



WEST MOBERLY FIRST NATIONS



POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY



The Chief and Council of West Moberly First Nations approve the amendments to the Post-Secondary Education Policy on _____. This policy is in effect May 1, 2013 forward.

Chief
Roland Willson

Desjarlais Family Councilor
Councilor Laura Webb

Miller Family Councilor
Clarence Willson

Dokkie Family Councilor
Councilor Dean Dokkie

Brown Family Councilor
Councilor Kyle Brown



VISION

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

OBJECTIVE

The objective of the Post-Secondary Student Support Policy (PSSSP) is to provide financial and advisory support to West Moberly First Nations membership to achieve their education goals.

GENERAL INFORMATION

Historically, (AANDC) Aboriginal Affairs and Northern Development Canada (formerly INAC - Indian and Northern Affairs Canada) administered the Post-Secondary Student Support Program since inception (1968). AANDC transferred delivery of this program to First Nations bands in the late 1970’s.

West Moberly First Nations (WMFN) has been providing support to its membership to access post-secondary education for several years. WMFN continues to negotiate agreements with the oil and gas and forestry industries to benefit both organizations. WMFN has identified Education as one of its priorities for industry to financially support. WMFN has several agreements that may provide additional monies to the PSSSP budget. Therefore WMFN is not solely reliant on AANDC funding, which is the norm for many other BC bands.

TABLE OF CONTENTS

VISION	2
OBJECTIVE	2
GENERAL INFORMATION	2
TABLE OF CONTENTS	3
PROGRAM INFORMATION	5
ELIGIBLE APPLICANTS	5
ELIGIBLE INSTITUTIONS	5
ELIGIBLE PROGRAMS	6
ELIGIBLE SPONSORSHIP COSTS	6
Tuition and mandatory school fees	6
Required books, supplies and/or materials	7
Living allowance	7
Tutoring	7
Contingency Funding	7
SPONSORSHIP PRIORITIES	8
APPLICATION DEADLINE	9
LIVING ALLOWANCE RATES	9
PROGRAM SPONSORSHIP MAXIMUMS	10
Program Maximums	10
Tuition and Fee Sponsorship Maximums	11
Book and Supplies Sponsorship Maximums	11
ADDITIONAL PROGRAM INFORMATION	11
ADULT BASIC EDUCATION (ABE) OR UNIVERSITY/COLLEGE ENTRANCE PROGRAM (UCEP)	11
NON WMFN APPLICANTS	11
SOCIAL ASSISTANCE	12
CO-OPS/PRACTICUMS	12

APPLICATION AND APPROVAL PROCESS	12
REQUIRED APPLICATION CONTENT	12
REQUIRED APPLICATION CONTENT FOR ADULT BASIC EDUCATION (ABE) OR UNIVERSITY AND COLLEGE ENTRANCE/PREPARATION PROGRAM (UCEP)	13
APPLICATION APPROVAL PROCESS	14
APPROVED STUDENTS	15
APPEALS PROCESS.....	16
STUDENT REQUIREMENTS WHILE IN SCHOOL.....	18
SUBMISSION OF TUITION SPONSORSHIP DEADLINES	18
SUBMISSION OF BOOK REQUIREMENTS	18
SUBMISSION OF GRADES/TRANSCRIPTS.....	19
CONTACT INFORMATION, DEPENDENTS OR MARTIAL STATUS CHANGE	19
MAINTAIN GRADES	19
PERSONAL CRISIS.....	19
CHANGE IN PROGRAM COURSE LOAD	19
COURSE FAILURE	20
RENEWING APPLICATION	20
ACADEMIC PROBATION.....	20
SUSPENSION OR TERMINATION OF FUNDING.....	20
PENALTIES.....	21
OTHER SOURCES OF FUNDING.....	21
NORTH EAST NATIVE ADVANCING SOCIETY (NENAS).....	21
Trades & Apprentice Program	22
Confirmed Job Supplement Program.....	22
Skills Development Employment Training.....	22
STUDENT LOANS	23
WEBSITES FOR POST-SECONDARY STUDENT FUNDING.....	23
PSSSP POLICY AMENDMENTS.....	24
Who creates the PSSSP policies?.....	24
Can I make recommendations for amendments to the PSSSP policy?	25
What is the process for amendments to the PSSSP policy?.....	25
When would the amended PSSSP policy take effect?	25
DEFINITIONS	25

PROGRAM INFORMATION

ELIGIBLE APPLICANTS

To be eligible to receive Post-Secondary Student Support (PSSSP) individuals must meet certain criteria. An applicant must:

1. Be a registered band member.
2. Have been a resident in Canada for twelve consecutive months prior to the date of application.
3. Be in good financial standing with West Moberly First Nations (WMFN), they cannot owe any money to the band.
4. Have been accepted into an eligible education institute.

ELIGIBLE INSTITUTIONS

Eligible education institutions must be:

- A certificate, diploma or degree granting institution recognized by the provincial government or be a First Nation education institution affiliated with, or delivering post-secondary programs.
- On the list of the eligible institutions listed by the BC Ministry of Advanced Education.

The most current information on www.bcsap.bc.ca can be used to ensure institution eligibility. If the institution does not have the necessary criteria, the student must include in their application a letter regarding why they wish to attend that particular institution.

ELIGIBLE PROGRAMS

Eligible programs must:

- Be offered by eligible institutions
- Be at least one academic year in length which is defined by the institution (unless applying for part-time studies or for an individual course)
- Require Grade 12 or equivalent (except Adult Basic Education)

If the program does not meet these criteria, the student must include in their application why they wish to take the program.

ELIGIBLE SPONSORSHIP COSTS

Eligible costs for WMFN sponsorship consideration include:

- Tuition and mandatory school fees
- Required books
- Required supplies and/or materials
- Living Allowance
- Tutoring
- Contingency funding

Registration fees are not eligible for sponsorship; they are the responsibility of the applicant.

Tuition and mandatory school fees

Tuition assistance includes actual tuition costs and mandatory fees from the education institution. The cost of tuition and fees will be paid directly to the education institution in which the student is enrolled.

Students who desire to attend an eligible private institution will only be sponsored for tuition costs and fees will for the comparable amount at a local public institution.

Required books, supplies and/or materials

Assistance includes 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.

The cost of required books, supplies and/or materials will be paid directly to the education institution bookstore in which the student is enrolled.

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.

Only applicants applying as full-time students will be considered for living allowance support. No part-time students may receive this funding support.

Tutoring

Assistance is available if a student feels that he/she requires tutoring to be successful in their studies. The student must receive permission from the Education Director to employ the services of a tutor and all costs must be pre-approved by the Education Director. Upon approval, students can pay the tutor fee, and submit all original receipts to the Education Director for reimbursement or students can have the tutor invoice WMFN directly.

Contingency Funding

Assistance is available to students for costs related to emergency situations. Emergency situations include if the student has been affected by bereavement, life-threatening accidents and/or life-threatening illness. Also considered are members of the student's immediate family who have been affected by bereavement, life-threatening accidents and/or life-threatening illness.

Eligible Costs:

Students and their dependents can receive assistance for: bus fare, airfare, ferry fare, and/or other approved methods of transportation. Gas will be allowable expense for travel. Total travel costs may not exceed the most economical method of travel.

Students must submit original receipts pertaining to travel within a month of returning to school from the emergency situation. If receipts are not submitted, the amount allocated will be deducted from the next living allowance installment. If there are no living allowances scheduled, the amount allocated will be an

Accounts Payable to WMFN and the student will not be considered in good financial standing.

- Budget:** \$2500 will set aside for this fund; no other monies will be available to students once this fund has been expended. A notice will go to all students when the fund for the current fiscal year has been depleted and any future emergencies incurred by the student will be the responsibility of the student.
- Monitoring:** The fund will be monitored by the Education Director. There is a line item identifying the program in the Education budget. The Education Director will review this line item on a monthly basis.
- Application:** Written request only by email, mail or fax by the student or someone on behalf of the student by email, mail or fax requesting assistance will be considered an application to this fund.
- Distribution:** Funds distributed to the student will be in accordance with the normal release of student funds by the Finance department which is direct deposit.

Any surplus from this fund as of March 15th will be reallocated to the PSSSP at the discretion of the Education Department. The fund will be renewed April 1st of every year.

SPONSORSHIP PRIORITIES

- First Priority** WMFN members who are continuing full-time students who have maintained a C+ average from the previous semester or previous two semesters where applicable
- Second Priority** WMFN high school student members who have graduated from high school with a Dogwood Diploma
- Third Priority** WMFN members who wish to study part-time
- Fourth Priority** WMFN members who want to attain their Adult Dogwood
- Fifth Priority** WMFN members who have had continuous employment, who have not received previous sponsorship and who have not received Social Assistance in previous last twelve months
- Sixth Priority** WMFN members who have received previous sponsorship and who have been in the workforce for more than three years and wish to change careers
- Seventh Priority** WMFN members who have not been in the workforce on a continuous basis
- Eighth Priority** WMFN members who have previously been funded by PSSSP but did not complete their program

The following priorities will only be considered following the May 15th annual deadline. After all previous priorities have been considered and only when there is available funding through

AANDC, applications from the ninth and tenth priority will be considered. Furthermore, all applications will be presented to Chief and Council for approval.

Priority for determining these applications will be:

- a. Applicants who are entering a field that would be able to assist with band capacity
- b. Applicants who have found other funding to assist with their schooling

Ninth Priority

Registered Status Indians who are not registered with WMFN but are a spouse or a dependent of a band member. The applicant must:

- a. Have lived with the band member for more than two continuous years prior to the date of application
- b. Have proof of relationship
- c. Demonstrate that the applicant's band denied them for funding within nine months of applying to WMFN

Tenth Priority

Registered Status Indians who are not registered with WMFN

- a. Demonstrate that the applicant's band denied them for funding within nine months of applying to WMFN

APPLICATION DEADLINES

An application must be submitted on time; late applications will not be considered. When the dates fall on a weekend, the deadline will be the Friday prior to the deadline date.

Deadline

Applies to:

May 15

For all AANDC government funded programs /courses that start in September (or later) of a given year and finish by the end of August of the following year. This deadline may be subject to change, in which case applicants will be notified in advance of any changes.

NOTE:

Deadlines for non-governmental post-secondary funding (if available) will vary according to the availability of such funds and the timetable for the eligible post-secondary program being considered.

LIVING ALLOWANCE RATES

- Living allowances are direct deposited to student bank account on the first of the month.
- If a student begins or ends a program part way through a month, the living allowance will be pro-rated. To determine weekly rates, divide the total allowance by 4.3.

- The living allowance rate is calculated using the Canada Student Loan (CSL) rates which are periodically updated.
- For students who wish to take a program that is not in BC, the living allowance rates available at <http://www.aved.gov.bc.ca/studentaidbc/welcome.htm> will be used.
- Cheques will not be given for living allowances.
- Advances are not available.
- Qualifying criteria for eligible dependents is outlined in the Definitions section of this policy.

Single Person living at home	\$ 427/ monthly
Single Person	\$1028/ monthly
Parent base	\$1309/ monthly
Each dependent to a maximum of three	\$548/ monthly

PROGRAM SPONSORSHIP MAXIMUMS

In addition to the program maximums, the total sponsorship maximum per year is \$35 000.

Program Maximums

WMFN will use AANDC program maximums. However, when Education Reserve funding is available, applications will be considered for applicants who have already accomplished a certificate or diploma program; a bachelor, masters, or PhD degree program, or a trades program.

Students may receive funding for one additional year to complete an Adult Basic Education program; a diploma; or a bachelor, masters or PhD program. This request must be made to the Education Director in writing by mail, fax or email in accordance with PSSSP deadline outlined in this policy. This request must include written authorization from the Dean or Department Head of the students program. Requests will be approved on available funding and prior student success.

<u>Program</u>	AANDC Maximum
Adult Basic Education	One academic year as defined by the attending institution

Certificate	One certificate
Diploma	One diploma
Bachelor	One Bachelor degree
Masters or PhD	One degree at the Masters or PhD level
Trades	Completion of a trade program

Tuition and Fee Sponsorship Maximum

Maximum sponsorship for tuition and fees will be the actual tuition costs and fees for public institutions.

Book, Supplies and Materials Sponsorship Maximum

Maximum sponsorship for required books and supplies is not to exceed \$2000 per year.

ADDITIONAL PROGRAM INFORMATION

ADULT BASIC EDUCATION (ABE) OR UNIVERSITY/COLLEGE ENTRANCE PROGRAM (UCEP)

Students will be closely monitored for student success. Monthly attendance confirmation will be required. Details will be discussed with the Education Director at the time of application interview and written into the WMFN Education & Student Contract.

NON WMFN APPLICANTS

For non WMFN applicants, sponsorship requests will be considered once all previous priorities have been considered and AANDC funding is available. If the applicant is seeking reimbursement of costs incurred prior to the date of application and not before April 1st of the year, original receipts must be submitted with application.

SOCIAL ASSISTANCE

All applications will be consulted 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 from the Education Department will not exceed the maximum Post-Secondary living allowance which will take into consideration amounts received from Social Assistance Department. Furthermore, an applicant cannot receive Social Assistance Guardian Finance Aid (GFA) and the Post-Secondary dependent amount.

CO-OPS/PRACTICUMS

Students who have a co-op and/or a practicum as a requirement for their program may be considered for funding including living allowance. Most co-ops are paid work experience therefore; living allowance calculations will consider the net income from the co-op. Students approved to receive a living allowance will not exceed the normal maximum living allowance taking into consideration co-op income.

APPLICATION AND APPROVAL PROCESS

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

REQUIRED APPLICATION CONTENT

The following application content must be submitted in full with required signatures and by the required deadline. The Education Director is available to assist with the application process. However, the Director will not complete any part of the application for the potential student.

1. WMFN application form
2. Photocopy of status card, both sides of the card is required
3. Copy of an acceptance letter from the Post Secondary Institution which states the program in which the applicant has been accepted
4. Program costs including tuition, school fees, books and/or supplies

5. Health plan that includes the following:
 - a. Create a personal (family) budget
 - b. Identify child care plans when applicable
 - c. Identify support people at the institution who can assist with personal or school issues
 - d. Identify personal support network who will assist applicant
 - e. Identify if applicant is planning to work during study duration and if so, how the applicant will balance demands of work, school and personal life
6. Education plan that includes the following:
 - a. Identify previous experience or employment in the field applicant wants to pursue
 - b. Identify career goals and employment opportunities the applicants will pursue with the completed education program
 - c. Identify program length and start/end dates
 - i. 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
 - d. Identify program outline
 - i. What courses the student will be taking each semester.

***REQUIRED APPLICATION CONTENT FOR ADULT BASIC EDUCATION (ABE)
OR UNIVERSITY AND COLLEGE ENTRANCE/PREPARATION PROGRAM
(UCEP)***

The following application content must be submitted in full with required signatures and by the required deadline. The Education Director is available to assist with the application process. However, the Director will not complete any part of the application for the potential student.

1. WMFN application form
2. Photocopy of status card, both sides of the card is required
3. Copy of an acceptance letter from the Post Secondary Institution which states the program in which the applicant has been accepted. The acceptance letter must have the following statement:
 - i. the program will provide the applicant with the courses required for entrance into college or university; and
 - ii. the applicant will be eligible for acceptance into a regular college or university credit program upon successful program completion.
4. Copy of transcripts from last high school or Ministry of Education 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. Create a personal (family) budget
 - b. Identify child care plans when applicable
 - c. Identify support people at the institution who can assist with personal or school issues
 - d. Identify personal support network who will assist applicant
 - e. Identify if applicant is planning to work during study duration and if so, how the applicant will balance demands on work, school and personal life
7. Education plan that includes the following:
 - a. Identify the career and education goals the applicant wants to pursue upon successful program completion
 - b. Identify an outline of what courses the applicant will be taking
 - c. Confirmation the applicant has met with an academic advisor regarding the applicants program outline
 - d. Identify program length and start/end dates

APPLICATION APPROVAL PROCESS

Applications will be reviewed within 10 working days after the respective deadline by the Education Director.

The Director will review applications for the following:

- Completeness
- Assurance the Education Institution is an approved institution
- Assurance the Education program is an approved program

The Director will:

- Request by written memo to the WMFN Finance Department to determine whether the student/applicant owes any monies to WMFN.
- Request by written memo to the WMFN Social Assistance Department to determine whether the student/applicant is or has received social assistance recently.
- Group applicants according to the PSSSP priorities to determine how many students can receive funding.

- Project the budget for the fiscal year using the costs provided by the applicant and incorporate this information into an overall Post Secondary budget.
- Contact the applicant to make an appointment for a telephone or in-person interview with the Director.

Using this information, the Education Director will determine if WMFN can support the applicant for funding.

All applicants will be notified by letter and/or email whether they have been accepted for funding and include any applicable reasoning for sponsorship approval or decline. This letter will be mailed to the student by the end of 15 working days after the application deadline.

APPROVED STUDENTS

In addition to the funding notification letter/email sent to the applicant, applicant's approved for funding will be sent the following:

- Two copies of WMFN Education & Student Contract
- Information Release Consent Form
- Direct Deposit Form

This information must be returned to the WMFN Education Department with signatures at least four weeks prior to the applicants study. Copies with original signatures will only be accepted. If this information is not returned in the requested time, sponsorship will be delayed.

WMFN Education & Student Contract

This contract will identify and outline the following:

- Student
- Institution

- Program
- Length of program
- Length of contract
- Sponsorship details (tuition, books, supplies, living allowance)
- Repayment terms for unsuccessful or incomplete program completion

Information Release Consent Form

This signed form will allow the Education Director to communicate/liaise with the student's education institution regarding necessary information pertaining to sponsorship, attendance, grades and other as needed.

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.

APPEALS PROCESS

It is the intention of the Education Department that applicants/students receive fair and equitable treatment. Should any applicant/student be concerned that the PSSSP policy has not been fairly applied to his or her situation they may appeal the decision.

Appeals will not be heard if the applicant/student was not approved due to a lack of available funding, the applicant owes money to WMFN and/or the applicant/student disagrees with guidelines outlined in the PSSSP policy.

1. The applicant/student must make an appointment for a personal interview or telephone conference call with the Education Director within 21 days of the date on the decline or suspension of sponsorship letter that was sent to the applicant/student.
 - The applicant/student and the Education Director will attempt to resolve the issues. After the meeting, the Education Director will write a letter summarizing the outcomes from the meeting.

If the applicant/student still believes that the PSSSP policy has not been fairly applied to his or her situation, the applicant/student may continue with the appeal process through the WMFN Education Appeal Board:

An impartial Education Appeal Board will consist of the following:

- 1) WMFN Education Director
- 2) WMFN Director of Operations
- 3) WMFN Finance Officer
- 4) WMFN Chief

The Education Appeal Board will make its decisions based upon the criteria defined in the WMFN PSSSP policy. If there is a lack of clarity in the WMFN PSSSP policy, WMFN will seek clarification and information from AANDC and if necessary, legal advice. All clarification and/or information received from AANDC or from legal advice will be shared with the applicant/student.

Decisions of the Education Appeal Board will be made within 10 working days of the Appeal Board convening. Notice of the Appeal Boards' decision will be mailed to the applicant/student within 15 days Appeal Board convening.

Decisions from the Appeal Board are final and cannot be appealed further

1. The applicant or student must write a letter to the attention of the Education Director outlining the reasons they are requesting an Appeal Board Review.
 - a) This letter must be submitted within 21 days of the date on the follow-up letter that was sent to the applicant/student from the initial meeting with the Education Director in the first step of this appeal process
 - b) The student must reference the reasons that were given for decline or suspension of sponsorship and why the applicant/student disagrees with the reasons include any other applicable information.
 - c) The student must provide all documents to support their appeal position.
2. The Education Director will provide copies of all documents to all Appeal Board Members.
3. After receiving the applicant/student appeal letter and any corresponding documents, the Education Appeal Board members will be given copies of the appeal request.
 - a) A date will be identified within 10 working days of receiving the appeal request for the Appeal Board to convene to review the appeal.

- b) The applicant will be notified by telephone and by registered mail or email the date of the Appeal Board's meeting as soon as the date is set and within 10 working days of receiving the appeal request.
- c) The applicant has a right to make a presentation to the appeal board.
 - i. The most cost effective measures will be used for hosting an Appeal Board meeting. WMFN will assist with travel costs for the applicant/student to attend the meeting who live within the North/South Peace BC region. For applicants/students who live outside of this area, a tele-conference call will be set-up at no cost to the applicant/student. Applicants/students will be notified if travel costs have been allocated to him/her to attend the appeal board. Travel costs will be calculated according to the most current WMFN staff travel allowances and eligible costs will include mileage and meals.
- d) The applicant has a right to receive advisory support.
 - i. The student will be granted access to or copies of the students file prior to the Appeal Board review.
 - ii. The Education Director will provide contact names for the AANDC Funding Officer for WMFN and the Post-Secondary Coordinator from the First Nations Education Steering Committee.
 - iii. The student is entitled to invite advisory support to attend the Appeal Board review. This cannot be a member of the Appeal Board.

STUDENT REQUIREMENTS WHILE IN SCHOOL

While the student is in school, the student must communicate with the Education Director regarding the following items and when requested by the Education Director.

SUBMISSION OF TUITION 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 Director 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. The costs for tuition will be paid directly to the education institution and under no circumstances will the fees be paid to the student.

SUBMISSION OF 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 Director two weeks prior to the start of each semester. The costs for books will be paid directly to the education institution and under no circumstances will the fees be paid to the student.

SUBMISSION OF GRADES/TRANSCRIPTS

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 will be suspended for any continued sponsorship including living allowance, tuition and books until the grades or transcripts are submitted.

CONTACT INFORMATION, DEPENDENTS OR MARITAL STATUS CHANGE

Students are required to inform the Education Director (preferably in writing via email) of any change in contact information, dependents or marital status. Any changes must be submitted within 30 days of change.

Changes to dependents or marital status may increase or decrease the living allowance for a student. Verification will be needed when adding a dependent.

MAINTAIN GRADES

Students are required to maintain a C+ average for the duration of their sponsorship. Determining a C+ average will use the education institutions grade point system.

PERSONAL CRISIS

In circumstances where personal difficulties are seriously impairing a student's academic performance, the student must notify the Education Director immediately to discuss the situation. Options will be discussed with the Education Director in accordance with this policy on a case by case basis. Financial support may be available for students for specific situations, please refer to Contingency Funding.

CHANGE IN PROGRAM COURSE LOAD

It is the student's responsibility to inform the Education Director of course changes the student would like to make prior to registration or while in the semester. The student must discuss the change with the Education Director and the Director may request for the student to see an advisor from the education institution. A revised course outline must be submitted when requesting a course change demonstrating how the course change will affect the original program outline.

COURSE FAILURE

WMFN will not pay for a student to repeat a course that has already been sponsored in the past which the student failed or did not complete.

RENEWING APPLICATION

Students who have received sponsorship must renew their application every year in accordance with the deadline outlined in this policy.

A renewal application will be:

- WMFN application form
- Updated Information Release Consent Form
- Updated WMFN Education & Student Contract
- Updated Health plan
- An updated Education plan identifying:
 - How program is assisting the students career goals to date
 - Challenges and success from the current school year
 - Progress of original program outline

ACADEMIC PROBATION

Students who receive failing or incomplete marks on 50% or more of their courses will be placed on academic probation by the Education Director. Students who are placed on WMFN imposed academic probation will be required to sign a contract stating the student will achieve a passing grade on all courses the following semester or continued and future funding will be suspended.

Students placed on academic probation by their educational institution will normally not be sponsored for one academic year or until they are accepted by the institution back into an academic student as a full-time student whichever is less.

SUSPENSION OR TERMINATION OF FUNDING

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

- Fraud
- Poor class attendance

- Failure to submit:
 - WMFN contract
 - Direct Deposit form
 - Required book list and total costs
 - Last semester grades
- Withdrawing from a course making course load less than 60% of approved sponsorship without prior notification to the Education Director
- Breach of any of the PSSSP policies
- Violation of the WMFN Conduct Policy

PENALTIES

Students who have failed a semester will be responsible for repaying WMFN all sponsored costs related to the semester.

OTHER SOURCES OF FUNDING

WMFN may not be able to fund all applicants and we encourage applicants to seek other sources of funding.

NORTH EAST NATIVE ADVANCING SOCIETY (NENAS)

- Programs are available to all First Nation, Status, Non-Status and Inuit individuals who reside in Northeast B.C.
- Programs will also assist youth who are involved in the dual-credit program.
- All applicants will be required to complete an application package which will be reviewed by NENAS staff.
- All applications will be processed and assessed on an individual basis. Application to the program does not guarantee funding.

Trades & Apprenticeship Program

The program is intended to assist individuals who are looking for long term employment in the area of Trades or Apprenticeships. With this program, NENAS can assist clients in obtaining apprenticeship placement, registering with ITA, monitoring skills and hours, registering for technical training, tutorial support and financial assistance. On-going support is provided throughout the apprenticeship process.

Financial Assistance

NENAS can assist clients with essential equipment and training in order to ensure and maintain employment with a qualified tradesperson. NENAS can offer clients financial assistance for technical training throughout the apprenticeship process.

Confirmed Job Supplement Program

The program is intended to assist individuals who have confirmed employment upon successful completion of a course or program that is required for employment. An employer is required to submit a letter confirming employment when an applicant is applying to this program. With this program, NENAS can assist clients in obtaining training and required supplies/materials for the training.

Financial Assistance

NENAS can assist clients with essential equipment and training in order to attain or maintain employment with an employer. NENAS can only assist with training costs of books and tuition only. NENAS does not provide living allowance costs to clients. Under certain circumstances, NENAS may provide accommodation allowances depending on program but would provide no allowance for meals. Under certain circumstances, NENAS may provide some travel allowance. Financial assistance can be discussed with a program officer when applying to NENAS.

Skills Development Employment Training

The program is intended to assist individuals who have received Employment Insurance in the last three years and who need non-trade training that is ten months or less for employment. With this program, NENAS can assist clients in obtaining training and required supplies/materials for the training.

Financial Assistance

NENAS can assist clients with essential equipment and training in order to attain employment with an employer. NENAS can only assist with training costs of books and tuition only. NENAS does not provide living allowance costs to clients. Under certain circumstances, NENAS may

provide accommodation allowances depending on program but would provide no allowance for meals. Under certain circumstances, NENAS may provide some travel allowance. Financial assistance can be discussed with a program officer when applying to NENAS.

Process

A NENAS Program Officer is available to assist you with the application process.

For further information, contact NENAS.

10328-101st Avenue

Fort St John, BC

V1J 285

Phone: 250 787 0887

Fax: 250 785 0876

Email: nenas@nenas.org

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/>

WEBSITES FOR POST-SECONDARY STUDENT FUNDING

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

AANDC 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.

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/>

We match you to thousands of scholarships, bursaries and cash awards.

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

Indspire (formerly the National Aboriginal Achievement Foundation) has grown and evolved into the largest non-governmental funding body for First Nations, Inuit, and Métis post secondary students across Canada. Bursary and scholarship awards are provided to over 600 First Nations, Inuit, and Métis student annually across a diverse range of disciplines. In the 2005-2006 fiscal year \$2.8 million was awarded to 934 recipients across Canada. In total, Indspire has disbursed over \$21 million since its inception. Indspire offers financial assistance (scholarships and bursaries) through three major categories: Post-Secondary Education, Fine Arts and Cultural Projects and Health Careers

PSSSP POLICY AMENDMENTS

Who creates the PSSSP policies?

It is the Education Director who creates/amends the WMFN PSSSP policy which is approved by WMFN Chief and Council. The Education Director must abide by AANDC PSSSP policy; the AANDC PSSSP policy can be made available upon request.

The Education Director receives input/feedback from various sources that assist with the creation/amendment to the policy. Various sources include but are not limited to:

- WMFN band membership,
- WMFN Chief and Council,
- WMFN Director of Operations,
- WMFN Finance Officer,
- WMFN Social Development Worker,
- WMFN Front Line Workers,
- BC Post-Secondary/Education Coordinators/Directors,
- First Nations Steering Committee,
- AANDC,

- Treaty 8,
- North East Native Advancing Society,
- BC Chief and Councillors,
- Ministry of Education,
- Ministry of Advanced Education,
- Assembly of First Nations,
- And any other organizations that assist with post secondary education.

Can I make recommendations for amendments to the PSSSP policy?

Yes, we encourage recommendations for amendments. We want the policy to be reflective of WMFN priorities and values. Recommendations to the PSSSP policy can be made in writing to the Education Director at any time.

What is the process for amendments to the PSSSP policy?

Amendments will be forwarded to Chief and Council from the Education Director. Recommendations will be made to Chief and Council on or before February 15 of every year. Any recommendations submitted to the Education Director prior to this date will be forwarded.

When would the amended PSSSP policy take effect?

The amended PSSSP policy would take effect on May 01 of every year.

DEFINITIONS

Academic year - As defined by the institution and can vary from program to program. 30 credits is often used as a guideline for an academic year. If in doubt about the institution's definition of this, ask for it in writing.

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

Band Member - Any individual whose name appears on the most current band list

Conflict of Interest - A principle under which outside activities, relationships, or financial interests of a recipient are determined to be proper or improper to prevent an individual from appearing to be or being motivated by a desire for private gain.

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 twenty four continuous months in a marriage-like arrangement.

C+ Average - A grade point average between 65% and 69% or the C+ average of the institution the student is attending, which ever is higher.

Dependant –

- A child under the age of 18 who resides in the applicant's home, who is attending school on a regular basis (70% or more attendance in all classes) and who is residing with the sponsored student on a full-time basis.
- A child under the age of 6 years who is residing with the sponsored student on a full-time basis.
- A dependant can also include 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 industry agreements or other sources available to Education.

Full-time Studies/Student - A full-time student is a student who is taking at least a 60% course load as outlined by the program of study at the institution.

Good Financial Standing - A person who does not owe any money to the WMFN in any department for any reason

Immediate family - Spouse, mother (in-law), father (in-law), brother (in-law), sister (in-law), son (in-law), daughter (in-law), grandmother (in-law), grandfather (in-law), great-grandmother (in-law), and great-grandfather (in-law).

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.

Spouse - A person that is married or has been common-law for more than 24 continuous months and has been living together for this period of time.

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

