



**WEST MOBERLY FIRST NATIONS**



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EMPLOYMENT, TRADES AND CAREER TRAINING  
EDUCATION POLICY

The Chief and Council of West Moberly First Nations approved this Education Policy on April 14, 2016. This policy will be effective from April 14, 2016 onward.

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## **VISION**

The vision of the West Moberly First Nations Education Department is: “Lifelong learning”

## **OBJECTIVES**

The objective of this education policy is to provide alternative funding options and advisory support for West Moberly First Nations members who wish to access employment, trades or career training programs so that they achieve their desired career goals.

## **INTRODUCTION**

It is the desire of Chief and Council of WMFN to support our members’ employment and career goals by providing them with funding options in support of the employment, trades and career training programs. This policy is meant to provide alternate funding options for WMFN band members who are unable to access funding through external agencies for such programs. It may also be applied where external funding agencies do not fully fund such programs or in situations where additional high school upgrading courses are required as prerequisites.

Chief and Council consider employment, trades and career training to be a high priority to advance the nation’s goals of self-sufficiency. This policy reflects that commitment by providing options for the equitable administration of the band’s financial resources for that purpose.

This policy is a living document subject to revision as the requirements of the membership changes. This policy will be reviewed periodically by the Education Manager and Chief and Council to ensure that the needs of the members are being met in an equitable and unbiased manner. Suggestions by WMFN members to improve the effectiveness of this policy are welcome and encouraged.

## DEFINITIONS

**Academic year** - As defined by the educational institution and can vary from program to program.

**Academic probation** - A period of time during which the student is under strict academic guidelines monitored by the Education Manager.

**ABE** – Adult Basic Education

**Band Member** - Any individual whose name appears on the most current Band List

**Conflict of Interest** - Those covered by this policy must refrain from taking part, or exerting influence, in any transaction in which their own interests, including direct or indirect interests resulting from their immediate family or business relationships, may conflict with the interests of WMFN. (See the definition of Immediate Family later in this section.)

**Continuing Student** –

- Any student who has completed grade 12 or upgrading and is entering a post-secondary institution
- Any student who attended a post-secondary institution the year previous and has maintained the required C+ average in each course and has been accepted into the next year's program.

**Common-law spouse** - A person who has resided with another person for at least twelve continuous months in a marriage-like arrangement.

**C+ Average** - A grade point average between 65% and 69% or as determined by the institution the student is attending, whichever is higher.

**Dependent** –

- A child under the age of 18 who resides full time in the sponsored student's home, who is attending school on a regular basis (70% or more attendance in all classes).
- A child under the age of 6 years who is residing with the sponsored student on a full-time basis.
- a common-law spouse or spouse who will have no other income (excluding BC Family Allowance) if the spouse is caring for child(ren) under the age of six.

**Education Reserve** - Monies available from annual WMFN industry agreements or other sources available to Education.

**ETCT Education Program Policy** – Employment, Trades and Career Training education policy developed by West Moberly First Nations

**Full-time Studies/Student** - A full-time student is a student who is enrolled in and attending at least a 60% course load as determined by the education institution or organization delivering the program of study.

**Good Financial Standing** - A person who does not owe money to West Moberly First Nations, or as otherwise defined by the WMFN Interpretation Policy.

**Immediate family –**

A band member's spouse (including common-law spouse and same-sex spouse), parents, children, siblings, grandparents as well as “-in-law” and step relationships, and any relative permanently residing in the sponsored student's household or with whom the sponsored student resides.

**Indigenous and Northern Affairs Canada (INAC)** – The federal government ministry responsible for the support of Aboriginal peoples (First Nations, Inuit and Métis) and Northerners.

**Part-time Studies/Student** - A part-time student is a student who is taking less than a 60% course load as outlined by the program of study at the institution.

**PSSSP Education Policy** – Post-Secondary Student Support Program education policy developed by West Moberly First Nations in accordance with Indigenous and Northern Affairs Canada's National Post-Secondary Policy. Its purpose is to provide federally sourced financial and advisory support to WMFN membership to achieve their education goals.

**Spouse** - A person that is married or has been in a common-law relationship for more than 12 continuous months.

**Transcripts** - A permanent record of a student's grades and Grade Point Average (GPA) from a post-secondary institution.

**UCEP** – University and College Entrance/Preparation Program

**WMFN** – West Moberly First Nations: a First Nations Community located in northeastern British Columbia, Canada.

## **PROGRAM INFORMATION**

### **1. FUNDING AVAILABILITY**

Financial sponsorship of the educational programs discussed in this policy is entirely dependent upon the availability of band revenues. Such support will be provided within the limits of the WMFN financial resources allocated annually for the purposes described in this document.

### **2. ELIGIBLE APPLICANTS**

To be eligible to receive Employment, Trades, or Career Training (ETCT) support, an applicant must:

- a) Be a registered band member.
- b) Be in Good Financial Standing with West Moberly First Nations as defined by the WMFN interpretation policy. If the debt to the nation is due to a previous education funding default, the Education Manager will review such circumstances to ensure the applicant's probable success.
- c) Have been accepted into an eligible educational institution or organization as defined in Section 3 of this policy.
- d) Provide a signed confirmation that, prior to applying to the ETCT program all external education funding opportunities have been exhausted. Such external sources include programs available through industry sponsors as well as those offered by non-profit organizations and government agencies. ETCT funding support will only be considered for those applicants who do not qualify for such externally available funding opportunities or for those who can demonstrate that their applications to such programs have been unsuccessful in whole or in part.

### **3. ELIGIBLE INSTITUTIONS**

Eligible education institutions must be **one of the following**:

- a) An educational institution or affiliated organization delivering adult secondary school upgrading or employment or trades oriented courses, whose certification is either recognized by a provincial government of Canada or whose program credits are transferable to a provincially recognized Canadian educational institution.
- b) A certificate, diploma or degree granting post-secondary institution which is:
  - 1) On the list of the eligible institutions listed by a Canadian Provincial Ministry of Advanced Education. In British Columbia, the most current information is available on [www.bcsap.bc.ca](http://www.bcsap.bc.ca). Similar provincial government websites may be referenced for other provinces.

OR

  - 2) A foreign post-secondary institution offering educational programs eligible for transfer credit to a Canadian educational institution recognized by a provincial government of Canada. Such foreign institutions will be considered eligible only for those applicants whose usual place of residence is located in the same country where such educational institutions are located.
- c) If the educational institution or organization does not meet the eligibility criteria specified above, the applicant must include with their application a letter explaining why they wish to attend that particular institution and explain why it is necessary for their career or employment goals. The Education Manager will then determine whether or not an exception to the eligibility

criteria will be allowed based on the reasons provided in that letter. Consideration will be given to institutions that offer programs not offered by accredited institutions as outlined above but that have a reasonable probability of contributing to future career goals and likelihood of employability for the applicant.

#### 4. ELIGIBLE PROGRAMS

Eligible programs must:

- a) Be offered by eligible institutions as defined in Section 3 of this document.
- b) Provide a means to advance the applicant's qualifications for full-time employment through adult secondary school upgrading or through employment or career training.
- c) Consist of full time studies as defined by the institution or organization delivering the program which extend for a period of not less than five weeks duration.

OR

Be a part-time program which provides a means to advance the applicant's qualifications for full-time employment; either through adult secondary school upgrading or by enabling applicants to obtain required pre-requisites for employment or career training. Such part-time programs are not eligible for cost of living support except as specified in Section 5 e of this policy.

- d) WMFN band members may be eligible for ETCT funding of *safety training programs* under the following conditions:
  - 1) The total sponsorship funding for safety training courses for an individual WMFN band member over a three-year period may not exceed the maximum amount specified in section 8 b of this policy.
  - 2) Applications for sponsorship of safety training courses must include a written plan showing how such courses will improve employability for available jobs or contribute to qualifications for certification in the chosen trade or career.
  - 3) Sponsored students of safety courses *must honor their commitments* to attend the courses as scheduled. If unanticipated circumstances require re-scheduling, students are obligated to notify the institution or organization providing the training prior to the deadline established and in accordance with that institution or organization's policies. However, if this is not possible due to a serious accident or illness, or other personal crisis, please reference section 16f. Students sponsored for a safety training course who fail to meet the above-mentioned obligation or who otherwise fail to demonstrate a sincere attempt to complete and pass their sponsored safety course (as judged by the instructor of that course) will:
    - i) be held responsible for reimbursing West Moberly First Nations for all costs associated with that course.
    - ii) be ineligible for additional West Moberly First Nations sponsorship of safety courses under this policy for a period of twelve months following the date when they were originally scheduled to take the course.

## 5. ELIGIBLE SPONSORSHIP COSTS

### a) Eligible costs for WMFN sponsorship consideration include:

- Tuition and other mandatory student fees
- Required books
- Required supplies and/or materials as listed in course calendar/description
- Living Allowance for full-time studies
- Tutoring
- Emergency travel expenses
- Student relocation travel expenses

### b) **Registration and pre-enrollment fees**

Applicants typically apply to more than one education institution and may be charged registration fees for each application. Generally, these *registration fees* are not eligible for sponsorship by the ETCT program because most such expenses occur prior to the applicant's approval for sponsorship.

However, a registration fee or other mandatory fees charged by an educational institution where an applicant is later granted formal admission is eligible for reimbursement under this program. Such a fee will be considered a payment made in advance by the sponsored student toward their mandatory student fees. Once an applicant has been formally accepted to an educational institution, a receipt issued by that institution for this fee may be submitted to the WMFN Education Manager for reimbursement.

### c) **Tuition and other mandatory student fees**

- 1) Eligible costs include actual tuition costs and mandatory fees from the educational institution or organization
- 2) Applicants who attend an eligible private educational institution or organization will be eligible for sponsorship of tuition costs and mandatory student fees; however, such sponsorship will not exceed the cost of tuition and mandatory fees charged for a comparable program at an eligible public educational institution or organization located in the province or region in which the applicant normally resides.

### d) **Required books, supplies and/or materials**

Eligible costs include books, supplies and/or materials that are required for the program. Optional books and general school supplies (pens, paper, back pack, binders etc.) are the responsibility of the student.



**e) Living allowance**

Living allowances are expected to cover normal daily living expenditures such as food, lodging, and local travel. Living allowances are not expected to cover personal debts incurred prior or during attendance at post-secondary institutions. This includes, but is not limited to, credit card payments, vehicle loans, personal debts, bank loans or business loans.

Generally, only applicants applying as *full-time students* for eligible ETCT programs are eligible for living allowance support. However, ETCT sponsored *part-time* students may submit a written request to apply for living allowance support if they can establish that the lack of such support would prevent them from being able to enroll in the courses they require for employment or to meet the pre-requisites for an employment or career oriented program. Such written requests must be submitted to the Education Manager.

**Living allowance rates**

- 1) Living allowances will normally be direct deposited to student bank account on the first of the month. However, when this is not possible, the Education Manager will arrange for a cheque to be issued to the student for the period in which direct deposit to their bank account is not possible.
- 2) If a student begins or ends a program part way through a month, the part of their living allowance that is not allocated for accommodation will be pro-rated.
- 3) If ABE and UCEP students are not maintaining attendance requirements as defined by the institution, the part of their living allowance that is not allocated for accommodation will be pro-rated.
- 4) The maximum living allowance rates are calculated using the Canada Student Loan (CSL) rates which are periodically updated (see Appendix A attached to this document).
- 5) Advances are not available except in the event of emergency travel as outlined in section 5.g.2.
- 6) Qualifying criteria for eligible dependents are outlined in the Definitions section of this policy.
- 7) Social Assistance: All applications will be cross-referenced with the WMFN Social Assistance Department to avoid duplicate funding. If an applicant received social assistance for the month that he/she is applying for a living allowance, the amount sponsored through the ETCT program will not exceed the difference between the maximum sponsored living allowance and the amounts received from the Social Assistance Department. Furthermore, an applicant cannot receive the dependent amount if they are also receiving Social Assistance or Guardian Finance Aid (GFA).

**f) Tutoring**

Tutoring assistance may be available if a student feels that he/she requires tutoring to be successful in their studies. The student must receive permission from the Education Manager to employ the services of a tutor and all costs must be pre-approved by the Education Manager. Upon approval, a student must submit a copy of the tutoring contract to the Education Manager and arrange for the tutor to forward all tutoring invoices to the WMFN Education Manager for payment. Sponsored tutoring costs per student may not exceed \$600 per semester.

## g) Travel Expenses

### 1) Student Relocation Travel

The following support for student relocation travel expenses is available for eligible students attending an ETCT program funded under this policy:

Reimbursement for the actual cost of one return trip to the eligible student's permanent place of residence from the enrolling institution for every 16 weeks of full-time studies (not more than two round trips per academic year) for the student. Additional costs for transporting a student's dependents are eligible for reimbursement, provided those dependents accompany the student on the sponsored trips. Where a program qualifies for reimbursement of two round trips during an academic year, one of these may be applied to vacation travel costs between an eligible student's place of study and their permanent place of residence, as long as this occurs during a semester break of sufficient duration.

Students must submit original receipts to the Education Manager within a month of returning to school following the eligible trip. If receipts are not submitted within this timeframe, the student will not be eligible for reimbursement.

**Note:** Daily travel costs between a student's residence and the institution delivering their ETCT program are considered normal cost of living expenses and will be included in student's budget calculation for their ETCT funding application. However, for those students who do not qualify for cost of living funding, applications for the support of such daily travel expenses may be considered at the discretion of the Education Manager if a student's access to their ETCT funded program would be prevented without such assistance.

### 2) Emergency Travel

Financial assistance may be available to students for costs related to emergency situations. Emergency situations which may be eligible for assistance include circumstances in which a student or their immediate family has been affected by bereavement, life-threatening or incapacitating accidents or illness.

Applications for emergency travel funding must be made to the Education Manager by email, mail, or fax, by the affected student or someone acting on their behalf. If a written request is not practical due to urgency associated with the emergency or a temporary lack of access to written communication services, the Education Manager may accept a request for emergency travel by phone, provided the identity of the eligible student involved in the emergency can be verified. A written copy of the request must be forwarded to the Education Manager as soon as possible.

Subject to approval by the Education Manager, advances may be given for emergency travel. Recipients must submit original travel receipts to the Education Manager within one month of resuming their funded program or within one month of withdrawing from it, if that occurs.

If receipts are not submitted, the amount allocated will be deducted from the next living allowance installment. If there are no installments scheduled, the amount allocated will be considered Accounts Payable to WMFN and subject to the Good Financial Standing policy.

**3) Eligible Travel Costs:**

Sponsored students and their dependents may receive assistance for: bus fare, airfare, ferry fare, and/or other approved methods of transportation associated with eligible travel. Gasoline expenses resulting from the use of a personal vehicle may also be an eligible expense for such travel. Total travel costs may not exceed the *most reasonable and economical* method of travel available.

The total funding available for eligible travel costs per fiscal year may not exceed a maximum amount established by Council and the Education Department when the annual WMFN Education Department budget is approved. No other monies will be available to students for this purpose once this fund has been expended. A notice will be sent to all ETCT sponsored students when the fund for the current fiscal year has been depleted and any future travel costs incurred by the student will be the responsibility of the student.

## 6. SPONSORSHIP PRIORITIES

**First Priority** WMFN members who are continuing full-time ETCT students who have maintained a minimum C+ average during the previous term or terms of their program. If a student's grade transcripts are not available when their funding application is reviewed, a written confirmation from the associated program director verifying that they have maintained a minimum C+ average will suffice.

**Second Priority** WMFN members who have graduated from high school with a Dogwood Diploma or equivalent during the current year and who are applying to the ETCT program for a program of full-time studies for the first time.

**Third Priority** WMFN members who have not received previous sponsorship for a full-time education program through the ETCT or PSSSP programs and who wish to enroll in a full-time program of studies.

Applications for sponsorship which do not qualify under the priorities listed above will be considered for approval on a first-come first-served basis during the funding period in which such applications are received. For this purpose, the academic year is divided into three, four-month funding periods: September through December; January through April; and May through August. Funding that is not allocated in the previous funding period will be rolled over into the next funding period.

## 7. APPLICATION DEADLINES

An application for funding through the ETCT program must be submitted sufficiently far in advance to meet the deadlines set by the educational institution offering the program for which the applicant is seeking sponsorship. It is the responsibility of the applicant to identify and meet such deadlines.

## 8. ANNUAL MAXIMUM FUNDING FOR SPONSORED PROGRAMS

- a) The total maximum sponsorship per year per applicant for full-time ETCT programs is \$35000 (including cost of living and travel where applicable). This amount aligns with the program sponsorship maximum specified in the WMFN Post-Secondary Student Support Program (PSSSP) policy and it may be amended if that policy's maximum should change.
- b) The total maximum sponsorship per applicant over three years for safety courses is \$5000, including the cost of any safety equipment required for those courses.
- c) Maximum sponsorship for required books and supplies is not to exceed \$2000 per year.

## 9. PROGRAM DURATION MAXIMUMS

*The ETCT program duration maximums are shown below:*

Program	Program Duration Maximums
Adult Basic Education	One Dogwood diploma or equivalent
Trades	Completion of one trade program
Certificate	One certificate
Diploma	One diploma
Bachelor	One Bachelor degree
Masters or PhD	One degree at the Masters or PhD level

Note: The program duration maximums for any eligible programs not listed here will be determined by the Education Manager at the time of the student's funding application in consultation with the program provider.

## 10. ETCT PROGRAM EXTENSIONS

When sufficient funding is available, applications may be considered for WMFN students who have completed their ETCT sponsored trades or career program but who wish to improve their qualifications in their chosen field through additional full-time training.

Students may receive funding for up to one additional year to extend their qualifications within their chosen field of study. This request must be made to the Education Manager in writing by mail, fax or email in accordance with ETCT Program application requirements outlined in this policy.

This request must include a written recommendation from the Program Administrator, Dean or Department Head of the student's program. Requests will be approved based on available funding and prior student success in the sponsored program.

An applicant who qualifies to be considered for a program extension according to the above criteria will be evaluated as a First Priority candidate, providing that the requested term occurs immediately following the final scheduled term of their sponsored program. Otherwise, they will be evaluated as detailed in the final paragraph of Section 6, Sponsorship Priorities.

## 11. DISTRIBUTION OF ETCT FUNDS ON BEHALF OF APPROVED APPLICANTS

Tuition, books, and other mandatory student fees for ETCT Program approved applicants will normally be paid directly to the education institution or organization in which the student is enrolled. However, if there are compelling reasons why an approved applicant must pay such fees themselves or via a third party sponsor, they may request a reimbursement of that payment by submitting a written request to the Education Manager along with an explanation of the reasons involved. In such a case, the Education Manager will provide the student with a written reply to their request within ten working days of receiving it.

## 12. APPLICATIONS

### a) Application Access

An application can be requested from the Education Manager. The application can be submitted in person, by mail, fax or email. Applications will also be available in the Education Manager's WMFN office and from the Education bulletin board located outside the Education office.

### b) Required Application Content

The following must be submitted in full with required signatures and in time to meet the educational institution deadlines as discussed in Section 7 of this policy. The Education Manager is available to assist with the application process. However, the Manager will not complete any part of the application for the potential student.

- 1) ETCT funding application form
- 2) Photocopy of status card, both sides of the card is required
- 3) Documentation as detailed below for the indicated types of institutions or programs:
  - i) University, College or Technical School
    - A copy of an acceptance letter from the eligible institution or organization which identifies the applicant and the program in which they have been accepted.
  - ii) Trades, Apprenticeships and Other Employment Oriented Programs:
    - A copy of an acceptance letter from the eligible educational institution or organization which is the program provider to which the applicant has been accepted.
    - Documentation from the institution which demonstrates that the program will:
      - provide courses required for entrance into a recognized trade or skilled occupation.
      - provide courses that are eligible for credit at other educational institutions or organizations providing similar programs and which are recognized for their career value by the industries or occupations for which they are intended.
    - Copies of all completed application forms required by the program provider that are specific to their institution or organization.
  - iii) Adult Basic Education (ABE) OR University and College Entrance/Preparation Programs (UCEP):
    - A copy of an acceptance letter from the eligible institution or organization which identifies the applicant and the program in which they have been accepted.
    - Official documentation from the post-secondary institution which states that:
      - the program will provide the applicant with the courses required for entrance into college, technical school, university, etc.
      - the applicant will be eligible for acceptance into a regular college or university credit program upon successful program completion.
- 4) Copy of high school transcripts or test results from college entrance exams.
- 5) Program costs including school fees, books and/or supplies.

- 6) Health plan that includes the following:
- A personal (family) budget
  - Child care plans when applicable
  - Support people at the institution who can assist with personal or school issues
  - Personal support network (family, friends, etc.) who will assist the applicant
  - Whether the applicant is planning to work during the term of study and if so, how they will balance demands on work, school and personal life
- 7) Education plan that includes the following:
- Previous experience or employment in the field the applicant wants to pursue
  - Career goals and employment opportunities the applicant intends to pursue with the completed education program
  - Details of other available funding opportunities that the applicant has applied for prior to applying to the ETCT program.
  - Program length and start/end dates  
If the program is longer than one year and has a break such as from May to August, identify what the applicant will do during this break
  - Program outline, including:
    - What courses the student will be taking each semester.
    - Dates when program transcripts/reports are available

### **13. APPLICATION APPROVAL PROCESS**

- a) Applications will be reviewed within 10 working days after received by the Education Manager.
- b) The Education Manager will review applications to determine the following:
  - 1) Completeness (including all application content). If an application is not complete, the Education Manager will contact the applicant regarding required information.
  - 2) Assurance that the educational institution or organization is eligible in accordance with Section 3 of this policy.
  - 3) Assurance that the program is an eligible education program in accordance with Section 4 of this policy.
  - 4) Where a trades or employment program is delivered by an educational organization, assurance that it is a program recognized by a professional certification or licensing body (such as the Industry Training Authority (ITA)) or that it will provide a direct path to employability within the focus occupation for students completing the program.
- c) The Education Manager will:
  - 1) Request by written memo to the WMFN Finance Department to determine whether the student/applicant is in Good Financial Standing with WMFN.
  - 2) Request by written memo to the WMFN Social Assistance Department to determine whether the student/applicant is or has received social assistance recently.
  - 3) Group applicants according to the ETCT priorities in Section 6 to determine how many students can receive funding.
  - 4) Project the budget for the fiscal year using the costs provided by the applicant and incorporate this information into an overall Post-Secondary budget.
  - 5) Contact the applicant to make an appointment for a telephone or in-person interview with the Education Manager.
- d) Using the applicant information and referencing the sponsorship maximums described in Section 8.0. of this policy, the Education Manager will:
  - 1) Determine if WMFN will support the applicant for funding.
  - 2) Notify all applicants by letter and/or email whether they have been accepted for funding and include any reasons for sponsorship approval or denial.



## **14. APPROVED STUDENTS**

- a) In addition to the funding notification letter/email sent to the applicant, applicant's approved for funding will be sent the following:
  - 1) Two copies of the ETCT program funding Contract
  - 2) Information Release Consent Form
  - 3) Direct Deposit Form
  
- b) These documents must be signed by the student and returned to the WMFN Education Department prior to the start date of the applicant's education program. Only copies with original signatures will be accepted. If these documents are not returned in time, funding will be delayed and the student's program placement may be at risk.
  
- c) WMFN and student ETCT funding Contract  
This contract will identify and outline the following:
  - 1) Student
  - 2) Institution
  - 3) Program
  - 4) Length of program
  - 5) Length of contract
  - 6) Sponsorship details (tuition, books, supplies, living allowance)
  - 7) Repayment terms for unsuccessful or incomplete program completion
  
- d) Information Release Consent Form  
This signed form will allow the Education Manager to communicate/liaise with the student's education institution about necessary information regarding sponsorship, attendance, grades, etc. as needed.
  
- e) Direct Deposit Form  
This form can be filled out by the student or by the student's bank. A student can also submit a void cheque or a legible copy of a void cheque in lieu of a Direct Deposit Form.

## **15. APPEALS PROCESS**

See West Moberly First Nations' Appeals Policy.

## 16. STUDENT REQUIREMENTS WHILE ENROLLED IN A FUNDED PROGRAM

While the student is enrolled in a funded program, the student must communicate with the Education Manager regarding the following items:

### a) Sponsorship Deadlines

It is the student's responsibility to inquire with the institution's registration department regarding the deadlines for sponsorship forms to be submitted to the school. Students must notify the Education Manager by email or fax of the education institutions deadlines for sponsorship forms to be submitted from WMFN to the institution at least three weeks prior to the deadline.

### b) Book Requirements

It is the student's responsibility to inquire with the institution's bookstore regarding the required books and/or supplies for the program. The student must identify all the books required, the associated costs and the total cost of books that include applicable taxes. This information is to be emailed or faxed to the Education Manager two weeks prior to the start of each semester.

### c) Grades/Transcripts

For full-time programs after each sponsored semester, the student must submit proof of final grades within 30 days of the end of the semester. If the student does not submit their grades or transcripts, the student may be suspended for any continued sponsorship including living allowance, tuition and books until the grades or transcripts are submitted.

### d) Contact Information, Dependents, Marital Status Change

- 1) Students are required to inform the Education Manager (preferably in writing via email) of any change in contact information, dependents or marital status. Any changes must be submitted within 30 days of the change.
- 2) Changes to dependents or marital status may increase or decrease the living allowance for a student. Verification will be required when adding a dependent.
- 3) Changes in marital status or in the number of dependents which result in a change in the calculation of a student's cost of living allowance will be deemed to be in effect during the month immediately following the month in which the change occurred.

### e) Required Grades and Attendance

- 1) Students are required to maintain a C+ average for the duration of their sponsorship. A C+ average will be calculated according to the grade point system of the institution or training organization in which the sponsored student is enrolled.
- 2) ABE and UCEP Students will be closely monitored for student success. Monthly attendance confirmation will be required. Details will be discussed with the Education Manager at the time of application interview and written into the WMFN Education & Student Contract.

**f) Personal Crisis**

In circumstances where personal difficulties are seriously impairing a student's academic performance, the student must notify the Education Manager immediately to discuss the situation. Options will be discussed with the Education Manager in accordance with this policy on a case by case basis.

If exceptions to a student's academic responsibilities (as defined in Section 16 of this policy) are sought by a sponsored student as a consequence of a personal crisis, a written request from the student must be submitted to the Education Manager for consideration along with official documentation verifying the nature and duration of the crisis. Assistance may also be available for students requiring financial support for travel expenses which are associated with a personal crisis as explained in Section 5.g.2 of this policy.

**g) Change in Program Course Load**

It is the student's responsibility to inform the Education Manager of course changes they would like to make prior to registration or during a semester in which they are enrolled. The student must discuss any such changes with the Education Manager who may request that the student to see a program advisor from the education institution in which they are registered. A revised course outline must be submitted when requesting a course change demonstrating how the course change will affect the original program outline.

**h) Course Failure**

WMFN will not pay for a student to repeat a course that has already been sponsored in the past and which the student failed or did not complete. However, if failure of a course is due to a serious accident or illness, or other personal crisis, please reference section 16f.

If a student fails a safety ticket course/exam, WMFN may provide funding for a second attempt; however, the applicant will be required to provide a written plan and discuss with the Education Manager any support required to ensure probable success at the second attempt.

**i) Renewing an Application**

1) Full time students, who have received sponsorship for one year of a multi-year program, must renew their application each year of their program in accordance with the application requirements explained in Section 12 as well as with all sections of this policy dealing with ETCT program funding requirements.

2) A renewal application will include:

- i) ETCT Program application form
- ii) Updated Information Release Consent Form
- iii) Updated ETCT Contract
- iv) Updated Health plan
- v) An updated Education plan identifying:
  - How the applicant's program is assisting the students career goals to date
  - Challenges and success from the current school year
  - Progress of original program outline

## **17. ACADEMIC PROBATION OR SUSPENSION (Full Time Students)**

- a) Full-time sponsored students, who do not pass a course that is required by their program, will be placed on academic probation by the Education Manager. Such students must achieve a passing grade in that course within the period of time permitted by their program provider or their ETCT funding will be suspended. When students must re-take failed courses they are responsible for paying the costs involved and are not eligible for reimbursement under the ETCT program.
- b) Full-time sponsored students placed on academic suspension by their post-secondary institution will not be eligible for sponsorship for one academic year or until they are accepted by the institution back into an eligible program as a full-time student, whichever is less. In either case, the application requirements for renewal of an ETCT sponsorship apply (see Section 16.i).

## **18. SUSPENSION OR TERMINATION OF FUNDING**

Cause of suspension or termination of student sponsorship can be issued for:

- a) Fraud
- b) Failure to comply with the Student Requirements While in School (Section 16).
- c) Partial or full withdrawal from a sponsored program making course load less than 60% of approved sponsorship without prior notification to the Education Manager
- d) Breach of any of the ETCT policies

## **19. PENALTIES**

Students who have failed a semester will be responsible for repaying WMFN all sponsored costs related to the semester. However, if failure is due to a serious accident or illness, or other personal crisis, please reference section 16.f.

## **20. ETCT POLICY AMENDMENTS**

ETCT Policy Amendments will follow the WMFN Policy Amendment Process

Note: Amendments to this policy will only apply to new ETCT contracts signed after the amendment is approved by WMFN Council.

## 21. OTHER POTENTIAL SOURCES OF FUNDING

WMFN may not be able to fund all potential applicants and those applying to the ETCT program are expected to first exhaust all other available sources of funding.

Possible sources of funding include:

### ***CANADA STUDENT LOANS***

The mission of the Canada Student Loans Program (CSLP) is to promote accessibility to post-secondary education for students with a demonstrated financial need by lowering financial barriers through the provision of loans and grants, and to ensure Canadians have an opportunity to develop the knowledge and skills to participate in the economy and society.

For more information on CSLP, visit <http://www.aved.gov.bc.ca/studentaidbc/>

### ***NORTH EAST NATIVE ADVANCING SOCIETY (NENAS)***

Employment oriented training programs eligible for funding and available to all First Nation, Status, Non-Status and Inuit individuals who reside in Northeast B.C.

10328-101<sup>st</sup> Avenue

Fort St John, BC

V1J 2B5

Phone: 250 787 0887

Fax: 250 785 0876

Email: [nenas@nenas.org](mailto:nenas@nenas.org)

### ***ITA - Industry Training Authority***

Trades training, apprenticeship applications and testing.

<http://www.itabc.ca/>

Phone: (778) 328-8700

Toll Free in BC - 1-866-660-6011

Fax 778 328 8701

Email [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

8th Floor – 8100 Granville Avenue

Richmond, BC V6Y 3T6

### **INAC Aboriginal Bursary Online Search**

The purpose of the Aboriginal Bursary Online Search is to provide Aboriginal students with a valuable tool to facilitate their pursuit of post-secondary studies. These awards are made available by various organizations and institutions. Bursaries may be searched by regions, disciplines, providers and key words.

<http://www.aadnc-aandc.gc.ca/eng/1351185180120/1351685455328>

To apply for bursaries the organizations that are awarding them must be contacted. Contact information is provided on the Web site.

<http://www.studentawards.com/>

This website directs applicants to thousands of scholarships, bursaries and cash awards.

### **Aboriginal Skills and Employment Training Strategy (ASETS)**

Using an integrated approach, ASETS will link your training needs to labour market demands, providing you with training or skills upgrading and with help finding a job.

<http://www.esdc.gc.ca/eng/jobs/aboriginal/asetts/index.shtml>

### **Indspire**

Indspire (formerly the National Aboriginal Achievement Foundation) offers financial assistance (scholarships and bursaries) through three major categories: Post-Secondary Education, Fine Arts and Cultural Projects and Health Careers

<http://indspire.ca/news/4120>

## **APPENDIX A**

### **MAXIMUM COST OF LIVING ALLOWANCE RATES**

NOTE: THE FOLLOWING ARE THE CURRENT MAXIMUM LIVING ALLOWANCE RATES. THESE ARE CALCULATED USING THE CANADA STUDENT LOAN (CSL) RATES AND THEY ARE SUBJECT TO ANNUAL REVISION. <http://www.aved.gov.bc.ca/studentaidbc>

Single Person living at home	\$ 510 monthly
Single Person	\$1374/ monthly
Parent base	\$1834/ monthly
Each dependent to a maximum of three	\$651/ monthly