POST SECONDARY EDUCATION POLICY

Employment Training and Post-Secondary Department/www.shishalh.com

shíshálh
NATION

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Post-Secondary Education Program Policy for the **shíshálh Nation**

Policy Name: Post-Secondary Education Program
Authority: shíshálh Nation Council
Effective Date: September 1, 2019

1. Introduction

1.1 Vision
To achieve a sustainable self-sufficient Nation, educated and healthy in mind, body and spirit.

1.2 Mission
To provide the highest quality of programs and services to our shíshálh people in the most equitable and efficient manner, while supporting them in their pursuit of higher education.

1.3 Core Values
➢ To respect our members and their different educational needs and diverse backgrounds
➢ To foster and promote the shíshálh people ways of knowledge
➢ To uphold and apply all policies in a consistent manner to all students

2. Purpose

The purpose of this policy is to be a resource for members who are interested in pursuing post-secondary education and may require support to achieve this goal. The shíshálh Nation is authorized to administer Post-Secondary Education funds on behalf of the Government on Canada. The following policy is intended to reflect the shíshálh Nation's commitment to community excellence and to strive for equality among its members.

2.1 The Post-Secondary Student Support Program (PSSSP). The objective of the PSSSP is to improve the employability of registered shíshálh members by providing them with funding to access education and skills development opportunities at the post-secondary level.

2.2 The University and College Entrance Preparation (UCEP). The objective of UCEP is to provide financial support to registered shíshálh Nation members who are enrolled in UCEP programs, offered in Canadian post-secondary institutions, to enable them to attain the academic level required for entrance to degree, and diploma credit programs.

3. Definitions

Academic year - is as defined by the post-secondary institution but will not be less than eight months duration during a calendar year.

Band - as defined by the Indian Act.

Canadian public institution - is a post-secondary institution that receives the majority of its funding from federal and provincial governments.

Dependent - means a person who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of income allowed for a dependent spouse by Revenue Canada.

Dependent Spouse - means a person who is married to the student or a person who has lived with the student as husband, wife or common law for a period of at least one year prior to application for

educational support. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada. (Which is currently called the Canada Revenue Agency).

ETAPS – Employment Training and Post-Secondary Department of the shíshálh Nation

Full-time students and Part-time students - are as defined by the post-secondary institution.

Full-time employee - 30 hours or more per week.

Satisfactory Academic Standing – successful completion of post-secondary credits as defined by the approved institution. Satisfactory Academic Standing is a requirement for all shíshálh Nation sponsored students requiring this funding. This is to be measured on a GPA (Grade Point Average) scale.

INAC – Indigenous and Northern Affairs Canada.

OSR – shíshálh Nation Own source Revenue

Post-secondary education - means a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent is a prerequisite.

Post-Secondary institutions - are degree, diploma, and certificate granting institutions which are recognized by a province or territory and include educational institutions affiliated with or delivering accredited post-secondary programs by arrangement with a post-secondary institution.

Private post-secondary institution - is a Canadian or foreign post-secondary institution which receives the majority of its funding from sources other than governments.

Program of Studies - includes all post-secondary programs, at least one academic year in duration leading to a certificate, diploma or degree.

Resident - is an eligible Treaty / Status Indian or Inuk who has resides in Canada

SIB – Sechelt Indian Band/Shíshálh Nation

Semester / Term - refers to a part of the academic year, as defined by the post-Secondary institutions. Semesters usually cover the periods from September to December, January to April, and May to August.

Student - is an individual who has successfully applied to be funded under the programs and is maintaining the conditions of the programs in order receive financial support to successfully attain a post-secondary credential.

Treaty / Status Indian and Indian - means a person whose name has been entered in the Indian Registry maintained by the Department as defined by the Indian Act.

Funding Table The limits set in this table may vary from year to year. Living allowances established by shíshálh Nation Chief and Council. Living allowance rates are not to exceed the Canada Student Loan Plan (CSLP) rates are amended from year to year.

4. Eligibility

4.1 Eligible Applicants

Eligible Applicants
✓   Are registered **status Sechelt** Band members
✓   Have not been defunded in the past academic year
✓   Have provided documentation indicating acceptance for an eligible post-secondary institution into either a degree, diploma or certificate program, or a UCEP program
✓   UCEP students must also obtain from the post-secondary institution offering the program a statement that attests 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.
✓   Adult Basic Education (ABE) courses do NOT qualify as UCEP. UCEP eligibility must be a one year program that will earn students the pre-requisites for a certificate, diploma or degree program.

4.2 Eligible Programs

Eligible post-secondary education programs must require:
✓   Completion of Secondary school or equivalent as recognized by the Post-Secondary Institute or Provincial / Territorial Ministry of Education
✓   Is offered by a public post-secondary institution that is at least 1 academic year of duration (as defined by the institution)
✓   Is delivered at an eligible public institution
✓   A UCEP program *with exception
✓   Distance or E-learning programs if the program meets the eligibility requirements outlined by INAC

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

4.3 Eligible Institutions

Eligible Institutions
✓   Recognized by a province or territory (Canada or abroad)
✓   Educational institutions recognized to deliver post-secondary programs by arrangement within an eligible post-secondary institution
✓   Before applying the student should check with the Education department to ensure the institution is eligible
✓   Private institutions will **NOT** be funded *Exceptions to this are on a case by case basis. Funding may be allowed following the same eligibility requirements and maximum allotments if approved. Exceptions will only be considered if there is not a comparable public option – students must prove this with course comparators and instructor testimonials. In the event a private institution program is approved, tuition will only be provided up to a maximum of $3,500 per term.

5. Program Requirements

5.1 Program Prerequisites

The student must meet all the program prerequisites (refer to the student's province of residency Ministry of Education for information on student admissibility to a program of study).
✓ One academic year in duration as defined by the institution.
✓ The program is delivered at an accredited public post-secondary institution listed on the Ministry of Education website.
✓ Acceptance by the institutions.
✓ The student must provide a copy of the letter of acceptance or conditional acceptance for enrolment in the program of studies, acceptance letter must be submitted with complete application by the semester institution deadline as outlined in 5.3.1.
✓ Enrolment must be in a program of studies in one of the accredited institutions listed in the relevant provincial or territorial Ministry of Education website.
✓ If the program of studies is in a foreign institution, the student must provide evidence that it is recognized in Canada as an acceptable post-secondary program of studies.

5.2 Selection Priority

If there are more applicants than funding, the following priority selection will be followed:

1. Continuing students: Students who have successfully completed their semester in satisfactory academic standing, have submitted official transcripts to verify standing and are within the initial level limit.
   a. Priority given to those who have not previously obtained the same level of program in the past; for example, member applying for a Bachelor's program yet already has a Bachelor's degree in another field of study.
2. Current Year high school graduates: Students who graduated from high school in the same year they are applying for funding and meet all requirements.
3. High school graduates from previous years: Any student who has graduated from high school within the last 3 years and satisfies the academic requirements for entrance into a post-secondary institution.
4. New students: Students who can satisfy post-secondary institution entrance and have Provincial grade 12 Graduation Certificate or Equivalent and have not been funded before
5. Graduate and Post Graduates: Any student who has completed a Bachelor's degree and wishes to pursue a Master's or PhD designation.
6. Students who are in the process of completing a program in any level (see 6.7 Levels of Assistance) will need to reapply and be placed in this priority.
7. Students who change programs within the level limit of assistance are required to reapply and years completed will counted towards Limits of Assistance. Must be in good academic standing.
8. Part-time students who are working part-time and wish to take part-time studies.
9. Previously Funded Students: Students who have completed courses or programs in the past or students who have been unsuccessful in the past but have demonstrated that they have brought their GPA back to satisfactory academic standing and have not exceeded their limits of assistance as outlined in section **6.7.**
10. Returning students who were defunded due to unsatisfactory academic standing. Students in this situation must provide proof that they are back in satisfactory academic standing with updated acceptance letter.

5.3 Application Process and Deadlines

New applicants must submit a completed Post- Secondary Education (PSE) Funding Application Package by the following dates (see below chart in 5.3.1). Forms can be obtained from the ETAPS Department or via the SIB website (www.shishalh.com).

*Students are responsible for timely and completed forms.

*Application Checklist – Appendix A

*Application for Funding – Appendix B

5.3.1 Submission Deadlines

For new students:
March 1st – May start
May 1st – September start
September 1st – January start

*Students should be submitting application as soon as possible and not wait for the deadline to arrive, this will ensure students have the best possible opportunity to have their submission approved.

*Applications may be considered after the deadline pending funding.

5.3.2 Continuing Student Requirements

Continuing students must inform the ETAPS Coordinator of their intention to continue each term and must submit official transcripts at the end of each term with an updated program planner that shows courses completed and courses required for completion of credential. Also any changes to contact information or dependents must be submitted as soon as possible.

5.4 Appeal Process

To ensure fairness and equitable treatment under the PSE program, the ETAPS department has established an appeal process. If a student believes that the PSE program policy and procedures has not been applied.

5.4.1. Procedure for Appeal:
- The Student must submit a written grievance, that include all supporting documentation, to the ETAPS Manager within fifteen (15) business days of the initial decision;
- Incomplete grievance packages will not be reviewed, the onus is on the student to ensure all documents are included at the time the package is submitted.
- Once the Manager has reviewed the documents, a meeting will be coordinated with the student to verify the decision within a five (5) business days period;
- If student is not satisfied with the decision of the Manger, the package can be submitted to the Director of Education within five (5) business days of the Employment Training and Post-Secondary decision, the student may request a meeting with the Director of Education and ETAPS Manager to discuss the grievance.
- The Director of Education will make a final decision within ten (10) business days. The decision will be consistent with the PSE policy and procedures and is considered final.
- The Chief and Council will not consider appeals.

6. Eligible Expenses

6.1 Eligible Expenditures for PSSSP and UCEP Pending Budgetary Approval:
- The actual cost of tuition and other compulsory student fees.
- Initial professional certification and examination fees.
- Books and supplies required by the student for their program of study.
- Regional living allowances for the student.
- Travel from public post-secondary institute to normal place of residency as identified on application form. Students will be eligible for one trip per month to a maximum of 4 trips per term. The amount will not exceed $1000.00 per term regardless of how many trips home are made. *Note that part-time students will be eligible for travel expenses at a prorated amount *
- Tutorial guidance and counseling services for students enrolled in PSSSP or the UCEP program (subject to budgetary constraints).
- Child care expenses *Note that proof must be provided from Child Care facility and Provincial Child Care Subsidy to determine Parent portion. Also child care expenses should not exceed $300 per month per child*
- Scholarship and incentive payments.
- Administration costs.
- Part-time students, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, prorated living allowance, prorated travel costs and the actual cost of books and supplies which are listed as required by the post-secondary institution

6.2 Eligible Tuition

6.2.1 Conditions of Tuition Support

Tuition support may be provided under the following conditions:
✓ Students attending Canadian public institutions at the normal tuition rate, including compulsory student fees charged by the institution for a Canadian student; or
✓ Students enrolled in a foreign institution at the actual tuition rate, including other compulsory student fees charged by the foreign institution, when it is demonstrated that there is no comparable program available at an institution in Canada. Approval from the regional INAC office must be acquired prior to funding students in such a situation.

6.2.1-1 Tuition Funding - Institutions

CANADIAN POST-SECONDARY INSTITUTIONS Support will be provided for the following:
✓ Regular tuition fees; that is the tuition fees normally charged by the institution to Canadian students,
✓ Mandatory registration fees as indicated in the institution's calendar, including student activity fees and special testing fees.
✓ Registration for other program activities ex., practicums, tutorials.
✓ Initial professional certification and examination fees.
✓ In the case of an Indigenous post-secondary institution, the tuition fees will be those normally charged to students attending a comparable program at a nearby provincial institution.
✓ The student will provide documentary evidence of tuition, registration and mandatory student activity fees.
✓ Tuition support will be paid directly to the institution via sponsorship forms
FOREIGN POST SECONDARY INSTITUTIONS

- ✓ A program of studies at a foreign institution is comparable to a program of studies at a Canadian public institution when the following conditions are met:
  - The minimum academic prerequisites are equivalent;
  - The number of credit hours are equivalent to within 10%, i.e., a 20 credit hour program is equivalent to another program which has between 18 to 22 credit hours; and
  - The course content generally covers the same subject matter.

- ✓ A student enrolling in a foreign institution must provide documentation with the application which identifies the most comparable program in the nearest Canadian public institution to his/her place of residence. The documentation must include application, registration, tuition and mandatory student activity fees of the Canadian public institution.

An Example of Calculating Tuition for Foreign Institutions:
A student living in Ottawa and enrolling in an equivalent business administration program in St. Lawrence College, New York, must provide documentation of the application registration, tuition and mandatory student activity fees for the business administration program in Algonquin College, Ottawa. If the St. Lawrence College tuition is $1000 U.S. and the Algonquin College is $700 Canadian, the tuition support to the student will be $700 Canadian

6.3 Books and Supplies
- Support for books and supplies will normally cover textbooks and supplies including special equipment, officially listed as **required** by the university or college for a student program of studies.
- Students will have an account set up at the school's bookstore for $700 per semester.
- Students will be eligible for a one-time $500.00 laptop grant. Student must provide a letter from the institute/instructor/program coordinator to verify it is a required for the course/program. * Technology Grant Form must be submitted to the ETAPS department for approval prior to reimbursement
- If a student prefers to purchase their own textbooks and be reimbursed, they must submit their receipts to the ETAPS Coordinator by end of term.
- Students must submit a list of their required textbooks via their course syllabus if they require funding over the $700 per semester.
- Students will receive $100 for supplies on the first living allowance payment of the term.
- Additional textbooks and supplies over the $700 and $100 per term will be considered on a case-by-case basis. The student must provide written confirmation that their **required** textbooks and supplies is over that amount and only granted if there is funding in the budget. The amount will not exceed $1,000.00 per term.

6.4 Travel
- Travel Support Living Allowance are provided to students taking a Level 1, 2, 3 or 4 programs of studies (see *6.7 Limits of Assistance* for definition of levels).
- Travel support may include public transport fares or car mileage. It does not include the removal of household effects.
- Students may select any recognized public post-secondary institution for their studies. However, travel support is normally restricted to the travel costs to the Canadian post-secondary institution, which offers the selected program of studies, nearest the student's home. For example; if a student lives in Sechelt but decides to go to school in Ontario, the student will only be reimbursed for travel as if they were attending a school that offers the same program in Vancouver, such as UBC or Capilano University.

- Travel support may be provided to and from an institute that is not closest to the normal place of residency if one of the following conditions is met:
  - ✓ Professional accreditation is required and the required program of studies is not offered at the Canadian post-secondary institution nearest the student's home;
  - ✓ The program of studies selected is not available to the student in Canada;
  - ✓ The student cannot gain admittance to the Canadian post-secondary institution nearest the student's home the program of studies
- Travel is calculated using the most cost-effective mode of public transportation, in accordance with rates set out in the Treasury Board Secretariat of Canada Travel Directive for government travel, taking into account the time for ground travel in relation to air travel. The lesser amount will be paid, between economy air fares and minimum care mileage rates.
- Students will submit their travel receipts for ferry, gas, plane, bus, for reimbursement by the end of the term.

*Any receipts received after the end of the term will not be considered for reimbursement

6.5 Living Allowance
- The living allowances will be paid in Canadian dollars regardless of the location of the institution.
- Living allowances are paid for Christmas and study breaks.
- The ETAPS department may provide students an advance of the living allowance ex. rent advances.
- Where a student is provided an advance, the recipient may spread the adjustment over the payment periods of the academic year and make the appropriate deductions from the living allowance for each payment period.
  - o For example, if an $800 advance is provided and if living allowances are paid monthly over the academic year from September to April, the level of living allowance will be paid according to the Student Financial Assistance Estimator found on the CanLearn website.
- Where two students are married to each other, and have no dependents, the living allowance for each will be calculated as a married student with employed spouse.
- Where two students are married to each other and have dependents, one of them will be designated as a married student with employed spouse with dependents; the other will be designated as a married student with employed spouse.
- Living allowances are direct deposited each month on the 25th of the month, if the 25th falls on a weekend, it will be deposited on the Friday before the 25th, student must provide their direct deposit information for their current banking institute (see Appendix D for form).
- Living allowances will not be covered if you are considered a full-time employee (30 hours or more per week). Students must also provide written confirmation from employer verifying hours of work per week.
- Living allowances will be provided to part-time students at a prorated amount providing they are not also full-time employees. Amount to be determined on a case-by-case basis.

Living Allowance Rates as set by Chief and Council and not to exceed Canada Student Loan Rates, subject to change each year depending on budget.

Single Student	$1,600.00
Student with one child	$1,900.00
2 children	$2,200.00
3 children	$2,500.00

6.6 Maximum Amounts

Maximum Amounts Payable to Students
• The actual cost of tuition and other compulsory student fees;
• Text Books to a maximum of $700/term
• School Supplies to a maximum of $300/year $100 per term
• Students taking classes through distance education or e-learning who are required to travel to another location to complete their required exams can be eligible for travel support. 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.
• Travel to complete required residency classes may be eligible
• Additional textbooks and supplies over the $700 and $100 per term will be considered on a case-by-case basis. The student must provide written confirmation that their **required** textbooks and supplies is over that amount and only granted if there is funding in the budget. The amount will not exceed $1000.00 per term.

For a student in a UCEP, community college or CEGEP diploma or certificate program, or an undergraduate university program, the maximum amount payable per full-time student under PSSSP or UCEP cannot exceed $50,000 annually. On an extraordinary and justified basis, the maximum amount payable per year for a student in an advanced or professional degree program (e.g., dentistry, medicine, Masters or Doctoral programs) may exceed $50,000 up to a maximum of $85,000. Such awards may be granted by special request on a case-by-case basis only and considered when a graduate student has extraordinary circumstances that warrant the setting aside of the standard policy on maximum amounts payable. **Funding for an individual graduate student above $85,000 must be reviewed by the regional office before approval is granted**.

*This is a maximum allowable payment per student. **No student is entitled to this amount**. The maximum amount was established to ensure that the most extreme circumstances could be funded as necessary. The actual amount of funding available to a student will depend on the overall amount of funding available in the program and for each recipient.

6.7 Limits of Assistance
Assistance can be provided at four levels of post-secondary education:
Level 1: Certificate/Diploma
Level 2: Undergraduate degree - University programs
Level 3: Master's degree or Advanced/ professional degree programs; and
Level 4: Doctoral programs (PHD)

6.7.1 Maximum Duration:
Level 1: Certificate one year – Diploma two years
Level 2: Undergraduate degree
Level 3: Master's degree or Advanced or professional degree (i.e. law)
Level 4: Doctoral (PHD)
*from the beginning of your post-secondary education

The duration of assistance may exceed the official length of the program as long as the student is in satisfactory academic standing at the institution as per the institution's definition of satisfactory "academic standing".

1. Financial assistance for tuition, compulsory student fees and required books may be provided to students enrolled in all four levels for required courses for the approved program only. Any special interest courses outside of the program required courses and electives that do not count as credits towards the approved program are not eligible for payment.
2. Students funded for the full 5 years are eligible to apply for an extension each year providing funding is available. New students will be given priority funding over a student applying for an extension.
3. Students may be assisted in Level 1 studies after dropping out of Level 2 studies even if not previously funded for Level 1 pending Level 1 program approval.
4. Student support will not exceed the limits set out in the paragraphs above. Where students change programs within one of the levels or temporarily pause in 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.
5. If the demand from eligible student applicants exceeds the funding available, selection priority criteria will apply as per local policies.
6. Students receiving funding from the PSSSP must declare support received from this program as a source of income when applying for social assistance or EI benefits.

6.7.2 Limits of assistance for UCEP (University/College Entrance Programs)

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

6.8 Expenses not covered

- Assessment fees (*with exception)
- Medical and Dental fees
- Deferred examinations
- Costly equipment ex. Computers (see 6.2.4 and 10 for exception), printers etc.

*If an assessment is required to enroll in a program, these costs will be covered. This does not included assessments that will be completed to determine if additional supports are required for an individual student.

6.8.1 Medical and Dental Fees

Most post-secondary institutions automatically charge students medical and dental fees. As status Indians, sponsored students are already covered for medical and dental by INAC and have the option of "Opting Out" of the fees. Medical and dental fees are ***not covered*** by the PSSSP program.

Opting out

When opting out students may be required to provide their Indian Status card or other type of medical coverage, for example medical and dental coverage from a parent's plan at work. The onus is on the student to ensure this procedure is taken care of or the student will be responsible for any outstanding medical and dental fees. If students fail to Opt Out and do not pay their medical/dental fees the school

will place a hold on the student account which prevents students from registering, graduating, accessing/ordering official transcripts. It is very important that the student Opt out by the deadline or pay the fees by the deadline so this hold on the account does not happen. Student must Opt Out each year.

6.9 Probation, Termination, Funding and Repayment of Funds

6.9.1 Academic Probation*
Education Department Probation - All Post-Secondary students are required to maintain satisfactory academic standing as defined by their institution to ensure continued funding eligibility. If a student fails to meet the criteria for satisfactory academic standing for the institution, they will be placed on academic probation by the shíshálh Nation.
- ETAPS & Student Responsibility During Probation**:**
    - Students will do a weekly check in with ETAPS Coordinator**, failure to do so will result in prolonged probation until this is maintained.**

*If a student is placed on academic probation, they will be funded for one semester to bring their grades back up to "satisfactory academic standing" by the institution/school; if they fail to do so they are no longer considered eligible for PSSSP sponsorship. It will be up to the student to cover their own expenses while they bring their grades back up and then they can re-apply for sponsorship. This time period will not go towards their limits of assistance.

6.9.2 Withdrawal (medical or other reasons**)**
Student must request in writing pre-approval from the ETAPS Coordinator before withdrawing from any course. Where possible, students are requested to withdraw from a course/s before the add/drop deadline dictated by the institute. By doing this, it ensures that tuition is not charged for the course. If a student withdraws after the add/drop deadline, SIB still has to pay tuition even with a medical withdraw.

If a student is requesting a withdrawal for an entire term, they must do so in writing, preferably before the add/drop deadline. A student must provide a doctor or counsellor's note supporting the withdrawal. Students will not be required to pay back tuition for their withdrawal; however, the funding will be counted towards limits of assistance.

6.9.3 Failed, Incomplete or Withdrawn Courses
Students are expected to make their best efforts to be successful in their studies. Students have signed a sponsorship agreement (Appendix C) outlining expectations for accepting funding for post-secondary studies.

6.9.4 Failed Courses
If the student fails a course and wishes to attempt a failed or incomplete course again, they will have the option of funding for repeating the course one time only. If the student is not successful in the second attempt, it will be their responsibility to cover the tuition on their own. During the second attempt at a course, students must seek assistance from a tutor of their choice to ensure success. This time will be accounted for within their limit of assistance timeframe.

6.9.5 Withdrawn Semester
Funding is not available for a withdrawn semester course load until the student has provided a doctor's note to confirm they are fit to return. After a second withdrawn semester course load the student will be eligible for funding once they have completed a term and are back in 'satisfactory academic standing'

at their own expense, and after a third attempt or more there is a one year waiting period. Note this waiting period while the student is funding themselves would not be used as time against their limit of assistance.

7. Program Completion Incentives (OSR funding not INAC)

The SIB recognizes that completion of a post-secondary program is a significant accomplishment and wishes to reward students who have finished their post-secondary education studies. These graduation awards are issued only once at each level of accomplishment. Students are required to submit a copy of official transcripts and graduation certificate/diploma from the school to verify their successful completion of their studies the following incentive system will be applied:

Level 1: Two years: Certificate one year $200; Diploma two years $500
Level 2: Four years – undergraduate degree; $2,000
Level 3: Four years Advanced or professional degree or Masters; $5,000
Level 4: Eight years (total education time if started with no post-secondary education) – Doctoral; $5,000

8. Tutorial Support (combined funding, ASP, INAC & OSR)

In some instances, students may require tutorial support to successfully complete a specific course. The PSE program may provide funding but only if a student has exhausted all available institutional resources first.

- Student must fill out the tutorial request form (See Appendix D)
- Eligible students can receive up to a maximum of $1,000 per term for tutorial support. Tutor fees will be made to a maximum of $50 per hour. Any amounts over these limits will be the responsibility of the student.

*These services will be based on budgetary restraints and is not guaranteed each term/semester.
*Students are encouraged to first seek assistance from the institute and instructors.

9. Students Living with Disabilities

The SIB supports all students living with disabilities. Where applicable, the SIB is able to provide the student with options for completing their program on a timeline and with the supports that will best accommodate their individual needs for success.

*The student will still have to abide by the criteria of good standing by the institution.

How to Qualify
✓ Submit a written request to ETAPS Coordinator with program application (or as soon as possible if the disability occurred during the time of study).
✓ Provide the institution approval that includes the student's abilities and impact to studies as well their assessment of how long the accommodation should be required.

Possible accommodations:
- Adjustment of course load; Full time student may be as minimal as 2 courses per semester, and therefore adjusted program timeline.
- Additional funding for tutorial support (case by case accommodation, up to $1,500 per term).
- Additional funding for support resources.

10. Technology Grant (OSR funded)

The shíshálh Nation will provide a one-time technology grant in the amount of $500.00 for eligible students funded under PSSSP Post-Secondary Student Support Program, "supplies required by the student for their program of studies" subject to post-secondary budget availability. The shíshálh Nation recognizes the need for student access to laptops, iPads, tablets, technology for success in pursuing post-secondary education and will support our students in their pursuit of higher education by providing a one-time technology grant. (See Appendix E)

*Note that additional funding from the Adult Education budget will <u>not</u> be eligible unless to purchase software.

10.1 Eligibility

Eligible students are registered shíshálh Nation Members enrolled in post-secondary studies. Students can be part-time, full-time or online students. Students are only eligible for one grant per lifetime.

10.2 Procedures

- ✓ Applicant will submit a request in writing to the ETAPS Coordinator for the grant.
- ✓ Student will submit course registration and confirmation a laptop is required for registered course/program from school or instructor via letter, email, course outline.
- ✓ Student will submit receipts and be reimbursed for up to the maximum of $500.00 for laptop, IPad, tablet purchase.
- ✓ A cheque request can be issued to successful applicant to purchase a laptop, and student must submit receipt as proof of purchase of technology for student file.

*Students who wish to apply for Adult Education funding to support these accommodations will be required to fill out an Adult Education funding application package. (See Appendix F)

Appendix A - NEW APPLICANT CHECKLIST

The following list of documents must accompany the application package:

- ☐ Letter of acceptance from the post-secondary institute (conditional letters of acceptance will be accepted if that is the only letter available by the deadline, but before any funding is released, a final letter of acceptance must be submitted.
- ☐ Copies of **official** transcripts from high school or post-secondary institution in a sealed envelope copies or unofficial copies will not be accepted.
- ☐ Current High School Students can submit their institute's conditional acceptance letters and once you have received official high school transcripts submit them immediately
- ☐ Academic Planner from school's academic advisor outlining scheduled courses for the year – (form is attached to application package)
- ☐ Copy of your status card and birth certificate
- ☐ Budget breakdown (attached to application package)
- ☐ Students applying for the dependent living allowance rate must provide;
  - ➤ a copy of dependent's status card and birth certificate
  - ➤ Verification of income most recent copy of income tax return for both parents is required which shows eligible children listed as dependents
  - ➤ Copy of custody agreement and proof of child maintenance payments (for separated or divorced individuals claiming dependents)
  - ➤ Maximum of 3 eligible dependents will be considered
- ☐ Married Students requesting their unemployed spouses as a dependant will be required to take financial needs assessment which is based on verification of all income as well as a copy of the most recent income tax return.

*Please note that any missing document will automatically make your application incomplete and will not be reviewed; the Post-Secondary Coordinator is not responsible for contacting applicants if their applications are incomplete.

Appendix A
New Applicant Checklist

Appendix B
Application for Funding

Appendix C
Example of Sponsorship Agreement

Appendix D
Tutorial Request Form

Appendix E
Technology Grant Request Form

Appendix F
Adult Education Funding Application