



## Post-Secondary Education Policy

TNP 01/2018

Enacted on MAY 2, 2018.

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Hegus [SIGNATURE]

CLINT WILLIAMS

Hegus [NAME]

DEPOSITED IN THE TLA'AMIN  
REGISTRY

ON 02/05/2018  
(day/month/year)

  
Signature of Law Clerk

THIS STATEMENT OF POLICY AND PROCEDURE REPLACES PREVIOUS VERSIONS AND IS ADOPTED BY AUTHORITY OF THE TLA'AMIN GOVERNMENT.

THE SIGNATURES OF A QUORUM OF THE EXECUTIVE COUNCIL OF THE TLA'AMIN NATION HEREBY CONSENT TO THE FOREGOING AUTHORIZATION.

DATED: MAY 2, 2018

A QUORUM OF EXECUTIVE COUNCIL CONSISTS OF 5.

  
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Hegus

  
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## **1.0 Purpose and Scope**

- 1.1 It is the purpose of this Policy to provide financial support to registered, eligible students in their pursuit of obtaining a higher education or training in a post-secondary institution or training institution.
- 1.2 In carrying out this Policy, the Tla'amin Nation is committed to:
  - a) Assisting students with education and training initiatives which can or will lead to employment readiness for Tla'amin people;
  - b) Providing educational and training initiatives reflective of the needs of the Tla'amin community;
  - c) Providing all eligible students with the necessary financial support to assist with the cost of tuition, books, supplies, and living expenses as set out in this policy, to complete their post-secondary education, training or professional program; and
  - d) Providing assistance with post-secondary and training applications, procedures, and career planning.
- 1.3 This Policy has been developed by the Executive Council with the aim of achieving a consistent decision-making process in determining student funding and related decisions.
- 1.4 The Tla'amin Nation provides financial support to eligible students based on this Policy and within the budget constraints of the Tla'amin Nation.
- 1.5 Given the finite resources and growing population of the Tla'amin Nation, the Tla'amin Nation encourages all students to respect and effectively utilize their post-secondary or training funding opportunity.
- 1.6 Along with receiving financial support comes the obligation of each student to review this Policy and to ensure that they are in compliance with the provisions contained within. Please note that this Policy must be read as a whole and individual provisions are not to be relied on in isolation.

## **2.0 Definitions**

- 2.1 The following definitions apply throughout this Policy, except where otherwise indicated

**“Full Time Student”** has the same meaning as the definition of full time student established by the institution being attended by the student.

**“Identified Level of Study”** refers to the level of study that a student is seeking funding for. There are generally three levels of funding: Undergraduate Studies/Trades, Masters/Professional Studies, PHD Doctoral Studies.

**“Identified Level of Training”** refers to the level of training that a student is seeking funding for.

**“in good standing”** has the same meaning as the *Interpretation Law*. Refer to the *In Good Standing Policy* for more information on how in good standing determinations are made by the Tla’amin Nation.

**“Industry Training Authority”** means the authority established under the *Industry Training Authority Act* (British Columbia) or any successor organization with a similar mandate;

**“post-secondary institution”** means a university recognized under the *University Act* (British Columbia) or an institution recognized under the *College and Institute Act* (British Columbia) or an equivalent educational institution outside British Columbia;

**“Private Career Training Institutions Agency”** means the agency established under the *Private Career Training Institutions Act* (British Columbia);

**“Tla’amin individual”** means a Tla’amin Citizen or an individual who is entitled to be enrolled as a Tla’amin Citizen but is not enrolled;

**“training institution”** means an institution that has been approved by the Industry Training Association or the Private Career Training Institutions Agency.

**“Tla’amin 554”** refers to individuals listed on the Tla’amin Nation’s list of affiliated Indians (the 554 list).

### **3.0 Eligibility for Financial Assistance**

3.1 To be eligible to apply for post-secondary or training support from the Tla’amin First Nation, the applicant must meet the following criteria:

#### Affiliation with Tla’amin Nation

- a) Applicant must be a Tla’amin Individual; **and**
- b) Applicant must be in good standing.

#### Grade 12 Graduate or Equivalent (*for post-secondary only – not a requirement for trades or other training*)

- c) At the time of submitting an application, applicants must have successfully completed all coursework required to obtain the academic standing of grade 12 graduate; and
- d) Applicants must have obtained a B.C. Dogwood Certificate or equivalent.

## Acceptance and Enrollment

- e) Applicants must be accepted for enrollment or already enrolled in a post-secondary institution or a training institution.

### **4.0 Applicant Priority and Waitlist - General**

- 4.1 Priority for funding has been established in ranked order, based on the requirements and constraints of the post-secondary funding the Tla'amin Nation receives, and the priorities of the Tla'amin Nation.
- 4.2 Applicants who have submitted a complete application and did not receive sponsorship due to insufficient funds will be placed on a waitlist and such applications will be reviewed in the next fiscal year. Applications will remain on the waitlist according to the date of submission. Each application will be date stamped and a confirmation letter sent to the student. Applications will be reviewed again after one year by the Post-Secondary Coordinator.
- 4.3 In the event that funding becomes available, the first person on the waitlist within each category of student (Tla'amin 554's, Tla'amin Citizen's, full-time, part-time, etc.), will be offered the funding. Should that student decline, the next person on the waitlist within that category of student will immediately be offered the funding.
- 4.4 Students seeking funding to attend vocational training must first seek all employment training funding from Canada (e.g. NVIATS) and other sources of funding prior to applying for funding from the Tla'amin Nation. This category pertains to students who are enrolled in a full-time program.

### **5.0 Applicant Priority and Waitlist - Ranking**

- 5.1 First priority is given to Tla'amin Individuals that are already enrolled and continuing their studies or training at a post-secondary or training institution and **have not** materially breached this policy.
- 5.2 Second priority is given to Tla'amin 554's normally resident in Canada who are graduating from Grade 12, and are entering a full-time undergraduate degree, diploma, certificate, or trades program at a post-secondary or training institution. Grade 12 students must submit their application before the application dates prescribed in 12.3.
- 5.3 Third priority is given Tla'amin 554's normally resident in Canada who have graduated from Grade 12 in previous years and are entering a full-time undergraduate degree, diploma, certificate, or trades program at a post-secondary or training institution.

- 5.4 Fourth priority is given to Tla'amin 554's normally resident in Canada who are entering a full-time advanced, professional or graduate degree program, or doctorate or PHD program at a post-secondary or training institution.
- 5.5 Fifth priority is given to Tla'amin 554's normally resident in Canada who are entering a part-time program at a post-secondary or training institution. Students enrolled in part-time programs are not eligible for monthly maintenance funding.

**Categories of students for which the Tla'amin Nation does not receive funding:**

- 5.6 Sixth priority is given to Tla'amin Citizens (not on the 554 list) normally resident in Canada who are graduating from Grade 12 and entering a full-time program at a post-secondary or training institution. Grade 12 students must submit their application before the application dates prescribed in 12.3.
- 5.7 Seventh priority is given to Tla'amin Citizens (not on the 554 list) normally resident in Canada who have graduated from Grade 12 in previous years and are entering a full-time program at a post-secondary or training institution.
- 5.8 Eighth is given to Tla'amin Citizens normally resident in Canada who are entering a full-time advanced, professional or graduate degree program, or doctorate or PHD program at a post-secondary or training institution.
- 5.9 Ninth priority is given to Tla'amin Citizens (not on the 554 list) normally resident in Canada who are continuing or entering a part-time program at a post-secondary or training institution. Students enrolled in part-time programs are not eligible for monthly maintenance funding.
- 5.10 Tenth priority is given to Tla'amin Citizens (not on the 554 list) normally resident outside of Canada who are continuing or have been accepted for a full-time program at a post-secondary or training institution.
- 5.11 Eleventh priority is given to Tla'amin Citizens (not on the 554 list) normally resident outside of Canada who are continuing or have been accepted for a part-time program at a post-secondary or training institution. Students enrolled in part-time programs are not eligible for monthly maintenance funding.
- 5.12 In any category of student (Tla'amin 554's Tla'amin Citizens, full-time, part-time, etc.), the waitlisted student will be granted priority over new applicants.
- 5.13 For greater certainty, students that will be or are attending a training or post-secondary institution that is outside of Canada will be considered to be normally resident in Canada if they are living outside of Canada for the sole purpose of attending the post-secondary or training institution abroad.

**6.0 Practicum Placements**

6.1 Practicum placements associated with a program from a public or training institution may be considered for sponsorship. A letter of confirmation requiring such a placement must be forwarded to the Post-Secondary Coordinator. Sponsorship will be based on the needs of the student and reviewed by the Executive Council.

**7.0 Short Courses**

7.1 Applicants for short course post-secondary funding are not eligible for monthly maintenance but may be entitled to a transportation allowance of \$50.00 per month.

**8.0 Funding Entitlement**

8.1 The following outlines the maximum annual tuition costs that will be sponsored by Tla'amin:

<b>Level of Education</b>	<b>Sponsorship Amount</b>
Short Course	Max \$500
Certificate/Diploma/Degree/Trade	Max \$7,000
Masters/Professional/Doctorate	Max \$35,000*

\*Funding under these categories is not guaranteed. Funding decisions for these categories will be based on the budget constraints of the Tla'amin Nation, whether the program is a) progressive to the applicant's career path, and b) relevant to the Tla'amin Nation's capacity needs. Funding may exceed \$35,000 only upon Executive Council approval in extraordinary circumstances that warrant the setting aside of the standard policy on maximum amounts payable.

8.2 Any funds not used in the allotted category will be re-directed to the different categories for existing students on the wait list.

8.3 All funds will be allocated to students as per the funding schedule. Should the student incur any additional costs for tuition fees or added student expense above allocated funds, the Tla'amin Nation will not cover those additional costs.

8.4 If an individual chooses to enter into a certificate or diploma program and receives funding for that program, their funding will end once the individual completes that program. Should the individual choose to then pursue further education after completion of their program, they must reapply for funding and may be placed on a student wait list if funding is not available.

## 9.0 Monthly Maintenance

- 9.1 Students enrolled in a full-time program of study at a public institution will receive a monthly maintenance allowance to be issued on the 25<sup>th</sup> day of each month. This maintenance funding is intended to supplement costs relating to: food, shelter, daily transportation, and if applicable, child care.
- 9.2 Students attending a post-secondary or training institution within the Powell River area are eligible for the full monthly maintenance amount.
- 9.3 Full monthly maintenance will be provided for the months of September to April. In addition, students will receive a half month's maintenance cheque for the months of August and May.
- 9.4 Monthly maintenance amounts are determined as follows:

Category	Description	Amount
S1	Single Full-Time Student	\$1,500 per month
S1/M1	Single or Married Full-Time Student with dependent(s) under 18 y/o	\$1,875 per month

- 9.5 Students have the option of having their monthly maintenance cheques directly deposited into their bank account (deposit information is required), mailed to the address provided by the student, or the student may designate one individual to pick up their maintenance. Once an option has been selected, this will be the method of distribution for the entire academic year.

## 10.0 Books and Supplies

- 10.1 Students will receive funds intended to cover the costs of purchasing textbooks, course materials and school supplies. Please note that students are entitled to a total of \$1,500.00 for the entire academic year. This amount will be broken into two payments of \$750.00 each which will be added to the September maintenance cheque and again to the January Maintenance cheque.
- 10.2 Receipts for the fall term (September to December) must be submitted on or before November 1<sup>st</sup>. Failure to do so may result in a delay or refusal to provide you with your January Books and Supplies funds.
- 10.3 Receipts for the winter term (January to April) must be submitted on or before March 1<sup>st</sup>. Failure to do so, may result in the refusal to provide the student with books and supplies for the following term.

## **11.0 Funding for Additional Expenses**

- 11.1 Budget permitting, eligible students may access additional funding for various expenses. Students may submit a request for funding to cover the additional expenses identified below.

### *Seasonal travel*

- 11.2 Students who have moved outside of Powell River but keep Powell River as their home base will be provided with a set rate for seasonal travel, once per year, which will be included in their December maintenance.
- 11.3 Single students will be entitled to \$200.00 once per year. Students with dependant(s) will receive \$250.00 once per year

### *Damage Deposit*

- 11.4 Students are eligible to receive a one-time assistance payment for a damage deposit. The maximum amount reimbursable is \$400.00. The student must provide a receipt to be reimbursed.
- 11.5 Please note that once an individual receives this damage deposit payment, they are no longer entitled to receive it again.
- 11.6 It is the sole responsibility of the student to maintain their rental unit in a condition that will enable them to get their damage deposit back to re-use for their next rental.

### *Moving Expense*

- 11.7 Students are eligible for a one-time assistance to cover the cost of moving from Tla'amin Lands to another location. The moving expense is provided to those students who are relocating to other areas for their studies, for the duration of two years or more.
- 11.8 The maximum moving expense that a student may be eligible for is \$500.00 upon providing written documentation of estimated expenses.

### *Clothing Allowance*

- 11.9 Students may be eligible for a one-time clothing allowance relating to their studies. Written documentation from the institution is required.
- 11.10 The maximum amount that a student may be eligible for in the academic year is \$200.00

*Special Equipment*

11.11 Students may be eligible for a special equipment allowance up to a maximum of \$400.00 per educational equipment requirement. Examples include: Microscopes, drafting equipment, or specialized equipment. A letter from the institution stating the need for special equipment must accompany the request.

*Emergency Funding*

11.12 In the event of serious illness or death in the student’s immediate family, a one-time emergency travel fund is available to the student. This one-time emergency travel is intended to be used for the trip from school back to the Tla’amin reserve.

11.13 The travel costs will be provided as follows:

<b>Item</b>	<b>Description</b>	<b>Amount</b>
Ferry/Bus fare	Student and dependent (flat rate)	\$100.00
Gas/Fuel	One vehicle	\$50.00
Meals	i) Student ii) Dependent	i) \$30.00 ii) \$20.00

*Tutoring*

11.14 Students may apply for a maximum of \$450.00 per academic year for tutorial assistance.

11.15 Students must provide the name and contact details of their chosen tutor to the Post-Secondary Coordinator so that a method of payment between the Tla’amin Nation and the tutor can be arranged. The Tla’amin Nation will only issue payments directly to the tutor.

*Grad Fee/Travel*

11.16 A student graduating with a certificate, diploma, degree or doctorate may submit a funding request for travel expenses and convocation fees to attend their own convocation.

11.17 Students must submit a letter of request and confirmation of graduation.

11.18 Funding will only be made available to the graduating student. Friends or family members wishing to attend the student’s convocation do not qualify for this funding.

11.19 The eligible funding may cover:

<b>Item</b>	<b>Description</b>	<b>Amount</b>
Ferry/Bus fare	Per Student (flat rate)	\$100.00
Gas/Fuel	Per Student (flat rate)	\$50.00
Accommodations	Per Student (flat rate)	\$90.00
Meals	Per Student (flat rate)	\$75.00

*Student Loans*

- 11.20 The Tla’amin Nation will not reimburse any sponsored or non-sponsored Tla’amin Individuals for any recent or past student loans.

**12.0 Procedure for Applying for Sponsorship**

- 12.1 The following procedure has been established to ensure that students are aware of the procedures to obtain funding and that all applicants follow the same process. It is the responsibility of each student to ensure compliance with each of the steps set out below.
- 12.2 The Post-Secondary Coordinator will *only correspond with the student applicant* regarding their own application. The Post-Secondary Coordinator will not correspond with the applicant’s family or other individuals regarding the student’s application or future funding.

*Important Application Dates*

- 12.3 Please note the following deadlines are applicable depending on when the student anticipates beginning their studies:

<b>Term</b>	<b>Deadline</b>
Fall Term (September)	June 1 <sup>st</sup>
Winter Term (January)	November 1 <sup>st</sup>
Spring/Summer Term (Apr, May, June)	March 1 <sup>st</sup>

*Application Fees*

- 12.4 The Tla’amin Nation will cover application fees for all students to a maximum of three institutions.
- 12.5 All application fees will be paid by a cheque made out to the identified institution.

### *Completion & Submission of the Application Package*

- 12.6 All applicants are required to complete and submit all documents listed below. Applicants must ensure that they have completed and submitted all necessary documents to avoid delay of their application, which must consist of the following documents:
- a) Tla'amin Post-Secondary Application for Funding (Schedule A)
  - b) Tla'amin Post-Secondary Student Contract (Schedule B)
  - c) Student Information Release Form (Schedule C)
  - d) Letter of acceptance and confirmation of enrolment
  - e) Most recent high-school/ABE transcript or all post-secondary transcripts
  - f) A clear photocopy of your Status Card on both sides.
  - g) If not a Status Indian, a clear photocopy of your Tla'amin Nation Citizenship Card on both sides.
  - h) Sponsored Student Information Form (Schedule D)
- 12.7 Incomplete application packages (see Schedule A) will not be processed. Any missing information and documentation will result in the delay in the application process as such documents will be returned by the Post-Secondary Coordinator to the student for completion.
- 12.8 Completed applications must be submitted to the Post-Secondary Coordinator before the deadlines listed in 12.3. Applications will be placed on a waitlist according to the dates they are received.
- 12.9 Completed applications may be hand delivered or mailed to:
- Attn: Post-Secondary Coordinator**  
Tla'amin First Nation  
4779 Klahanie Road  
Powell River, BC  
V8A OC4
- 13.0 Review, Determination and Notification (refer to Schedule E for flowchart)**
- 13.1 The Post-Secondary Coordinator will review each post-secondary application and make a sponsorship determination for each application in accordance with this policy and subject to the Conflict of Interest Law.

- 13.2 The Post-Secondary Coordinator may consult with the member of Executive Council responsible for the Community Programs & Services House Post or the Hegus in making a determination under 13.1.
- 13.3 Upon making a determination under 13.1, the Post-Secondary Coordinator will notify the applicant in writing as soon as practicable.
- 13.3 When the Post-Secondary Coordinator decides to not provide sponsorship funding for an applicant or to provide an applicant an amount of sponsorship funding that is less than what was requested in the application, the Post-Secondary Coordinator will provide the applicant in writing:
- a) the reasons for the determination, and
  - b) notification of the review and appeal process under the *Administrative Decision Review and Appeal Policy*.

#### **14.0 Reviews and Appeals of Funding Applications**

- 14.1 An applicant may request a review of a sponsorship determination under the *Administrative Decision Review and Appeal Policy*.
- 14.2 An applicant may request an appeal of a review determination under the *Administrative Decision Review and Appeal Policy*.
- 15.2 The Tla'amin Nation trusts that all students will approach review and appeal situations in a respectful and professional manner.

#### **15.0 Student Responsibilities**

- 15.1 In order to receive post-secondary funding from the Tla'amin Nation, students are required to abide by the requirements of this policy and the terms and conditions of the Tla'amin Post-Secondary Student Contract (Schedule B).
- 15.2 Failure of a student to comply with the terms and conditions of the Tla'amin Post-Secondary Student Contract may result in the creation of a debt owing to the Tla'amin Nation that could compromise the student's ability to be in good standing with the Nation. Refer to the *In Good Standing Policy* for more information on determinations and appeals of in good standing decisions.

##### *Submission of Required Documentation*

- 15.3 It is the sole responsibility of the student to ensure that all required documents are submitted in the required form in accordance with any identified timelines within this policy.

##### *Submission of Receipts*

15.4 Students are required to submit all receipts when requested. This requirement is included in this policy for accountability and auditing purposes.

*Correspondence with the Tla'amin Nation*

15.5 The Post-Secondary Coordinator is only required to correspond with a student who has completed the Tla'amin Post-Secondary Student Contract (Schedule B) regarding that student's application, file or funding.

15.6 The Post-Secondary Coordinator and other Tla'amin Nation staff will not correspond with any member of the student's friends or family in regards to the student's application, file or funding. Each student is responsible for ensuring that their friends and or family members do not attempt to intervene on their behalf.

15.7 All students are expected to correspond with the Post-Secondary Coordinator and other Tla'amin Nation staff in a courteous and professional manner. Abuse of any kind, of any Tla'amin Nation staff, will not be tolerated and will result in the immediate termination of all existing and future student funding.

*Changes in Academic Plan*

15.8 Students are not permitted to make any changes in their academic program without first consulting the Post-Secondary Coordinator.

*Maintaining Academic Standards*

15.9 Students are responsible for attending scheduled classes and for maintaining a satisfactory academic standard.

*Notifying the Tla'amin Nation of Important Dates*

15.10 Students are responsible for notifying the Post-Secondary Coordinator of the following important dates:

- a) due dates for sponsorship letters and documentation;
- b) tuition due dates; and
- c) graduation fee due dates.

**16.0 Switching Academic Institutions**

16.1 All students are required to submit a written request to the Post-Secondary Coordinator if they wish to switch their institution during their program. The written request must state the reasons why they are requesting a transfer.

16.2 If a student's timelines and cost of tuition will be affected with a transfer of institution, within a week of receiving a request under 16.1, the Post-Secondary Coordinator will:

- a) review the request;
- b) make a determination; and,
- c) notify the student of the determination.

### **17.0 Leave of Absence**

17.1 Students may take a leave of absence from their studies for one (1) academic year.

17.2 Students wishing to take a leave of absence from their academic studies may do so by submitting written notification to the Post-Secondary Coordinator.

17.3 Students that have taken a leave of absence will not have their sponsorship placed on hold for the year that they are away from their studies. Students taking a leave of absence will automatically be placed on the bottom of the student wait-list, should there be a running wait-list at that time.

### **18.0 Maternity Leave**

18.1 To be eligible for maternity leave, students must provide advanced written notice to the Post-Secondary Coordinator of the expected start date of their leave.

18.2 It is the student's responsibility to make arrangements for their maternity leave with their academic institution to ensure that they will be able to continue with their studies upon their return.

18.3 Students taking a maternity leave will not be eligible for any type of post-secondary funding from the Tla'amin Nation while they are on maternity leave.

### **19.0 Academic Probation**

19.1 Upon receiving notice of academic probation from their post-secondary institution, a student must immediately notify the Post-Secondary Coordinator.

19.2 Upon recommendation from the Post-Secondary Coordinator or the Chief Administrative Officer, the Executive Council may place a sponsored student on academic probation based upon:

- a) the student's performance in their last academic year; or
- b) if the student has violated the Tla'amin Post-Secondary Student Contract.

- 19.3 If a student should be placed under academic probation, by the Tla'amin Nation or by their post-secondary institution, they will remain on academic probation for one (1) full academic year.
- 19.4 A student on academic probation will have their progress monitored monthly by the Post-Secondary Coordinator. The student must provide all requested information by the Post-Secondary Coordinator as soon as practicable. Failure to comply will result with the termination of the post-secondary sponsorship.
- 19.5 A student on academic probation is required to submit all documentation in accordance with this policy by the appropriate deadline and must update the Post-Secondary Coordinator on their academic performance at the end of each term. Failure to comply will result with the termination of the post-secondary sponsorship.
- 19.6 A student on academic probation will only receive for the students' tuition and books/supplies. Monthly maintenance funding will not be issued while a student is under academic probation.
- 19.7 Upon the review of a student's academic performance following the completion of an academic year, the Executive Council may reinstate the monthly maintenance funding for the student's following academic year.

## **20.0 Discontinuation of Funding**

- 20.1 The Post-Secondary Coordinator may immediately discontinue a student's sponsorship funding for any of the following reasons:
- a) the student has demonstrated a lack of ability or willingness to meet the academic or financial management responsibilities to which the student has agreed to via the Tla'amin Post-Secondary Student Contract;
  - b) the student has, despite written requests from the Post-Secondary Coordinator, failed to provide the Post-Secondary Coordinator with up to date information, transcripts, or requested documents for their file;
  - c) the student's eligibility for sponsorship funding has been breached (e.g. the student has stopped attending classes and has not notified the Post-Secondary Coordinator);
  - d) the student has used the total allocation of student training months; or
  - e) the student corresponds with the Post-Secondary Coordinator, a Tla'amin Nation staff member, or a Tla'amin Nation representative in an abusive or insulting manner.

20.2 Upon discontinuation of funding under 21.1, the Post-Secondary Coordinator will

- a) immediately notify the student by telephone;
- b) send the student a written letter; and
- c) place the letter in the student's file.

**21.0 Reviews and Appeals of Discontinuation of Funding (refer to Schedule E for flowchart)**

21.1 A student may request a review of a determination to discontinue the student's sponsorship funding under the *Administrative Decision Review and Appeal Policy*.

21.2 A student may request an appeal of a review determination to discontinue the student's sponsorship funding under the *Administrative Decision Review and Appeal Policy*.

21.2 The Tla'amin Nation trusts that all students will approach review and appeal situations in a respectful and professional manner.

## Schedule A – Application for Funding

As a Tla'amin individual requesting sponsorship or a student being sponsored, I understand the importance of communicating in a professional manner regarding my application and sponsorship with Tla'amin Nation. I agree to abide by the post-secondary policy and this contract.

### STUDENT APPLICANT INFORMATION

**Student Name:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ (DD/MM/YR) **Status#:** \_\_\_\_\_

**Sex:** Male \_\_\_\_\_ Female \_\_\_\_\_

**Address:** \_\_\_\_\_ **while at school** \_\_\_\_\_  
(If known)  
\_\_\_\_\_  
\_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Student # (if known)** \_\_\_\_\_

**Marital Status:** Married/Common Law \_\_\_\_\_ Single: \_\_\_\_\_

\*If married, spousal source of income: \_\_\_\_\_

Number of Dependents under 18 years of age \_\_\_\_\_

### Emergency Contact:

Name & Relationship to student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Previous education/training:** Please list all post-secondary institutions attended. Attach an additional sheet if necessary.

Name of Program/Last Grade Completed: \_\_\_\_\_

Institution: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

Name of Program/Last Grade Completed: \_\_\_\_\_

Institution: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

**Have you previously received post-secondary funding from the Tla'amin Nation for education/training purposes? (if yes, please provide details)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Current Program Applied for (please check)** : Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Please check one of the following:

Certificate \_\_\_\_\_ Diploma \_\_\_\_\_ Degree \_\_\_\_\_ Masters/Professional \_\_\_\_\_ Trade \_\_\_\_\_

Name of Program: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Location: \_\_\_\_\_

Program Length: \_\_\_\_\_ Start Date: \_\_\_\_\_

Completion of Program Date: \_\_\_\_\_

How will this program assist you in achieving your career goal?

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Have you or will you receive scholarship funding to apply to your tuition/program fees?

Yes \_\_\_ No \_\_\_

If yes, please provide details:

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## Schedule B – Tla’amin Post-Secondary Student Contract

### STUDENT CONTRACT/APPLICATION DECLARATION

As a student receiving funding support from the Tla’amin Nation, I agree to the following terms and conditions:

1. I agree that I am bound to follow all the provisions in the Tla’amin Post-Secondary Education Policy. In particular, I have read and am aware of the eligibility criteria and the criteria for termination of funding.
2. I agree to immediately notify the Post-Secondary Coordinator in the event that I am not able to continue my education and understand funding will immediately cease.
3. I agree that I am responsible for notifying the institution if I am unable to continue my education.
4. Any overpayment that occurs as a result of my failure to notify the Post-Secondary Coordinator or the post-secondary institution that I have discontinued my studies, will be my financial responsibility and may result in the creation of a debt owing to the Tla’amin Nation.
5. I agree to permit the Tla’amin Nation to access my transcripts and information pertaining to my sponsorship and will execute written permission to do so.
6. I agree to submit all required documents to the Tla’amin Nation in accordance with the deadlines outlined in the Tla’amin Post-Secondary Education Policy. These documents include: confirmation documents of start dates and times; acceptance letters, all receipts for books and supplies, and transcripts. I understand that my failure to provide so may result in the immediate discontinuation of my sponsorship and a creation of a debt owing to the Tla’amin Nation.
7. I am aware that the Tla’amin Nation will only correspond with me regarding my student file or funding. The Tla’amin Nation will not correspond with my family or friends regarding my file.
8. I have read and understand this entire contract. **Initial:** \_\_\_\_\_

**Applicant’s name (please print):** \_\_\_\_\_

**Applicants signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# TLA'AMIN NATION POST-SECONDARY EDUCATION POLICY

## PERMISSION TO RELEASE STUDENT INFORMATION

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Length of Program:** \_\_\_\_\_

I hereby authorize the Tla'amin Nation Post-Secondary Coordinator to access my educational information for the planning and monitoring purposes for the length of my program stated above.

**Student (Please Print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**Witness (Please Print):** \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_

## Schedule D – Sponsored Student Information Form

### SPONSORED STUDENTS INFORMATION

**\*\*Students must maintain academic standards which means **PASSING** all course enrolled in to have continued sponsorship and submit transcripts promptly when completed his/her term. Students must be enrolled in minimum 3 classes totaling 9.0 credits to be considered Fulltime sponsorship.**

**Student Initial here: \_\_\_\_\_ Post-Secondary Coordinator Initial here: \_\_\_\_\_**

1. Student are responsible for ensuring completed Sponsorship Application/ Student Contract form is received by Louise Dominick before the required **deadline of May 1st** or earlier for fall term.

2. Health and Dental is a mandatory fee for full time semester students and students taking some specific vocational programs. Sponsored student must **opt out** of Health and Dental plan as it is not covered by Tla’amin Nation Post-Secondary Department **or be willing to be responsible for his/her own health/dental fee.**

3. Student is responsible for completing and signing the Consent to Release Personal Information form and submitting it along with Sponsorship Application form. The Consent form gives institution permission to release information regarding his/her student account to the sponsor (Tla’amin Nation Post-Secondary Coordinator).

4. Students will inform the Post-Secondary Coordinator if there are any educational changes or personal information like address change, email, and telephone contact number. Students can email the post-secondary coordinator on any issues or updates for any communication purposes. \*\*\*\*

For continued sponsorship when completed spring term, students are required to submit grades in **April** after completing spring or winter term.

Students can request for application package for sponsorship in upcoming year.

**\*\*\* Students must send a copy of his/her registered courses to acknowledge of full-time sponsorship.**

Please contact Louise Dominick, Post-Secondary Coordinator; if you have any questions.

**EMAIL: [postsec@tn-bc.ca](mailto:postsec@tn-bc.ca)**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Post Secondary Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

## Schedule E – Post-Sec Review & Appeal Flowchart



