



POST-SECONDARY EDUCATION PROGRAM POLICIES & PROCEDURES

Implemented April 1, 2022

shíshálh Nation Education Division

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shishalh.com/support-services/education/post-secondary-employment-training/

1 ʔimash ʔimash (Welcome)

1.1 TSUT-IWAN (INTENTION)

As a self-governing nation under the shíshálh Nation Self-Government Agreement, shíshálh Nation has the inherent right and responsibility to direct and make decisions regarding all matters relating to our members' lifelong learning. Pursuant to its inherent jurisdiction over educational matters, the Nation has the authority and responsibility right to ensure our members have access to education that is in accordance with our cultures, values, traditions and languages.

The shíshálh Nation is authorized to administer Post-Secondary Education Program funds on behalf of the Government on Canada. This includes non-repayable financial support for registered shíshálh students with status to advance towards a recognized post-secondary education credential (including community college, undergraduate studies, advanced professional or post-graduate studies at eligible colleges and universities in Canada and abroad, and First Nations designated and directed institutions), as prioritized and directed by shíshálh Nation. In addition to direct funding, the Nation's Employment, Training and Post Secondary (ETAPS) Department provides a suite of integrated programs and services to comprehensively support post-secondary education attainment and success.

The policies within this Manual are aligned with Indigenous Services Canada (ISC) National Program Guidelines for Post-Secondary Student Support and University and College Entrance Preparation Programs.

1.1.1 ETAPS DEPARTMENT VISION

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

1.1.2 ETAPS DEPARTMENT 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.

1.1.3 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

1.2 PROGRAM DESCRIPTION

1. The shíshálh Nation Post-Secondary Education Program provides eligible post-secondary students with sponsorship for tuition, textbooks, supplies, travel, tutoring services and living allowance while attending college or university.
2. The Post-Secondary Education Program includes:
 - a. The **Post-Secondary Student Support Program (PSSSP)**, which provides funding and support to registered status shíshálh Nation members to access education opportunities at the post-secondary level
 - b. The **University and College Entrance Preparation Program (UCEPP)**, which provides funding and support to registered shíshálh Nation members enrolled in accepted university and college entrance preparation programs to enable them to attain the academic level required for entrance into degree and diploma credit programs.
3. The objectives of the shíshálh Nation Post-Secondary Education Program are to:
 - a. Support as many eligible shíshálh students as possible to access post-secondary education and graduate from their respective program of study with the skills, qualifications and credentials required to pursue their chosen career path and to realize their individual potential to contribute to the community and society.

- b. Encourage students to pursue programs that allow them to return to community to contribute to community development and self-determination, as well as build community human resource capacity.

1.3 PURPOSE & SCOPE

1. The purpose of this Policy Manual is to be a publicly available resource for shíshálh Nation members accessing the Nation's Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation Program (UCEPP).
2. The policies included within this manual apply to all registered status shíshálh Nation students receiving funding and support through the PSSSP or UCEPP. They also apply to non-status shíshálh Nation students receiving funding and support for post-secondary studies via the Adult Education Program. Individuals accessing other ETAPS programs and services should refer to the **ISET Program Policy Manual** or **Adult Education Policy Manual**.
3. In the event of a conflict between the policies in this Manual and the applicable legislation, the shíshálh Nation Constitution, the shíshálh Nation Human Resource Manual or individual employment contracts, then those documents will take precedence over this Manual.
4. No Policy and Procedure Manual can anticipate every circumstance or question about policy. Questions about anything contained in this manual, or about any aspect of the PSSSP or UCEPP, should be directed to the ETAPS Manager and/or Director of Education.

1.4 COMMITMENT STATEMENT

The shíshálh Nation and the ETAPS team are committed to:

- A transparent and fair process for determining eligibility for programs and services.
- Clear and consistent procedures for applying for funding, decision-making, reporting, dispute resolution and appeal process for staff and students.
- Supporting students throughout their post-secondary journey.
- Facilitating access and connection to holistic, wrap-around services and community support to address barriers to academic success and overall wellbeing.
- Ensuring culturally safe and responsive interactions between ETAPS staff and students

1.5 ORGANIZATION

The ETAPS team is part of the Education Division of the shíshálh Nation. ETAPS programs and services are overseen by the Education Director and ETAPS Manager. The ETAPS team works in close alignment with the rest of the Education Division and Community Member Services Division to ensure students have access to all the services and support they need



shishálh Nation

STRATEGIC FRAMEWORK



shishálh Vision

The shishálh Nation is committed to innovation in program and service delivery designed to assist our members and community to achieve greater interdependence, wellness and self-sufficiency. Foundational to our shared work is the protection, promotion and practice of shishálh culture, language and laws within our swiya. We proudly advance the work of those that have gone before us.

shishálh Guiding Principles

In pursuit of our Vision we will role model the following values:

Integrity – We act with integrity and honesty in the work that we do, the people we interact with, and in the decisions that we make. We are accountable to one another and to those whom we serve.

Community – We appreciate the value and diversity of the shishálh team – members, staff and leadership. We respect, trust and support one another.

Open-Mindedness – We strive to continually learn, adapt, evolve and innovate in our program and service offerings. We have a positive and proactive attitude.

Balance – We value a holistic and balanced work environment and community. We strive for excellence and also take time for fun and celebration recognizing that happy individuals are productive individuals.

Open Communication – We encourage directness, candor and honesty so that people and ideas thrive. We respect ideas that are different from our own, practicing compassion from a strong ethical foundation.

Collaboration – We will work together to use all resources efficiently and effectively in order to further the organization's mission to serve our community and members.

Service – We want all members to have meaningful and positive interactions with the shishálh Nation.

shishálh Nation Mission

The Mission of the shishálh Nation is to promote, maintain and protect our inherent and constitutional rights and title. This is accomplished by:

- Recognizing, honouring and promoting shishálh cultural systems, traditions and practices;
- Providing programs and services that are proactive and support healing and healthy individuals and families through the promotion and practice of our language, culture and identity;
- Upholding our traditional systems and processes alongside of contemporary organizational systems and processes for the effective and efficient conduct of our government; and,
- Developing and maintaining relationships that advance the shishálh worldview and acknowledging and addressing current financial, administrative, capacity and infrastructure challenges.

shishálh Nation Goals

PROFESSIONAL SERVICES	COMMUNITY SERVICES	INFRASTRUCTURE & GOVERNMENT SERVICES	STEWARDSHIP & TERRITORIAL LAND MANAGEMENT
To create operational excellence and a positive organizational culture to drive the success of our Nation	To be healthy in mind, body and spirit	To manage and deliver coordinated government and infrastructure services	To assert our collective right to live as a distinct people
Constitution Renewal Communications Federal Transfer Agreement (FTA) Housing Policy Intergovernmental Relations Policy: HR, C&C, Finance	Data Collection & Compilation – In Conjunction with CCP Develop Operational Manuals Education & Employability Training Health & Wellness Promotion Plan Mem7iman Business Plan	Comprehensive Community Plan Housing Strategy Restructuring SIGD/PW	Government-to-Government Implementation Day Scholar Class Action Litigation Resource Enhancement Cultural and Recreation Plan

2 Policy Administration

1. This Manual will come into force and effect on the day after it is approved by the Chief and Council.
2. The Nation may revise, supplement, or rescind any policies or portion of the Manual, as the Nation deems appropriate, in the sole and absolute discretion of Chief and Council. These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval from senior management.

2.1 REVIEW

1. The Director of Education will ensure that this Manual is reviewed every two years, whenever there is a significant change in the organization or relevant legislation, or as need arises due to program challenges and/or emerging issues and amended as necessary.
2. All amendments shall be approved by Chief and Council.

2.2 RECORD OF AMENDMENTS

DATE	CHANGES	PAGE #	APPROVED BY
March 2, 2022	Full revision	All	Chief and Council

3 Responsibilities

3.1 RESPONSIBILITIES OF STUDENTS

1. Responsibilities of students who receive funding through the shíshálh Nation Post-Secondary Education Program include, but are not limited to:
 - a. Conduct themselves in a prompt, courteous and respectful manner
 - b. Provide all necessary information to the ETAPS Coordinators and sign all necessary forms
 - c. Take personal responsibility to maintain eligibility, including satisfactory academic standing as defined by the post-secondary institution they are attending
 - d. Provide documentation to support applications. All documentation is subject to verification
 - e. Submitting registration enrollment documents indicating course titles and credit allocation prior to the commencement of classes and upon any changes in course load (e.g., added/dropped courses)
 - f. Providing transcripts, reports, certificates, receipts for reimbursement, and other documentation in a timely manner
 - g. Inform the ETAPS Coordinators as soon as possible if the student is falling behind on academic standing, struggling with their course load, failing a course, and/or intending to drop or withdrawal from a course or term. (See [Probation, Withdrawal, and Failed Courses](#))
 - h. Maintain consistent communication with ETAPS Coordinators, including ensuring personal and dependent information, contact details, living arrangements, etc. remain accurate and up to date (See [Changes to Personal Information](#))
 - i. Ensuring that the funding received is used for the intended educational expenses, as set out in this Policy.
2. Students who apply for and/or receive services or funding through the shíshálh Nation Post-Secondary Education Program may:
 - a. Apply for funding and supports they believe they may qualify for
 - b. Know what personal information is collected and have the opportunity to correct information if they believe it is inaccurate

- c. Have eligibility determined on the basis of verified information
- d. Have their personal information be treated as private and confidential
- e. Appeal decisions
- f. Receive courteous, respectful, efficient, and fair treatment
- g. Have complaints addressed appropriately and in a timely manner

3.2 ETAPS LEADERSHIP AND STAFF RESPONSIBILITIES

1. shíshálh Nation's ETAPS Program staff are responsible for:
 - a. Assessing and recommending funding requests for eligible students as per this Policy
 - ETAPS Coordinators have the overall responsibility assessing applications and making funding recommendations.
 - The ETAPS Manager is the designated authority to approve funding applications.
 - b. Ensuring programs and services are administered and managed in a professional, efficient, fair and culturally responsive manner.
 - c. Implementing the policies within, as approved by Chief and Council, through practices that honour and affirm shíshálh knowledge and teachings.

3.3 SHÍSHÁLH NATION CHIEF AND COUNCIL RESPONSIBILITIES

1. Chief and Council of the shíshálh Nation hold the following responsibilities
 - a. Liability for the overall management of the Education Division, including the Post-Secondary Education Program.
 - b. Authority for final approval of policies for ETAPS programs and services

4 Defintions

"Academic year" is as defined by the post-secondary institution

"Affiliated Member" means a status First Nations individual who is affiliated with shíshálh Nation but does not have Band Membership. Affiliated Members are not eligible for PSE support through the Band, but are encouraged to apply for PSSSP/UCEPP funding through the BC Association of Aboriginal Friendship Centres at 250-388-5522 or education@bcaafc.com

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

"College/Trade Certificate" means certification for completion of a college or trade school program of study.

"Common Law" means a marriage-like relationship where the common-law spouses have been living together for one year or more.

"Continuing Student" means an applicant who is applying for funding to continue their studies after having already been funded through the shíshálh Nation Post-Secondary Education Program

"Degree" means certification for completion of a university program of study.

"Dependent Child" means a child under the age of 18 (with the exception of a child 18 or older with Persons with Disabilities designation) who resides with the student at least 50% of each month and whom relies on the student for necessities of life. Students may claim a dependent child for whom they are not the legal parent or guardian if:

- The child lives with the student at least 50% of each month, and
- The student holds responsibility for day-to-day decisions affecting the child, including day-to-day care and supervision, or

- The student is the parent of a parenting dependent.

“Dependent Spouse” means a person who is married to the student or a person who has lived with the in a marriage-like relationship for a period of at least one year prior to the student's application for financial support. The 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.

“Diploma” means certification for completion of a college diploma program.

“ETAPS” means the Employment Training and Post-Secondary Department of the shíshálh Nation. It may also refer to staff employed within the ETAPS Department.

“Failed Course” refers to a course where a student has received a grade of “F” on their transcript.

“Fiscal Year” refers to the one-year period that shíshálh Nation uses for financial reporting and budgeting. shíshálh Nation’s fiscal year is April 1st to March 31st.

“Full-time Student” means a student/student who is enrolled in a minimum of 3 courses or as defined by an accredited post-secondary education or training institution.

“Full-time Studies” refers to a program of studies that has a minimum of 3 courses for full time studies or as defined by an accredited post-secondary education or training institution.

“Full-time Employee” refers to a person who works in paid employment for 30 hours or more per week.

“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.

“Incomplete Course” refers to a course where a student has not completed the course requirements and has received an “I” or “N” on their transcript. Students are responsible for remaining aware of their institution’s regulations, rules, and procedures regarding completion of incomplete courses.

“ISC” refers to Indigenous Services Canada.

“Ministry of Advanced Education (AVED)” refers to the provincial ministry responsible for the legislation under which public post-secondary institutions operate in BC including the *University Act*, *College and Institute Act*, *Royal Roads University Act*, and the *Thompson Rivers University Act*. AVED is also responsible for the *Private Career Training Institutions Act*, which regulates private career training institutions, and the *Degree Authorization Act*, which establishes a quality assessment and approval process for all institutions wishing to grant degrees in the province.

“New Student” means an applicant who has not previously applied for the shíshálh Nation Post-Secondary Education Program.

“Non-status shíshálh Nation Member” refers to a person who is registered on the Membership List maintained by shíshálh Nation pursuant to the shíshálh Constitution and who does not have legal status as an Indian under the Indian Act. Non-status shíshálh Nation members may apply for post-secondary funding and support via the shíshálh Nation Adult Education program.

“OSR” refers to shíshálh Nation Own source Revenue

“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 their permanent disability in the form of:

- a medical certificate;

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

“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 institution” (or “school”) refers to a degree, diploma, and certificate granting institution that is recognized by a province or territory in Canada or abroad. This includes educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution, as well as First-Nations-designated and directed institutions.

“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.

“Private post-secondary institution” refers to 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, leading to a certificate, diploma or degree.

“Pro-rated amount” means an amount equal to the proportion of courses a part-time student is taking relative to a full-time student (see [Appendix A: Maximum Eligible Funding Amounts \(PSE\)](#))

“Satisfactory Academic Standing” means 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.

“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.

“Registered Status shíshálh Nation Member” means a person whose name has been entered in the Indian Registry maintained by ISC as defined by the Indian Act and who is registered on the Membership List maintained by shíshálh Nation pursuant to the shíshálh Constitution

“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.

“Student” is an individual who has successfully applied to be funded under PSSSP or UCEPP and fulfills the conditions of the programs in order to receive financial support to successfully attain a recognized post-secondary education credential

“Targeted or Restricted Funding” means funding that cannot be transferred to any other program. The funding is targeted or restricted to the program it is intended for. Unless otherwise indicated, all ETAPS funding is targeted or restricted funding and not to be transferred to any other program(s).

“Valid Identification” means 2 pieces of personal identification that include the student’s full legal name. Examples of acceptable identification include: Driver’s License, BCID, Status Card, BC Care Card, Birth Certificate.

“Withdrawal” refers to a student officially discontinuing registration in a course after the institution’s deadline to drop courses has passed. This is normally reflected on the student transcript as a withdrawal (W). Institutions may distinguish between a complete withdrawal (when all courses in a semester are withdrawn) and a partial withdrawal (when a selection of courses in a semester are withdrawn). Students are responsible for remaining aware of their institution’s

regulations, rules and deadlines regarding for withdrawals, late withdrawals, and academic concessions due to withdrawal for medical or compassionate reasons.

5 Eligibility

The Government of Canada sets the eligibility criteria for PSSSP and UCEPP, including eligible students, programs and institutions. All registered status shíshálh Nation members living in or outside the shíshálh Nation swiya who meet the eligibility requirements may apply for funding.

5.1 ELIGIBLE APPLICANTS

1. Eligible Applicants include those who:
 - a. Are registered status shíshálh Nation members, and
 - b. Have not been defunded in the past academic year, and
 - c. Have provided documentation indicating acceptance for an eligible post-secondary institution into a degree, diploma, certificate, or UCEP program (including CEGEP, community college, undergraduate studies, advanced professional or post-graduate studies), or
 - d. Have maintained satisfactory academic standing within an eligible post-secondary institution (as defined by that institution)
2. UCEPP students must also obtain a statement from the post-secondary institution offering the program stating 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.
 - **NOTE:** Adult Basic Education (ABE) courses only qualify for Post-Secondary Education Funding if they are a required prerequisite for an eligible post-secondary course or program. Students must provide supporting documentation showing that the ABE course is a required prerequisite for their intended program of study.
3. Non-status shíshálh Nation members may apply for post-secondary funding and support via the ETAPS Adult Education program. Students funded via Adult Education must adhere to all policies laid out in this Manual, including application and reporting deadlines and requirements, maintaining eligibility, and eligible expenses and funding amounts.

5.2 ELIGIBLE PROGRAMS

1. Eligible programs of studies (e.g., trades, sciences, arts):
 - a. Are delivered at an eligible institution as defined in [Section 5.3](#), and
 - b. Require completion of secondary school studies, or the equivalent as recognized by the post-secondary institution or the provincial or territorial ministry of education, or
 - c. Are UCEPP programs that provide the student with the necessary courses to attain the academic level for post-secondary institution entrance.
2. Delivery method may be in-classroom, e-learning, distance learning, or virtual learning as long as it meets all eligibility criteria.
3. Self-paced programs are ineligible for funding.

5.3 ELIGIBLE INSTITUTIONS

1. Eligible post-secondary institutions are degree-, diploma- or certificate-granting institutions that are recognized by a province or territory in Canada or abroad. They include educational institutions affiliated with, or those that deliver post-secondary programs by arrangement with, a post-secondary institution, as well as First Nations designated and directed institutions.
2. [A list of eligible Canadian post-secondary education institutions is available](#). This list is updated and adjusted as necessary on an ongoing basis.

3. [A list of eligible foreign institutions is available](#). This list is updated and adjusted as necessary on an ongoing basis.
4. If a student is unsure whether the institution they are applying to is eligible they should consult with an ETAPS Coordinator prior to applying.
5. 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. If the institution is not on ISC's list of eligible post-secondary institutions, the ETAPS Coordinator may support the student to submit a request to the ISC regional office for the institution to be added.

6 Program Guidelines

6.1 GENERAL GUIDELINES

1. Post-Secondary Education Program funding is not guaranteed for the full length of a student's program of study. Funding is allocated on a term by term basis and students' hold responsibility for maintaining satisfactory academic standing as defined by the post-secondary institution and providing all documentation as listed in [Section 6.3.1](#).
2. Applications for funding will only be assessed if they are fully completed and include all supporting documents.
3. Funding must be used for the program for which it was approved. Students wishing to transfer or switch programs prior to completion must reapply for funding and may be required to provide a rationale for the transfer to the ETAPS Coordinator. This may include career planning and/or labour market research.
4. Students who wish to have a third party (e.g., parent or guardian, auntie, grandparent, etc.) have access to their information and/or act on their behalf must provide authorization via a **Consent to Share Information** form.

6.2 SELECTION PRIORITY

shishálh Nation receives limited funding from ISC for the delivery of the PSSSP and UCEPP. In the event that there are more applications for funding than available money in the PSSSP and UCEPP budget, the selection of applicants will be based on the following priority selection criteria:

1. **Continuing students within the same program of study:** Students already funded by the Post-Secondary Education Program who have successfully completed their semester in satisfactory academic standing and are continuing on within the same program. Continuing students must have submitted official transcripts to retain priority.
2. **Continuing students moving to the next level of study:** Students already funded by the Post-Secondary Education Program who have successfully completed a program of study and are immediately moving into the next level of study (e.g., certificate to diploma, diploma to degree, Bachelors to Masters, Masters to PhD). Students must have submitted official transcripts from the completed program of study.
3. **Current year high school graduates:** Students who graduated from high school in the same year they are applying for funding and who can demonstrate that they have been accepted into an eligible program.
4. **Deferred students:** Students who meet the eligibility requirements but were not able to be funded in the past due to limited funding. Deferred students must provide proof of deferment or an updated letter of acceptance from the post-secondary institution (See [Deferred Students](#)).
5. **New students:** Students who can demonstrate that they have been accepted into an eligible program and have not been funded before.
6. **Graduate and Postgraduates:** Students who have previously been funded to complete a Bachelor's degree (more than one year ago) and wish to pursue a Master's or PhD designation.
7. **Previously funded students returning to an eligible program of study:** Students who have successfully completed courses or programs in the past, have taken a voluntary break from their studies (longer than one year), and wish to complete the program for which funding was originally approved. Students in this situation

must provide proof that they are in satisfactory academic standing via an official transcript and provide an updated acceptance letter.

8. **Continuing / returning students switching to or beginning a new eligible program:** Students funded by the Post-Secondary Education Program within the previous year wishing to switch to a different, unrelated eligible program of study. Students must provide an acceptance letter for the new program of study and may be asked to provide a rationale for switching programs.
9. **Part-time student:** Students who can demonstrate that they have been accepted into an eligible program on a part-time basis as defined by the institution.
10. **Returning students:** Students who were unable to successfully complete a funded program or who were defunded due to unsatisfactory academic standing and wish to return to complete the same program. Students in this situation must provide proof that they are back in satisfactory academic standing via an official transcript and provide an updated acceptance letter.

6.3 APPLICATION PROCESS AND DEADLINES

1. New applicants must submit a completed Post- Secondary Education (PSE) Funding Application Package by the dates listed below. Forms can be obtained from the ETAPS Department or via the shishálh Nation website (www.shishalh.com).
2. Applicants are responsible for submitting timely and completed forms that include all supporting documents. Incomplete applications will not be reviewed. It is the applicant's responsibility to ensure application and supporting documents are all submitted by the deadline.
3. Applicants are strongly encouraged to submit applications in advance of the submission deadline. Once all required and supporting documentation is received, it will take up to 10 business days for review and approval or denial.
4. Applications may be considered after the deadline pending funding availability.

Post-Secondary Funding Submission Deadline

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

6.3.1 SUPPORTING DOCUMENTS

1. All new applicants must submit the following:
 - a. Copy of shishálh Nation status and membership registration
 - b. Complete Application Package
 - Signed **Application Form** and **Budget Breakdown** sheet
 - Signed **Authorization to Obtain Information Form**
 - Program outline
 - Program academic planner (list of courses required for certification, course taken/remaining)
 - Phone/fax/email for both Admissions Office and bookstore
 - Official transcripts in a sealed envelope (high school students can submit unofficial transcripts until final graduation transcripts are available)
 - Acceptance letter from post-secondary institution and program (high school students can submit conditional letters of acceptance until final acceptance letter received)
2. Applicants applying for dependent support must include:
 - a. a copy of each dependent's birth certificate and status card (if applicable)

- b. the most recent copy of income tax returns showing eligible children listed as dependents OR a signed declaration that the child meets the criteria to be considered a dependent as per this policy (see [Section 7.4.2](#)).
- c. Separated or divorced individuals claiming dependents must also provide a copy of any active parenting agreements/orders and proof of child maintenance payments.
3. If applying for the childcare supplement, applicants must submit Affordable Child Care Benefit (ACCB) eligibility form and child care program documentation including parent fees (e.g. Child Care Agreement Form).

6.4 CONTINUING STUDENT REQUIREMENTS

1. Continuing students must inform the ETAPS Coordinator of their intention to continue each term.
2. Continuing students are not required to submit a full application if they are continuing within the same program of study. However, they must submit:
 - a. Transcripts at the end of each term that confirm satisfactory academic standing
 - b. Updated program and course information for the upcoming term, including revised budgets as necessary
 - c. Proof of course load registration, including demonstrating full-time studies if receiving the full-time living allowance
3. Continuing students must also make the ETAPS Coordinator aware of any changes in dependents, marital status, living circumstances, etc. as soon as possible and ensure their contact information remains accurate and up to date through the funding period (see below).

6.4.1 CHANGES TO PERSONAL INFORMATION

1. If a student's personal information changes during the funding period, they are required to inform the ETAPS Coordinator as soon as possible via a signed Change of Personal Information Form and include relevant supporting documents.
2. Changes that must be reported to the ETAPS Coordinator include:
 - a. Change of home or mailing address
 - b. Change of contact information including phone number and/or email address
 - c. Addition of dependent child (must be accompanied by the child's birth certificate and a Notice of Assessment from Canada Revenue Agency listing the child as a dependent OR a signed declaration that the child meets the criteria to be considered a dependent as per this policy. See [Section 7.4.2](#))
 - d. Removal of a child who the student may no longer claim as a dependent due to age or change in residence or parenting arrangements
 - e. Changes in parenting agreements / parenting orders that affect eligibility of dependent children (must be accompanied by a copy of the new/revised agreement or order)
 - f. Changes in childcare arrangements or eligibility for the Affordable Child Care Benefit (must be accompanied by a copy of updated [Child Care Arrangement Form](#) if applicable)
 - g. Change of marital status (must be accompanied by a copy of a marriage or divorce certificate)
 - h. Change of legal name (must be accompanied by a copy of a marriage certificate or change of name certificate; students reverting to a birth name after marriage must provide a copy of the marriage certificate and birth certificate linking the two names)
 - **NOTE:** shíshálh Nation member's name on the Nation's Membership List must be updated with any changes in legal names. Students should contact the Membership Clerk with questions.
 - i. Change in banking information (must be accompanied by a void cheque or direct deposit form from the student's banking information)
3. The banking information the Nation has on file must match the student's legal name before any funds will be released. If a student changes their legal name, they must provide the ETAPS Coordinator with updated banking information that matches that name.

6.5 DEFERRED STUDENTS

1. In the event that there are more applicants than available funding, eligible students will be added to the Deferred Student Waitlist in order of application date and according to [Selection Priority](#).
2. If funding becomes available within that fiscal year, deferred students may will be offered funding as per their place on waitlist. To receive funding, students must be able to demonstrate that they still have a seat in the program.
3. If funding does not become available within the fiscal year that the student applied, they be considered in the next year as outlined in [Section 6.2](#).

6.6 APPEAL PROCESS

To ensure fairness and equitable treatment under the Post-Secondary Education Program, the ETAPS department has established an appeal process. If a student believes that the Program's policy and procedures have not been applied:

4. The student must submit a written grievance that includes all supporting documentation to the ETAPS Manager within fifteen (15) business days of the initial decision.
5. 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.
6. 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.
7. If student is not satisfied with the decision of the Manager, the package can be submitted to the Director of Education within five (5) business days of the ETAPS Manager decision. The student may request a meeting with the Director of Education and ETAPS Manager to discuss the grievance.
8. The Director of Education will make a final decision within ten (10) business days. The decision will be consistent with the Post-Secondary Education Program policy and procedures and is considered final.
9. Chief and Council will not consider appeals.

7 Eligible Expenses

1. The following costs are considered eligible student expenses:
 - a. Application fee for the post-secondary institution to which the student has been accepted. Students may not claim the application fees for which they have already received shíshálh Nation Adult Education funding.
 - b. The actual cost of tuition and other compulsory student fees as per [Section 7.1](#).
 - c. Initial professional certification and examination fees.
 - d. Official transcript fees.
 - e. Books and supplies required by the student for their program of study as per [Section 7.2](#).
 - f. Travel from the post-secondary institute to the student's normal place of residency for the student and their eligible dependents as per [Section 7.3](#).
 - g. Living expenses, including for dependents where applicable as per [Section 7.4](#).
 - h. Tutoring, guidance, and counseling services for students.
 - i. Childcare expenses, if required, as per [Section 7.4.1](#).
 - j. Psychoeducational assessments.
1. Part-time students, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, prorated living allowance, and the actual cost of books and supplies which are listed as required by the post-secondary institution (See [Appendix A: Maximum Eligible Funding Amounts \(PSE\)](#))
2. Students will not be funded retroactively for studies in a previous fiscal or academic year.

7.1 ELIGIBLE TUITION AND FEES

1. Tuition support may be provided to students attending eligible Canadian or foreign post-secondary institutions as defined in [Section 5.3](#), including compulsory student fees charged by the institution for a student

2. Eligible costs include:
 - a. Regular tuition fees (i.e., tuition fees normally charged by the institution to Canadian students)
 - b. Mandatory registration fees as indicated in the institution's calendar, including student activity fees and special testing fees.
 - NOTE: Health and Dental fees are not eligible, and students are required to opt out at their institute. See [Medical and Dental Plan Fees](#)
 - b. Registration for other program activities (e.g. practicums, tutorials)
 - c. Initial professional certification and examination fees (including required assessments)
 - d. Official transcript fees
3. Student must provide documentary evidence of tuition, registration, and mandatory student fees.
4. Cost of tuition is paid directly to the training institution via a **Sponsorship Form**. In exceptional circumstances, tuition support may be paid directly to the student as opposed to directly to the post-secondary institution.

7.1.1 MEDICAL AND DENTAL PLAN FEES

1. Most post-secondary institutions automatically charge students medical and dental plan fees. Students registered as status Indians 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 Post-Secondary Education program for individuals with status.
 - NOTE: When opting out students may be required to provide their 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. Students must Opt Out each year.
2. Registered shíshálh members without status receiving post-secondary funding via the Adult Education program may have medical and dental plan fees covered if they are not eligible for coverage through other means and at the discretion of the ETAPS Manager.

7.2 BOOKS AND SUPPLIES

1. Support for books and supplies will cover textbooks and supplies (including special equipment) officially listed as required by the training institution for a program of study
2. Additional costs required by the training institution (e.g., personal protective equipment, uniforms, etc.) may be considered with appropriate documentation.
3. Students will have an account set up at the school's bookstore. If a student prefers to purchase their own textbooks and be reimbursed, they must submit their receipts to the ETAPS Coordinator by the end of the program/term.
4. Required textbooks and supplies are covered to the maximum eligible amounts per term and year as listed in [Appendix A: Maximum Eligible Funding Amounts \(PSE\)](#)
5. Additional textbooks and supplies over the eligible per term amount 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.
6. Students will be eligible for to apply for a technology grant to support the purchase of required devices and/or software. See [Technology Grant](#)

7.3 TRAVEL AND TRANSPORTATION

1. Day-to-day public transportation costs shall generally be covered by the provided living allowance.
2. Students living within the swiya and commuting to school by ferry may be provided a pre-loaded BC Ferries Experience Card and reimbursed for mileage s up to one trip per day for the days they are required to attend class. See [Appendix A: Maximum Eligible Funding Amounts \(PSE\)](#)

2. Full-time students studying away from home may be reimbursed for travel between the post-secondary institute and the student's normal place of residence up to 4 times per semester and to the maximum eligible amount indicated in [Appendix A: Maximum Eligible Funding Amounts \(PSE\)](#). Students are also eligible to receive travel allowance for their dependents.
3. 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 local invigilator) should be first examined to minimize travel costs.
4. Students will submit their travel receipts for ferry, gas, plane, and/or bus for reimbursement by the end of the term. Meals and hotel accommodations will not be covered.
5. Students may be reimbursed for travel costs that are purchased in advance of actual travel dates (e.g. flight / bus tickets)
6. Travel support does not include moving expenses such as the removal of household effects.
7. Any receipts received after the end of the program/term will not be considered for reimbursement.
8. Eligible travel amounts are calculated using the most cost-effective mode of public transportation, in accordance with rates set out by the shishálh Nation for travel. All travel arrangements must result in the most economical use of Nation resources.
9. shishálh Nation is unable to provide part-time students a travel allowance at this time (with the exception of students commuting from the swiya to attend classes on the mainland as per 7.3.2).

7.4 LIVING ALLOWANCE

1. Full and part time students, including those completing practicums, are eligible to 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.
2. Living Allowances are provided at a standard rate based for full-time students based on the number of dependents. See [Appendix A: Maximum Eligible Funding Amounts \(PSE\)](#)
 - a. Rates are set per fiscal year by Chief and Council.
 - b. Rates are subject to change each year depending on budget.
 - c. Living allowances may be provided to part-time students at a prorated amount providing they are not also full-time employees. See [Appendix A: Maximum Eligible Funding Amounts \(PSE\)](#)
3. Living allowances will be paid in Canadian dollars regardless of the location of the institution.
4. In general, 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
5. Living allowances will not be covered if a student is considered a full-time employee (30 hours or more per week).
6. Living allowances are paid for Christmas and study breaks.
7. Additional time may be allowed for students to settle into accommodation at the place of study at the beginning of the academic year and to move out at the end of the academic year.

7.4.1 ADVANCES

1. The ETAPS department may provide students an advance of the living allowance (e.g., rent advances). Advances are allocated on a case-by-case basis at the discrimination of the ETAPS Manager.
2. Where a student is provided an advance, the Nation may spread the adjustment over the payment periods of the academic year/program of study and make the appropriate deductions from the living allowance for each payment period.

7.4.2 DEPENDENT CHILDREN AND SPOUSES

1. Students may claim a child as a dependent when they are the legal parent or guardian of the child, and the child:

- a. is under the age of 18 (with the exception of a child 18 or older with Persons with Disabilities designation OR attending full-time post-secondary studies)
 - b. resides with the student at least 50% of each month
 - c. relies on the student for necessities of life.
2. Students may claim a dependent child for whom they are not the legal parent or guardian if:
 - a. The child lives with the student at least 50% of each month, and
 - b. The student holds responsibility for day-to-day decisions affecting the child, including day-to-day care and supervision, or
 - c. The student is the parent of a parenting dependent
3. Students applying for the dependent living allowance rate for a dependent child must provide:
 - a. A copy of each dependent's birth certificate and status card (if applicable)
 - b. A copy of the most recent Notice of Assessment listing the eligible children as dependents OR a signed declaration stating that the child is a dependent of the student as per the criteria listed above
 - c. Copy of active parenting agreements/orders detailing the amount of time the child spends with each parent (for separated or divorced individuals claiming dependents)
 - d. Proof of child maintenance payments, if applicable
4. Only one student receiving funding through the Post-Secondary Education Program may claim an individual child as a dependent
5. Married students requesting their unemployed spouses as a dependent will be required to take a financial needs assessment based on verification of all income and a copy of the most recent tax return.
6. A maximum of 3 eligible dependents will be considered.

7.4.3 CHILDCARE

1. Students receiving Post-Secondary Education Program funding may apply for a childcare supplement for eligible dependents.
2. Students must submit a proof of application for the [BC Affordable Child Care Benefit](#) (ACCB) and a copy of the completed [Child Care Arrangement Form](#) submitted with the application. Any changes to the Child Care Arrangement or eligibility for ACCB must be reported to the ETAPS Coordinator as soon as possible. See [Changes to Personal Information](#).
3. Students living/studying outside of British Columbia should discuss required childcare documentation with the ETAPS Coordinator.
4. Childcare expenses will not exceed the amounts listed in [Appendix A: Maximum Eligible Funding Amounts \(PSE\)](#).

7.5 INELIGIBLE EXPENSES

1. The following fees are ineligible for Post-Secondary Education Program Funding
 - a. Student parking, including monthly/term parking passes and daily parking rates.
 - b. Daily transportation costs (e.g., bus passes/tickets, gas, mileage)
 - c. Medical and dental plan (with the exception of non-status shíshálh Nation Members as per [Section 7.1.1](#))
 - d. Deferred examinations or rewrites
 - e. Costly equipment such as computers, printers, etc. Students who require specific technology as part of their program of study may apply for a technology grant. See [Technology Grant](#).
 - f. Entrance exams (e.g. GRE, GMAT, LSAT, etc.). Eligible shíshálh Nation members may apply for these costs via the Adult Education Program.
 - g. Clothing, backpacks, etc.

8 Probation, Withdrawal & Failed Courses

8.1 ACADEMIC PROBATION

1. All students funded via the shíshálh Nation Post-Secondary Education Program 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.
2. Students are required to let the ETAPS Coordinator know as soon as the student becomes aware that they may be falling below academic standing. The ETAPS Coordinator will work with the student to access available supports, either via the institution or shíshálh Nation.
1. 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. During the probation period, students may be required to complete regular check-ins with the ETAPS Coordinator. Students on academic probation must seek assistance from a tutor of their choice to ensure success (see [Tutoring Support](#)).
3. Students who fail to achieve “satisfactory academic standing” within one semester of being placed on academic probation are no longer considered eligible for Post-Secondary Education Program Funding. 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 funding to complete the program (see [Selection Priority](#)).
4. Students who are defunded due to unsatisfactory academic standing in an approved program and wish to apply for funding to begin a different program must wait one year before reapplying. These students may be required to meet with the ETAPS Coordinator prior to the application for funding being reviewed (see [Selection Priority](#)).

8.2 DROPPING / WITHDRAWAL FROM COURSES

1. Dropping a course refers to officially discontinuing registration from a course prior to the institution’s add/drop course deadline. Dropped courses normally do not appear on a student’s transcript and do not impact the student’s GPA.
2. Withdrawal refers to a student officially discontinuing registration in a course after the institution’s add/drop course deadline has passed. This is normally reflected on the student transcript as a withdrawal (W) and is not calculated in GPA. Institutions may distinguish between a complete withdrawal (when all courses in a semester are withdrawn) and a partial withdrawal (when a selection of courses in a semester are withdrawn).
3. Students must request written pre-approval from the ETAPS Coordinator before dropping/withdrawing from any course. **Students should discuss their concerns with the ETAPS coordinator as soon as they begin considering dropping/withdrawing from a course, especially if it will put the student below a full-time course load and/or change their eligibility for funding.**
4. Once a drop/withdrawal has been approved, students must provide the ETAPS Coordinator with an updated copy of their registration list all active courses.
5. Where possible, students are requested to drop a course(s) before the add/drop deadline dictated by the institute to avoid unnecessary tuition charges. If a student withdraws after the add/drop deadline, even with a medical withdrawal, the Nation is still charged tuition.
6. Students are responsible for remaining aware of their institution’s regulations, rules and deadlines regarding for dropping courses, withdrawals, late withdrawals, and academic concessions due to withdrawal for medical or compassionate reasons.
7. Students who drop/withdraw completely from a term of studies will be considered to be on leave and are not eligible for living allowance, travel expenses, or other reimbursements for the remainder of the term.
8. Students who fail to inform the ETAPS Coordinator in a timely manner about dropped/withdrawn courses and/or those who collect living allowance, travel expenses, or other reimbursements to which they are not entitled (e.g. not attending full-time or at all) may be required to wait one year for reapplying for funding.

9. Students will not be required to pay back tuition for their withdrawn courses/terms, regardless of the reason for withdrawal.

8.2.1 COMPLETE WITHDRAWAL (MEDICAL OR COMPASSIONATE REASONS)

1. If a student is requesting a drop/withdrawal for an entire term due to medical or compassionate reasons, they must notify the ETAPS Coordinator in writing. Students must provide a doctor or counsellor's note supporting the withdrawal to maintain position on priority list as a "Continuing Student" (see [Selection Priority](#)).
2. Before being approved for funding to return after a complete withdrawal for medical or compassionate reasons, students must provide a doctor/counsellor note to confirm they are able to return to their studies. The student may also be asked to work with the ETAPS Coordinator and/or institution's accessibility department to develop a back to studies plan.
3. After a second consecutive withdrawn semester course load, students will be expected to complete one term at their own expense and demonstrate 'satisfactory academic standing' before being considered for funding.
4. If a student requests three or more withdrawals for medical or compassionate reasons within their program of study, they will be expected to wait one year before reapplying for funding.

8.2.2 COMPLETE WITHDRAWAL (NON-MEDICAL/COMPASSIONATE)

1. Students who drop/withdraw from an entire term without a valid medical or compassionate reason must wait one year before reapplying for funding and will have their application prioritized as a "Returning Student" (see [Selection Priority](#)).

8.3 FAILED COURSES

1. Students are expected to make their best efforts to be successful in their studies. Students have signed a Sponsorship Agreement outlining expectations for accepting funding for post-secondary studies. ETAPS Coordinators are there to support students in achieving their education goals and will work with students to ensure appropriate supports are in place.
2. If the student fails a course (as defined by the institution) and wishes to attempt the course again, they will only be funded for one additional attempt.
3. During the second attempt at a course, students must seek assistance from a tutor of their choice to ensure success (see [Section 10.1](#)). If the student is not successful in the second attempt, it will be their responsibility to cover the tuition on their own.
4. Students are not required to pay back tuition for failed courses.

9 Incentives and Awards

9.1 PROGRAM COMPLETION INCENTIVES

1. shísháíh Nation 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.
2. 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 final official transcript must include verification of the credential awarded.
3. Completion incentive amounts are listed in [Appendix B: Post-Secondary Completion Incentives](#). These amounts are subject to change dependent on funding availability.

9.2 INCENTIVES FOR ACTIVE STUDENTS

1. From time to time and as funding permits, the Nation may provide financial recognition of student success during their program of study via awards and incentives (e.g., Dean's List Award).
2. The nature and amount of awards and incentives for active students is subject to change year to year based on available funding.
3. shíshálh Nation will provide clear, publicly available criteria for each award and incentive, including details on eligibility, application procedures and priorities for adjudication in cases where more students are eligible than there is funding available. A list of successful recipients will be posted on the Nation's website.

10 Additional Supports

10.1 TUTORING SUPPORT

1. In some instances, students may require tutoring support to successfully complete a specific course. Prior to requesting tutoring support, students are encouraged to seek assistance from the institute and instructors.
2. To receive tutoring support, students must complete a **Tutoring Support Request Form** and submit to the ETAPS Coordinator.
3. Eligible students may receive up to a maximum amount per term for tutoring support (see [Appendix A: Maximum Eligible Funding Amounts \(PSE\)](#)).
4. Tutor fees will be paid to a maximum of \$50 per hour based on credentials (see [Appendix C: Tutor Renumeration Grid](#)). Any amounts over these limits are the responsibility of the student.
5. Tutoring support funding is subject to funding availability and annual budgets. These amounts are not guaranteed each term/semester.
6. Invoices for tutoring services must be submitted by the tutor directly to the ETAPS Coordinator and must set out the date, time, hours of service, and services provided to the student.

10.2 STUDENTS LIVING WITH DISABILITIES

1. shíshálh Nation supports all students living with disabilities. Where applicable, the Nation will 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.
2. Possible support / accommodation includes:
 - a. Adjustment of course load and program timeline whereby two courses per term is considered full time studies.
 - b. Additional funding for tutoring support (case by case accommodation, up to \$1,500 per term).
 - c. Additional funding for support resources.
3. To qualify for disability supports and/or accommodations, students must:
 - a. Submit a written request to ETAPS Coordinator with program application (or as soon as possible if the disability occurred during the time of study).
 - b. 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.
 - c. Students receiving disability supports will still have to abide by the criteria of good standing by the institution.
4. Students may also apply for financial assistance for screening or diagnostic assessments (e.g. psychoeducational assessment) if needed to receive disability / learning accommodations via their institution.

10.3 TECHNOLOGY GRANT

1. 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 technology grant.
2. Eligible students funded under Post-Secondary Education Program may apply for a technology grant if the device is required by the student for their program of studies subject to post-secondary budget availability. Eligible amounts are detailed in [Appendix A: Maximum Eligible Funding Amounts \(PSE\)](#)
3. Eligible costs include devices, peripherals (e.g., mouse, headset, webcam, keyboard, protective case), extended warranties and/or essential software (e.g., Office 365) up to the eligible amount.
4. The Nation will not cover costs for damaged or lost devices or accept more than one application per student.
5. Students may be enrolled in part-time, full-time or online students.
6. Students are eligible for one grant every five (5) years. Students who have previously received a technology grant via the shíshálh Nation K-12 Education Program may reapply for a grant via the Post-Secondary Education Program when they begin post-secondary studies.
7. A **Technology Grant Form** must be submitted to the ETAPS Department for approval prior to reimbursement. Grant applications must be accompanied by:
 - a. A letter, email, or course outline from the institution or instructor confirming that device/software is required for the registered course/program.
 - b. A store quote for the device, peripherals and/or software they intend to purchase.
8. Technology grants are paid directly to the student via Electronic Funds Transfer. Receipts of purchases must be submitted to the ETAPS Coordinator within one week of purchase.

11 Termination or Suspension of Funding

1. shíshálh Nation may terminate funding granted to an eligible student in accordance with these Guidelines for any of the following reasons:
 - a. The student makes a misrepresentation or false statement on their Application Form
 - b. The student's academic status changes from full-time to part-time without the student first notifying the ETAPS Department
 - c. The student withdraws from or changes their Program of Study without first notifying the ETAPS Department
 - d. The student withdraws from the Post-Secondary Institution
 - e. The student is in breach of, and has not taken acceptable steps to rectify, a breach of their Letter of Agreement
2. Where a student has their funding suspended in accordance with this Policy, the student must work with the ETAPS Coordinator 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 ETAPS Department, the student's funding may be reinstated as outlined in [Section 8: Probation, Withdrawl & Failed Courses](#).

12 Appendices/Forms:

- ❖ Appendices
 - Appendix A: Maximum Eligible Funding Amounts (PSE)
 - Appendix B: Post-Secondary Completion Incentives
 - Appendix C: Tutor Renumeration Grid
- ❖ Client Forms (on server)
 - Appeal Form
 - Appeal Request for Review
 - Application for Funding: Post-Secondary Education Program
 - Application for Funding: ISET Job Start/Retention Funding
 - Application for Funding: ISET Training & Certificate Funding
 - Authorization to Obtain Information (Post Secondary Students)
 - Change of Personal Information
 - Consent to Share Information
 - Student Sponsorship Form
 - Tutoring Support Request Form
 - Technology Grant Request Form
 - Summer Student Program Application Form

All student forms can be found online on the shíshálh Nation website or picked up in hard copy from the Community Services Building. To receive forms by email, please contact dtack@shishalh.com

shíshálh Nation Employment, Training & Post-Secondary (ETAPS) Department



shíshálh Nation

Appendix A: Maximum Eligible Funding Amounts (PSE)

Maximum Eligible Funding Amounts – Full Time Students

Program	Cost	Max eligible amount	Notes / Exceptions
Post-Secondary Education Program (Full-time Students)	Application fee	Actual cost	One time only
	Registration, course tuition, and mandatory student fees	Actual cost	
	Official transcript fees	Actual cost	
	Medical and dental plan fees	n/a	Not covered; students must opt-out with their institution each year
	Books	Max \$700/term	Costs exceeding the max amounts will be considered on a case-by-case basis and will not exceed \$1000/term
	Required supplies	Max \$200/term	
	Travel & transportation	Max \$1000/term	Max amounts are per student and for each eligible dependent Up to 4 trips per term
	• Mileage	\$.59/km	
	• Ferry	\$60 for car/driver; \$10 per passenger	
	• Airfare / taxi / bus	Actual cost	Most economical option
	Living allowance		Maximum of 3 eligible dependents
	• Base rate	\$2020/month	
	• One dependent	\$2320/month	
	• Two dependents	\$2620/month	
	• Three or more dependents	\$2920/month	
	Childcare	Max \$300/month per child	Based on demonstrated need
	Tutoring support	Max \$1000 per term	Students must complete a Tutoring Request Form
	Required technology (device, peripherals, essential software)	Max \$1000 every 5 years	Students must submit a Technology Grant Form
Maximum annual amount per full-time student (UCEP, community college or CEGEP diploma or certificate program, or an undergraduate university program)		\$53,000 per year	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 \$53,000 up to a maximum of \$90,000

NOTE: The amounts listed are the maximum amounts payable for each specific eligible cost. No student is automatically entitled to the full amount. All expenses must be pre-approved and supporting documentation (e.g.: program information, receipts, tax information, etc.) must be provided as indicated within the relevant policy section and at the request of the ETAPS Department.

shíshálh Nation Employment, Training & Post-Secondary (ETAPS) Department



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Maximum Eligible Funding Amounts – Part Time Students

Program	Cost	Max eligible amount	Notes / Exceptions
Post-Secondary Education Program <i>(Part-time Students)</i>	Application fee	Actual cost	One time only
	Registration, course tuition, and mandatory student fees	Actual cost	
	Medical and dental plan fees	n/a	Not covered; students must opt-out with their institution each year
	Books	Max \$700/term	Costs exceeding the max amounts will be considered on a case-by-case basis and will not exceed \$1000/term
	Required supplies	Max \$200/term	
	Living allowance		Maximum of 3 eligible dependents
	Base rate	\$673/month per course	
	One dependent	\$773/month per course	
	Two dependents	\$873/ month per course	
	Three or more dependents	\$2500/ month per course	
	Childcare	Max \$300/month per child	Based on demonstrated need
	Tutoring support	Max \$1000 per term	Students must complete a Tutoring Request Form
	Required technology (device, peripherals, essential software)	Max \$1000 every 5 years	Students must submit a Technology Grant Form

NOTE: The amounts listed are the maximum amounts payable for each specific eligible cost. No student is automatically entitled to the full amount. All expenses must be pre-approved and supporting documentation (e.g.: program information, receipts, tax information, etc.) must be provided as indicated within the relevant policy section and at the request of the ETAPS Department.

shíshálh Nation Employment, Training & Post-Secondary (ETAPS) Department



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Appendix B: Post-Secondary Program Completion Incentives

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

shíshálh Nation Employment, Training & Post-Secondary (ETAPS) Department



shíshálh Nation

Appendix C: Tutor Renumeration Grid

Tutor qualification	Eligible hourly rate		
	Minimum	Mid (2 - 9 years of experience)	Maximum (10+ years of experience)
High school graduate	\$20	\$25	\$30
Undergraduate degree	\$25	\$30	\$35
Graduate degree (non-Education)	\$30	\$35	\$40
BC Certified Teacher in good standing	\$40	\$45	\$50