



TS'IL KAZ KOH

**Post-Secondary Education
Operating Guidelines**

Revised and Adopted
April 2022

Table of Contents

1.0	INTRODUCTION	3
1.1	Administration.....	3
2.0	LOCAL OPERATING GUIDELINES	3
2.1	Definitions	3
2.2	Priority Areas.....	5
2.3	Application Process & Deadlines	5
2.3.1	Required Documentation.....	6
2.4	Post Secondary Education Funding	6
2.4.1	Eligible Expenses.....	7
2.4.2	Non-Eligible Expenses	7
2.4.3	Tuition and Mandatory Fees	7
2.4.4	Post Secondary Student Support Program (PSSSP).....	8
2.4.5	The University College Entrance Preparation Program (UCEPP).....	8
2.4.6	Limits at each Level.....	8
2.4.7	Changing or pausing a Program of Studies	8
2.4.8	Summer Programs	9
2.5	Student Responsibilities.....	9
2.6	Termination or Suspension of Funding	10
2.7	Appeal Process.....	11
	APPENDIX 1: POST-SECONDARY EDUCATION FUNDING APPLICATION FORM	12
	APPENDIX 2: CURENT LIVING ALLOWANCE RATES	16
	APPENDIX 3: STUDENT SUPPORT FUNDING AMOUNTS	17
	APPENDIX 4: DOCUMENT RELEASE FORM.....	18
	APPENDIX 5: FINDING INFORMATION ON ELIGIBLE POST-SECONDARY INSTITUTIONS	19

1.0 INTRODUCTION

Ts'il Kaz Koh is responsible for the development of operating policy and guidelines to guide the administration of the Post-Secondary Student Support Program and University and College Entrance Preparation Program for the First Nation Post-Secondary Education Assistance Program.

This Policy guides the Education Department in assessing the eligibility of students to receive financial assistance to attend accredited post-secondary institutions in an eligible program of study.

This Policy has been ratified by Chief and Council and applies to all students seeking financial assistance from Ts'il Kaz Koh. This Policy is designed to be consistent with the Indigenous and Northern Affairs Canada National Program Guidelines.

1.1 Administration

The Education Department is mandated by Chief and Council to administer the Post-Secondary Education (PSE) Assistance Program.

Members seeking PSE funding will be provided a copy of these guidelines. They may submit their applications in accordance with these guidelines. The Chief and Council will review the completed applications and assess whether they meet the terms and requirements set out in these Guidelines. The Education Coordinator will advise applicants as soon as practicable as to whether their application for sponsorship had been approved.

2.0 LOCAL OPERATING GUIDELINES

2.1 Definitions

Academic year means the length of an academic year for a Program of Study as defined by the Post-Secondary Institution.

Band Member means a person whose is lawfully registered to the Band List and is a full member. Only full, registered members of Ts'il Kaz Koh are eligible for PSE support through the Band. Status First Nations individuals who are affiliated with Ts'il Kaz Koh but do not have Band Membership are encouraged to apply for PSSSP/UCEP funding through the BC Association of Aboriginal Friendship Centres at 1-800-990-2432.

Dependent means a person who is i) under 19 years of age; ii) relies on the student for support, and iii) resides with the student on a full-time basis.

Dependent Spouse means a person who is married to the student or has lived with the student as a partner, in a marriage-like relationship, for a period of at least one year prior to the student's application for post-secondary education support. This person is dependent upon the student and does not receive an annual income in excess of the level of income allowed for a dependent spouse by Canada Revenue Agency.

Full-time student means a student who is enrolled in at least [60] percent of a full course load for a Program of Study at an eligible Post-Secondary Institution.

Full-time studies means at least [60] percent of a full course load for a Program of Study offered by an eligible Post-Secondary Institution.

Good Standing means successful attendance and completion leading to credit towards a formal credential, certificate, diploma, or degree for each period of study. Ts'il Ka Koh has high expectations for all students. Satisfactory academic standing is a requirement of PSE funding.

Part-time student means a student who is enrolled in less than [60] percent of a full course load for a Program of Study at an eligible Post-Secondary Institution.

Part-time studies means less than [60] percent of a full course load for a Program of Study offered at an eligible Post-Secondary Institution.

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 loan 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 Institution (or school) means an accredited Institution that grants certificates, diplomas and/or degrees and is a post-secondary institution recognized by provincial or territorial Minister of Education or recognized to deliver post-secondary education programs by arrangement within an eligible post-secondary institution. See Appendix 5 for more information.

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.

Program of Study or Program means a program that:

- is delivered by an eligible Post-Secondary Institution;
- requires the completion of secondary school studies or the equivalent as recognized by the post-secondary institute; and
- is least one academic year of duration (as defined by the Institution).

Semester means a distinct study period, lasting at least 12 to 17 weeks which forms part of a longer program, as defined by a Post-Secondary Institution.

2.2 Priority Areas

Priority 1 Continuing Students: Students who were provided PSE funding in the most recent academic year, have successfully completed the year, and are continuing in their same approved program.

Priority 2 Students who demonstrate clear academic achievement and readiness and are able to contribute to capacity development within the community

Priority 3 Deferred & UCEP (University College Entrance Preparation) students*
Mature students – as qualified by the post secondary institution
Students who were previously sponsored but either withdrew or were unsuccessful, will be reviewed after 1 calendar year.

*Deferred students are students who met all eligibility requirements for PSE support with Ts'il Kaz Koh but were unable to be funded due to financial constraints or late application. Deferred students will be placed on a waitlist. As additional funding becomes available, waitlisted students will be funded in the sequence in which they were waitlisted.

UCEPP Students

The student will be eligible for admittance as a student of a regular university or college credit program upon successful completion of the University College Entrance Preparation course of studies.

2.3 Application Process & Deadlines

Students must complete and submit the “Ts'il Kaz Koh Post-Secondary Education Application Form” in Appendix 1, including all required supporting documentation, to the Education Coordinator by the deadline: May 15, 2022.

Students are responsible for ensuring that their application form is complete, signed and received by the deadline. Incomplete applications will cause delays.

Late applications will only be considered if there are sufficient funds available after processing completed applications received on time.

Any application that misrepresents the student's circumstances, or a spouse's circumstances (where the student is claiming living allowance in relation to a spouse), will result in denial of funding or cancellation of funding.

2.3.1 Required Documentation

Please note that ISC's PSSSP and UCEPP National Program Guidelines require the following documents in order for your application to be considered complete:

- Copy of Status Card (both sides);
- Copy of acceptance letter from an eligible post-secondary program that will be delivered by an eligible post-secondary institution;
- Official Transcripts from all institutions attended (official transcripts are signed and sealed by the institution and have not been opened. Photocopies, scanned and emailed copies and faxes of official transcripts do not meet the reporting requirements for PSE funding).

Ts'il Kaz Koh also requires the following documentation to assist with the administration of PSSSP and UCEPP:

- Signed release form(s)

Note for students applying for assistance through UCEPP:

Students applying for assistance through UCEPP must obtain a statement from the relevant institution (i.e., college or university), which attests that:

- The UCEP program will provide the student with the necessary courses to attain the academic level for university or college entrance; **and**
- The student will be eligible for admittance as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

2.4 Post Secondary Education Funding

All students must also seek funding from outside the Ts'il Kaz Koh first and show proof of applications before applying for funding from Ts'il Kaz Koh as a secondary funding option for Post-Secondary Education to offset costs.

Ts'il Kaz Koh receives limited PSE funding from ISC for the delivery of PSSSP and UCEPP. This funding may be below the level required to support all eligible students and is not sufficient to cover 100% of approved students' costs to attend PSE programs. If there are more applications for funding than that which is available, selection of applicants will be based on the order of priority set out in section three.

The National Program Guidelines refer to maximum amounts of funding that can be provided to students and describe how no students are entitled to these amounts. The actual amount of funding available to eligible students will depend on the overall amount of funding available to Ts'il Kaz Koh during a given fiscal year (April to March). Funding must be expended according to eligibility

guidelines as shown in the National Program guidelines and cannot be backdated to cover a period before a student has been approved for support.

2.4.1 Eligible Expenses

The Following types of expenses may be eligible:

- Tuition and mandatory student fees
- Books and supplies
- Living allowance and, travel to school and return in April of the ending semester, by means of the most cost-effective means
- Costs for guidance and counselling may be considered eligible and may or may not be considered, based on available PSE funding, need and access to services.

Limits to and approval of expenses are subject to available funding and to the limits of assistance set out in the National Program Guidelines. Students are responsible for making sure they pursue other sources of funding if the PSE funding is not going to be enough to meet their financial needs.

2.4.2 Non-Eligible Expenses

PSE funding cannot be provided for the following:

- Clothing, backpacks, etc.
- Parking
- Deferred examinations or rewrites
- Daycare

2.4.3 Tuition and Mandatory Fees

Ts'il Kaz Koh will pay approved tuition amounts directly to the post-secondary institution upon receiving an invoice. In the case that a post-secondary institution does not bill Ts'il Kaz Koh directly, students are responsible to forward invoices directly from the institution to Ts'il Kaz Koh along with any necessary supporting documentation, information, and deadlines.

Full-time students may receive financial support in the form of a living allowance to be used toward living costs such as food, shelter, clothing, daily transportation, utilities, and other personal items. The amount a student may receive will be determined by the Education Department in accordance with the chart set out in Appendix 2.

Part-time students are not eligible for travel or living allowance.

Students may apply for financial assistance for tutoring up to a maximum of \$300.00 per semester. Invoices for such services must be submitted by the service provider directly to the Education Coordinator and must set out the date, time, hours of service, and services provided to the student.

2.4.4 Post Secondary Student Support Program (PSSSP)

PSSSP funding is meant to assist eligible Ts'il Kaz Koh students to pursue post-secondary programs that are at least one academic year in length.

PSSSP funding can normally be utilized for tuition, mandatory fees, books, and supplies, living allowance and travel to and from the institution.

As described in the National Program Guidelines, assistance through PSSSP can be provided at four different levels or stages of post-secondary education. The duration of assistance must align with the official length of a program as defined by the post-secondary institution.

Level 1 Diploma or Certificate Program

Level 2 Undergraduate University Program

Level 3 Advanced or Professional Degree Programs/ Masters Program

Level 4 Doctoral Programs

At the end of each semester, ongoing financial support will be subject to confirmation from the institution that the student is in good academic standing.

2.4.5 The University College Entrance Preparation Program (UCEPP)

For the UCEPP, the maximum length of time supports can be provided is for one (1) academic year.

2.4.6 Limits at each Level

PSE funding may be available only once at each level unless a student has already achieved completion at that level, even if they did not receive assistance during that time. In addition, assistance can only be provided for a student to achieve a higher level of post-secondary education than they already have.

The only exception is Level 2 (University degree programs); PSE funding may be available for an additional degree in a bachelor program which requires an undergraduate degree as a prerequisite.

2.4.7 Changing or pausing a Program of Studies

If a student changes programs within one of the Levels or temporarily pauses their studies, the number of academic years or semesters used at that level are still counted for reporting purposes and must be considered when calculating the amount of time that may be available for assistance. Therefore, students must be aware that such a change may affect their overall funding available and how this may affect their ability to complete their program.

Before making any changes, students must discuss with the Education Department to ensure they will still be eligible for PSE funding or not.

Students who become eligible for assistance and have already completed a portion of their post-secondary studies without assistance may receive assistance for the balance of their program of studies but cannot be reimbursed for previous expenses.

2.4.8 Summer Programs

May - August courses may only be funded if required and/or the budget allows. Priority will be given to students enrolled during the September - April academic year. The student must fill out an application form, supported by required documentation. The deadline for submission of the application is February 28th.

Consideration will be given for summer program funding on a case-by-case basis and will include a review of institution requirements.

2.5 Student Responsibilities

Students must comply with these guidelines:

- Students must maintain good academic standing, as defined by the institution at which the student is enrolled in a Program of Study and a minimum grade point average GPA of 2.5 or a letter grade of a minimum of C+ Where a student does not maintain good academic standing, his or her funding may be suspended or terminated, or the student may be placed on funding probation.
- Students must submit to Ts'il Kaz Koh all pertinent documents demonstrating the student's enrollment and progress in his or her program of study including: admission letter, course timetables, official transcripts, progress reports, etc. (as the case may be). Registration enrollment documents indicating course titles, attendance and credit allocation must be submitted to prior to the commencement of classes.
- Students are responsible for registering for courses as required by the post-secondary institution and provide a copy to the Education Department. Late registration fees are the responsibility of the student.

Students must inform the Education Department of any changes in their enrollment status from full-time to part-time student in advance of any such change (this will affect the student's eligibility for certain types of assistance (e.g., travel and living allowance).

- Students who intend to drop or add courses must notify the Education Department in advance of any such change. Course selection is very important for determining funding eligibility and students may be required to reimburse Ts'il Kaz Koh for courses dropped without a valid reason. Students adding courses may not be eligible for additional funding assistance without prior approval.

- Students are responsible for ensuring that the funding received is used for the intended educational expenses, as set out in these Guidelines.
- A student must pay back any monthly living allowance provided to him or her where the student does not attend or quits his or her program of study after receiving the living allowance.
- Students must keep their contact information, including home address, home phone, cell phone and email current with the Education Coordinator. The student must notify the Education Coordinator of any changes immediately.

2.6 Termination or Suspension of Funding

Ts'il Kaz Koh may terminate funding granted to an eligible student in accordance with these Guidelines for any of the following reasons:

- The student makes a misrepresentation or false statement on his or her Application Form;
- The student's academic status changes from full-time to part-time without the student first notifying the Education Department;
- The student withdraws from or changes his or her Program of Study without first notifying the Education Department;
- The student withdraws from the Post-Secondary Institution;
- The student is successful, without good reason, in fewer than [60 or 75%] of the courses in which the student is registered;
- The student has [10 or more] absences from classes that are unexplained or without good reason;
- The student does not maintain Good Standing at a Post-Secondary Institution in accordance with these guidelines;
- The student is in breach of, and has not taken acceptable steps to rectify, a breach of his or her Student Contract.

Where a student has his or her funding suspended in accordance with these guidelines, the student must work with the Education Department 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 Education Department, the student's funding may be reinstated.

Where a student has had his or her funding terminated in accordance with these Guidelines, he or she will not be eligible for further financial assistance unless and until the student repays the full amount of the funding provided to the student to Ts'il Kaz Koh. Where a student repays the full amount, he or she will be considered to be in good standing with the First Nation PSE Financial Assistance Program and may apply for funding in accordance with these Guidelines.

2.7 Appeal Process

A formal process to appeal and to gain additional information on funding decisions is mandatory. Students have the right to an appeal process that is accessible and publicly available. There is no appeal against refusal of assistance because funds are not available.


Where a student believes s/he has been unfairly denied access to post-secondary education funding opportunities by Ts'il Kaz Koh, the student has the right of appeal in accordance with the following process:

- a) The student must discuss the recommendation with the Education Department to resolve any disagreement that may have arisen in respect of the recommendation, including disagreements regarding the application process or interpretation of a provision of the Guidelines.
- b) Where the student and Education Department are unable to resolve the disagreement, the student may file a formal written Appeal Letter, including all relevant documents, with the Chief and Council of the Ts'il Kaz Koh within 20 days of the funding decision. The Appeal Letter must clearly state the reason for the appeal.
- c) The Chief and Council will review and respond to the Appeal Letter within 15 business days.
- d) The Chief and Council will review the Appeal and all related documents and information. The student will be notified in writing of the date and time of the Chief and Council meeting at which the student's Appeal will be presented. The student will have the option of being present or having a representative there on his or her behalf. The student appellant should present his/her position directly to the Chief and Council if attending the meeting in person.

All attempts to accommodate the student to present their case will be made (i.e., an out of province student may request a conference call, or communication video conference or other electronic method compatible with the administration's available technology).

The appeal will then be reviewed by the Chief and Council and a decision will be made. The decision will be final and carried out as soon as possible.

APPENDIX 1: POST-SECONDARY EDUCATION FUNDING APPLICATION FORM

Ts'il Kaz Koh Post-Secondary Education Funding Application Form							
				Office Use Only			
				Student <input type="checkbox"/> Continuing <input type="checkbox"/> Graduate <input type="checkbox"/> Returning <input type="checkbox"/>			
APPLICANT INFORMATION							
Last Name		First Name		M.I.		Date	
Registration #				Date of Birth			
Street Address				Apartment/Unit #			
City				Prov.		Postal Code	
Phone				E-mail Address			
Emergency Contact							
Marital Status	Single		Married		Common Law		Separated/Divorced
Are you currently employed?	YES	NO	Employer				
If yes, do you plan to continue employment?	YES	NO	If yes, how many hours per week				

SPOUSE'S INFORMATION					
Last Name				First Name	
Employer					
Unemployed	YES	Receiving other benefits?	YES	NO	State Benefits (WCB, Pension, etc.)
DEPENDENTS					
Dependents are: (insert your First Nation's definition here)					
Last Name		Given Names		Date of Birth	Relationship

PROGRAM INFORMATION						
Institution Name				Student Number		
Program Name						
Length of Program		Start Date		End Date		
Occupational Field						
Full Time	YES		Part-time	YES		Current year of program
EDUCATION AND TRAINING HISTORY						
	Name of School	Location	Duration	Completion	Certification	Band Funded?
High School						
College						
University						
Graduate School						
Other						
STUDY PLAN (COMPLETE USING YOUR SCHOOL'S CALENDAR)						
	Fall Session	Winter Session	Spring Session	Summer Session		
Duration						
Number of Courses						
Number of Credits						
FT/PT						
Living allowance available: September to December & January to April						
PROJECTED COMPLETION PLAN						
Year 1	Number of Courses:			Number of Credits:		
Year 2	Number of Courses:			Number of Credits:		
Year 3	Number of Courses:			Number of Credits:		
Year 4	Number of Courses:			Number of Credits:		
Year 5	Number of Courses:			Number of Credits:		
Year 6	Number of Courses:			Number of Credits:		
TOTAL NUMBER OF CREDITS REQUIRED FOR COMPLETION:						
I have consulted with an academic/career counsellor: YES NO						
I have made contact with the Aboriginal support worker at my institution: YES NO						

FINANCIAL PLAN

Financial Projection

Estimated Costs	Current Year	Next Year
Tuition		
Books/Supplies		
Living Expenses		
Transportation		
Travel		

I have additional applications for funding. They are: (please list)

SCHOLARSHIPS:

BURSARIES:

AWARDS:

PROVINCIAL/FEDERAL STUDENT LOANS:

I have spoken with the financial aid department at my institution about funding: YES NO

DECLARATION OF RESIDENCY

I _____ certify that I have been a resident in Canada for twelve months prior to this date.

Signature		Date	
-----------	--	------	--

CODE OF CONDUCT AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

Signature		Date	
-----------	--	------	--

OFFICE USE ONLY		
Request	Approved	Denied
(Reasons attached)		
Application received:		
File Number:		
Total # of months living allowance:		
Total tuition:		
Total books/supplies:		
Travel		
Sponsored to date:		
Approved by (title)		

APPENDIX 2: CURENT LIVING ALLOWANCE RATES

2022/2023 SCHOOL YEAR

STUDENT DEMOGRAPHIC	MONTHLY ALLOWANCE
Single Student	\$1300
Single Student living at home	\$450
Single Student with: 1 Dependent 2 Dependents 3 Dependents	\$1600 \$1900 \$2000
Married student with employed spouse No Dependents	\$1500

APPENDIX 3: STUDENT SUPPORT FUNDING AMOUNTS

<p>Tuition: (Full-time and Part-time students)</p>	<p>Actual cost + compulsory student fees</p> <p>Tuition includes tuition and mandatory student fees for students:</p> <ul style="list-style-type: none"> • Attending Canadian public Post-Secondary Institutions, at the normal tuition rate [including any compulsory student fees charged by the institution for a Canadian student; • Attending private or foreign Post-Secondary Institutions, at the same tuition rate, including any compulsory student fees, charged by the public or private Canadian institution nearest to the student’s place of residence (e.g., residence at the time of application) which offers the least expensive comparable program; or
<p>Books and Required Supplies: (Full-time and Part-time students)</p>	<p>Ts’il Kaz Koh will notify the bookstore to have invoices sent directly to the office. Ts’il Kaz Koh will only pay for books REQUIRED for courses. Reimbursement will not be given without actual receipt and the REQUIRED book list of course components.</p> <p>Ts’il Kaz Koh will only pay for supplies that are REQUIRED for courses and stated in the course outline. Any purchases that are not in align with this policy will be deducted from the monthly living out allowance.</p>
<p>Travel: (Full-time students only)</p>	<p>Actual cost of one return trip to the student’s permanent place of residence from the nearest Canadian post-secondary institution that offers the program of studies selected by the student.</p> <p>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.</p> <p>Requests for accommodation, such as taking the exam in the local school under the supervision of a teacher or school principal, should be examined to minimize costs.</p>
<p>Living Costs/ Allowance: (Full-time students only)</p>	<p>See Appendix 2 for current living allowance rates</p>

APPENDIX 4: DOCUMENT RELEASE FORM

Institution Name & Address:

Attention: Office of the Registrar

To Whom It May Concern:

As a student assisted by Ts'il Kaz Koh First Nation, I hereby authorize the above named post-secondary ~~educational~~ institution to release all transcripts, attendance records and other documents indicative of my progress to the Ts'il Kaz Koh First Nation.

Student Name: _____

Student Number: _____

Program of Study: _____

School Year: _____

Please forward the above-mentioned documentation as they become available to:

Ts'il Kaz Koh
Bag 9000
Burns Lake BC,
VOJ 1E0

Attention: Education Coordinator

Student signature

Date

APPENDIX 5: FINDING INFORMATION ON ELIGIBLE POST-SECONDARY INSTITUTIONS

For information or to find lists of Post-Secondary Institutions, please visit ISC's website:

Important note: the presence of an institution on a list does not automatically imply that the program of study offered is eligible. A program must also meet eligibility requirements.