for more than one academic year then they will be considered a new student. To defer studies for one year they must put in a written request to the Education Coordinator and be in good academic standing with the institute.

### **33.0 Personal Challenges**

Students need to be aware that life still happens while you are in school and things such as illness, accidents and deaths still occur. When such events occur the student should notify the Education Coordinator of the situation and together discuss the options available and what should be done regarding their program and funding. All students are encouraged to seek counseling as one way of support. Students are encouraged to take one academic year off so they may deal with the event and then reapply for funding the next year.

### **34.0 Misuse of Education Funds**

Abuse of funding includes not attending school, dropping out, kicked out, low GPA (Grade Point Average), not enrolled in 60% or more of courses for the program year, and not enrolled in program with which funding was approved. In the event that any of the above has occurred, the student will be responsible for reimbursing the Education Department for any funds spent on the student for that time. The student should meet with the Education Coordinator to discuss a repayment plan and plans for school. All students who abuse the funding and are funded in the future will be monitored and possibly put on academic probation with Ts'kw'aylaxw Education.

### **35.0 Probation Process**

Once a student has been identified as having a GPA of 1.50 or lower a letter will be sent to the student notifying them that they are on academic probation and will only have one semester to bring up the GPA up or risk having their funding cut. When on academic probation the Probation Form, Appendix F will have to be signed by the student and monthly attendance records will have to be submitted to the Education Coordinator, two days prior to the deposit of living allowance. If the student fails to hand in the attendance record then the living allowance will not be deposited until attendance records are submitted.

If a student has not brought up their GPA during the semester then the students funding will be cut for the next academic semester. The Education Department is not obligated to provide any notice of their funding being cut as it is the student's responsibility to be aware of their status and they will know whether they have met the Education Departments expectations.

### **36.0 Evaluation and Reviews**

At the end of each academic year an evaluation will be sent to each funded student to ask for feedback on their experiences as a funded student of Ts'kw'aylaxw.

### **37.0 Appeals**

To ensure fairness and equitable treatment regarding post-secondary funding Ts'kw'aylaxw has an appeal process in place. Part of Ts'kw'aylaxw commitment to having fairness and equitable treatment was to provide each funded Band Member with a copy of the current Post-Secondary Guidelines.

### **38.0 The Appeal Process**

The appeal process is in place to ensure fairness and equitable treatment under the PSE program. All persons must make the appeal on their own behalf. Any appeals done by someone other than the student themselves will not be accepted. Any documentation required is the responsibility of the student to obtain for their appeal. All appeals must follow Ts'kw'aylaxw Post Secondary Appeal Process for it to be considered accepted. The Education Coordinator will only follow through with the decision if the decision was reached by following proper appeal procedures.

The Appeal Process is as follows;

Step 1: Once the student receives notice of a decision they do not agree with regarding funding for post-secondary they must make an appointment with the Education Coordinator to discuss the issue. The student and Education Coordinator will try to resolve the appeal or reasons for the appeal, the discussion will be documented and filed in the students file. If resolution is not reached during this stage the student moves to step 2.

Step 2: If resolution is not reached in Stage 1 the student then makes a written appeal to the Band Administrator as Step 2. The Administrator will set a

time to meet with the student to discuss the appeal. The Administrator may request all documentation related to the student's appeal. Once the Administrator has met with the student and has had time to review all necessary documentation the Administrator will decide if the Appeal should be carried out or another solution is required. The Administrator will send, in writing, his/her decision to the Education Coordinator and the student. If the student is still not satisfied with the decision at this stage they then move to Step 3.

Step 3: The next step for the student if they still do not agree with the decision of Step 2, they will make a written appeal to the Education Committee. The Education Appeal Sub-committee may request all documents relating to the Appeal and possibly set a meeting with the student to discuss the Appeal. The Education Appeal Sub-Committee will decide whether to agree with the decision or form a new decision. The Sub-Committee will forward a copy of their decision to the student, Education Coordinator, and Administrator. The decision of the Sub-Committee is final and the student will have to adhere to the decision.

By signing these guidelines, Chief and Council agree to adhere to the appeal committee's decisions.

### **39.0 Amendments**

Any gaps identified will be addressed by the Education Coordinator and brought forward to the Education Committee for clarification and then to Chief and Council for final approval and added to the Post-Secondary Guidelines. Amendments will be addressed as they arise.

### **40.0 Student Information**

By accepting any post-secondary financial support from Ts'kw'aylaxw the student agrees to abide by the guidelines set out for post-secondary funding and that they will familiarize themselves with all guidelines. Receiving funds from Ts'kw'aylaxw post-secondary means that all students and their files will be subject to on-site program reviews performed by INAC.

### **41.0 Academic Achievement Scholarships**

Under PSSSP (Post-Secondary Student Support Program), TFN may provide scholarships and/or incentives for students to engage in studies that directly contribute to First Nations achieving self-government and economic self-reliance, or to recognize academic achievement. Scholarships and incentives may be available to a maximum of five percent of the PSSSP funded student population, as described below. One scholarship will be available where the five percent maximum is less than one student. Students receiving a scholarship will be determined by TFN. A local process for awarding scholarships will be established by TFN and will be made publically available.

TFN may provide the types of scholarships and incentives listed in this section. Eligible students may be awarded either one Strategic Studies Scholarship or one Academic Achievement Scholarship in an academic year.

#### **41.1 Academic Achievement Scholarship**

In recognition of academic achievement, TFN may award scholarships to students in Level 1 and Level 2 enrolled as full-time students and who have achieved a grade average of B or higher in their program of studies:

- Students currently receiving support under the PSSSP may be eligible for scholarships in recognition of academic achievements.
- The amount of scholarship awarded by TFN will be up to a maximum of \$1,000 annually.
- Students may be eligible for the scholarship upon successful completion of each year of their program of studies, and awarded at the beginning of the next school year.
- Scholarships will not be awarded for the additional academic year provided for Level 1 and Level 2 students.

#### **41.2 Strategic Studies Scholarships in Level 2**

In order to encourage students to engage in studies that directly contribute to First Nations achieving self-government and economic self-reliance, TFN may offer incentive scholarships. The National PSSSP guidelines have notes and examples of who may or may not be eligible. That can be referred to when trying to determine eligibility.

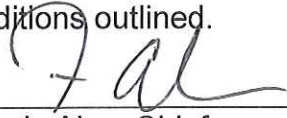
- Students who are currently receiving financial support under the PSSSP and who are enrolled as full-time students in a program of studies determined to be in demand locally, regionally, or nationally are eligible for the Strategic Studies Scholarships.
- The amount of the scholarships awarded by TFN may be up to a maximum of \$3,500 annually.
- Eligibility for the scholarship will be conditional upon successful completion of one year of the program of study and continuation in it. The scholarship will be awarded annually at the beginning of each year and thereafter in accordance with the length of the program as defined in Limits of Assistance in section 8.0

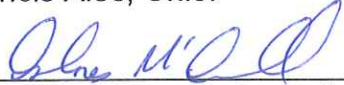
#### **41.3 Incentives for students enrolled in Level 3 or 4 programs**

Students enrolled as full-time students in a Level 3 or 4 academic program may receive an incentive once at either level, subject to a maximum of \$1,500. This incentive will only be provided once. Students will be eligible for this incentive upon commencement of the second year of the academic program, or upon successful completion of the degree. The National PSSSP guidelines have notes and examples of who may or may not be eligible. That can be referred to when trying to determine eligibility.

**42.0 Chief and Council Approval**

This is to acknowledge that we have read the Post Secondary Guidelines for Ts'kw'aylaxw, have received a copy, and agree to comply with the terms and conditions outlined.

  
\_\_\_\_\_  
Francis Alec, Chief

  
\_\_\_\_\_  
Dolores McDonald, Council

  
\_\_\_\_\_  
Georgina Alec, Council

\_\_\_\_\_  
Stacey Leech, Council

  
\_\_\_\_\_  
Clifford Alec, Council

  
\_\_\_\_\_  
Linda McDonald, Council

**43.0 Declaration**

This section must be signed by all funded students and the student is required to return a copy of this portion to the Education Coordinator as part of their application package.

This is to acknowledge that I have read the Post Secondary Guidelines for Ts'kw'aylaxw, have received a copy, and agree to comply with the terms and conditions outlined.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Application for Financial Assistance

Appendix A

Ts'kw'aylaxw Education Department

### Personal

<b>First Name:</b>		<b>Middle Name:</b>		<b>Last Name:</b>	
<b>Address:</b>		<b>Phone:</b> _____		<b>Band Number:</b>	
		<b>Message:</b> _____		<b>Social Insurance #:</b>	
		<b>Fax:</b> _____			
<b>Date of Birth:</b>			<b>Email Address:</b>		
<b>Marital Status:</b>		<b>Spouse Employed:</b>		<b>Spouse lives with you:</b>	

### Dependents

Dependents Name:	Age:	Relation to you:	Band Number:	Lives with you:

### School Information

<b>Name of Program:</b>		<b>Name and Address of Institute:</b>		
<b>Program Contact:</b>				
<b>Phone:</b>				
<b>Fax:</b>				
<b>Length of Program:</b>		<b>Start Date:</b>		<b>End Date:</b>
<b>Certification: (circle one)</b> Certificate Diploma Degree		<b>Status: (circle one)</b> Full Time Part Time		<b>Requesting assistance with:</b> Living Allowance    yes / no Tuition                yes / no Books                    yes / no
<b>Will you receive any other assistance for the duration of your program? If yes, from whom and how much?</b>				



**Previous Education History**

Have you ever been funded for a post secondary program by Ts'kw'aylaxw? Yes / No <i>(If you answered yes, complete section below)</i>		
Name of Program	Certification Received	Years Sponsored for Program by Ts'kw'aylaxw
1.		
2.		
3.		
4.		
5.		

**Residency**

I, \_\_\_\_\_ certify that I have been resident in Canada for 12 consecutive months prior to  
Your Name  
 this date.

\_\_\_\_\_  
 Signature Date

I certify that the statements made by me in this application are true. I understand that if any false statements are found, this application will be rejected.

\_\_\_\_\_  
 Signature Date



## Education Financial Assistance Agreement

Appendix B

Ts'kw'aylaxw Education Department

I \_\_\_\_\_ do hereby agree to the following terms and conditions in the event that I receive educational assistance from Ts'kw'aylaxw First Nation for post secondary education purposes:

- I understand that I am to attend classes on a regular basis, satisfy all course requirements and meet and maintain an acceptable grade for the academic institution being attended
- I understand that it is my responsibility to inform Ts'kw'aylaxw Education Coordinator if problems arise making it difficult to fulfill the above requirements
- I understand that Ts'kw'aylaxw Education Coordinator has the right to see progress and attendance reports set forth by the academic institution being attended
- I understand that it is my responsibility to submit official transcripts of my marks to Ts'kw'aylaxw Education Coordinator within six weeks of receiving them
- I understand that in the event I receive education funds under false pretenses, I will be liable to repay the full amount or any designated portion of the total amount
- I understand that I will be denied further educational assistance if I do not meet and maintain the requirements set forth by Ts'kw'aylaxw
- I understand that I must be enrolled in a minimum of three courses per semester and that I must maintain a grade point average of 2.60
- I understand that if I do not pass courses sponsored by Ts'kw'aylaxw Education Department that I will not be sponsored for the same courses again.

This is to acknowledge that I have read, and agree to comply with the terms and conditions outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_



**Release of Confidential Information**  
Appendix C  
Ts'kw'aylaxw Education Department

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Number \_\_\_\_\_

Social Insurance Number \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_

Message Number (\_\_\_\_\_) \_\_\_\_\_

I \_\_\_\_\_ in consideration of education sponsorship by Ts'kw'aylaxw First Nation do hereby authorize the following education institute, being

\_\_\_\_\_

*Institutes Name*

To release to the education department of Ts'kw'aylaxw First Nation all information respecting any courses I was enrolled in at the above mentioned institution, including my education transcripts; attendance; and any other information that relates to my performance at the school.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Budget Worksheet**  
Appendix D  
Ts'kw'aylaxw Education Department

**STUDY PERIOD  
COSTS**

**STUDY PERIOD  
INCOME**

**MONTHLY COSTS**

**STUDENT**      **SPOUSE**  
(If Applicable)

• Rent/Mortgage		
• Food		
• Utilities		
• Transportation (Bus/Gas)		
• Medical & Dental		
• Credit Card Payments		
• Child Care (Including Subsidy)		
• Child Support/Alimony Payments		
• Loan Payments		
• Clothing, Haircuts, etc.		
• Misc. Expenses		
• Other		

Total Monthly Costs=\$\_\_\_\_\_ Multiply  
by Study Months x \_\_\_\_\_ =Total Costs for  
the year \$\_\_\_\_\_

**MONTHLY INCOME**

**STUDENT**      **SPOUSE**  
(If Applicable)

• Net Income from Work (Take Home)		
• Money from Parents		
• Child Care Subsidy		
• EI, WCB, etc.		
• Sponsored Tuition/Books		
• Welfare		
• Native Band Support		
• Pension Income (CPP, Orphans, Etc.)		
• Family Allowance		
• Other		

Total Monthly Income=\$\_\_\_\_\_ Multiply  
by Study Months x \_\_\_\_\_ =Total Income for  
the year \$\_\_\_\_\_

**One Tim Costs**

**STUDENT**      **SPOUSE**  
(If Applicable)

• Tuition		
• Books/Supplies		
• Student Fees		
• Insurance (Car, House, Renters)		
• Property Taxes		

Add One Time Costs = \$\_\_\_\_\_

Total Study Period Costs = \$\_\_\_\_\_

**One Time Income**

**STUDENT**      **SPOUSE**  
(If Applicable)

• Savings at Start of Class		
• Bursaries (School/Private)		
• Scholarships		
• Other		

Add One Time Income = \$\_\_\_\_\_

Total Study Period Income = \$\_\_\_\_\_

**COSTS - INCOME = THE AMOUNT YOU NEED TO GO TO SCHOOL**



**Consent to Release Information**  
Appendix E  
Ts'kw'aylaxw Education Department

I \_\_\_\_\_ give Ts'kw'aylaxw First Nation permission to publish my name and any other information regarding post secondary and any other programs I may be taking.

As long as I am sponsored for post secondary by Ts'kw'aylaxw First Nation they are entitled to publish my name in newsletters or any other public paper.

By signing my name below I agree to the above statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Probation Criteria for Sponsorship

Appendix F

Ts'kw'aylaxw Education Department

1. Student will attend classes on a regular basis.
2. Instructors must sign weekly attendance records of attendance. These records must be received by education coordinator one day prior to the issue of the next living allowance cheque.
3. Student will pass all components of the program by the institute's standards.
4. Student will keep Ts'kw'aylaxw Education Coordinator informed of any problems that may arise, and alter this agreement. Failure to do so may be interpreted as non-compliant with this agreement.

Failure to abide by these criteria may result in termination of all approved funding by Ts'kw'aylaxw First Nation Post Secondary funding.

I \_\_\_\_\_ agree to the above stated criteria for my funding and understand fully if I do not comply with these criteria that my funding may result in termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Damage Deposit Contract**  
 Appendix G  
 Ts'kw'aylaxw Education Department

I \_\_\_\_\_ am applying to Ts'kw'aylaxw Education Department for damage/security deposit funds. I do hereby agree to the following terms and conditions in the event that I receive damage deposit funds from Ts'kw'aylaxw Education Department;

- ✓ I understand that in the event I am given monies for damage/security deposit I am required to pay back to Ts'kw'aylaxw Education Department the full amount I have received;
- ✓ I understand and agree to the monies being taken off of the first and second months living allowance (half the first cheque and remaining half on the second cheque);
- ✓ I understand and agree to the monies being taken off my monthly living allowance to ensure reimbursement to Ts'kw'aylaxw Education Department;
- ✓ I understand I am still fully responsible to reimburse the funds to Ts'kw'aylaxw Education Department in the event that I withdraw from Post Secondary and my funding is stopped prior to repayment of full amount;
- ✓ I recognize that I am liable for the full amount owing and if funding is cut prior to repayment this will carry over to future funding. If I am funded in the future for Post Secondary the amounts will still be outstanding until repaid and will be taken off future living allowance.
- ✓ I understand that this application may be denied. In the case it is, it is my responsibility to question the reason for denial.

Damage Deposit Land Lord is Requesting: \$ \_\_\_\_\_

Amount Requested from Ts'kw'aylaxw: \$ \_\_\_\_\_

Applicants Address:	Applicants Phone #:

This is to acknowledge that I have read, and agree to comply with the terms and conditions outlined above.

\_\_\_\_\_  
 Applicants Signature

\_\_\_\_\_  
 Date