

OKANAGAN INDIAN BAND

EDUCATION DEPARTMENT

POST-SECONDARY POLICIES

REVISED & ACCEPTED: FEBRUARY 12, 2003

OKIB CHIEF AND COUNCIL

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DEFINITIONS:

The following definitions for terms used in this policy are provided for the information of all applicants:

ACADEMIC INSTITUTION - is *an Accredited* post secondary institution which receives the majority of its funding from federal and provincial governments.

DISTANT EDUCATION - the acquirement of knowledge and skills through mediated information and instruction by means of correspondence, satellite relay and/or study guides.

BAND MEMBER - a person who is a member of the Okanagan Indian Band and whose name has been entered on the Band List.

DEPENDENT SPOUSE - a person who is married to the student or a person who has lived with the student as husband or wife for a period of at least one year prior to application for educational support. This person is dependent upon the student and does not receive any other income.

DEPENDENTS - any child or children that relies on the student for support and is living full-time with that student.

SELECTION COMMITTEE – *Education Director, Education Assistant, Education Financial Administrator, three (3) Community Members*

FULL TIME STUDENT - a student who in each term or semester takes a minimum of four credit (4) courses or the equivalent hours.

PART TIME STUDENT - a student who takes less than four credit (4) courses each term or semester.

FULL TIME – DISABILITY - 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 post-secondary studies and is expected to remain with the person for the person's expected life.

POST-SECONDARY EDUCATION - means a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent is a prerequisite.

PROGRAM OF STUDIES - includes all post-secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree. Programs e.g., pre-law, less than one academic year which are prerequisites to post-secondary programs of at least one academic year in duration are included.

PROBATION - period of time during which a student is under strict academic guidelines, usually because of absences, low or failing grades.

STUDENT MONTHS -maximum number of student months provided to individuals.

WAIT LIST -a wait list of four (4) students will be created each year. Students whose names appear on the wait list will be notified, as spaces become available. This selection of students only occurs if a currently sponsored student withdraws from his/her studies. If students on the wait list are not sponsored they must re-apply.

VISION STATEMENT:

The Education Department recognizes that it is extremely important that moral support, advisory services, and financial assistance be provided to Band members who want to further their education and training and who are eligible for post-secondary funding. Based on the availability of funds, every effort and provision will be made to assist Band members to successfully pursue and complete their educations.

PREAMBLE:

The Okanagan Indian Band Education Policies were reviewed in January 2002 and approved by Chief and Council on (insert date). The policies were reviewed by the Education Department by gathering local area Band policies for review. With this information the Education Department staff has put together the OKIB Education Post-Secondary Policies Handbook.

Each year Indian and Northern Affairs Canada (INAC) allocate funds on a national level for post-secondary funding. These funds are then distributed to the regional level (provinces) each region then decides how to allocate the funds. BC Region has implemented a per capita formula and the population of each Band determines the level of post-secondary funding.

INAC has given individual Bands the option to administer their education budget using the existing INAC policy or develop their own education policy. This policy has been developed by the Okanagan Indian Band to administer the post-secondary education program. Chief and Council must approve the policy.

This document outlines:

1. Program policy and guidelines
2. Education priorities for funding allocations
3. Types and levels of allowances available through the program.
4. Student Responsibilities

The following policies will encompass all academic institutions, which includes Distance Education.

NEW STUDENTS ELIGIBILITY CRITERIA:

Department of Indian Affairs Canada eligibility requirements are the following:

Recipient must be a status Indian and may live on or off reserve.

Recipient must have been resident in Canada for the 12 consecutive months prior to date of application for Post-secondary assistance.

Okanagan Indian Band Post-secondary policies:

To be eligible for Post Secondary funding the following must be submitted to the Okanagan Indian Band Director.

<u>Application Deadlines</u>

For September enrollment - April 30	For January enrolment - September 30
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1. Photocopy of a recent status card.
2. Completed Post Secondary application package issued by the Okanagan Indian Band Education Department. (See *Appendix 1(a), 1(b) and Appendix 3*)
3. Letter of acceptance from the Academic Institution applied to.
4. Transcripts from previous Academic Institutions or High School.
5. Detailed letter of intent with Program Information.
6. Must have a Void Check or Bank Information attached. (See *Appendix 4*)
7. Signed Student Contract. (See *Appendix 6*)

RETURNING STUDENTS MUST PROVIDE:

1. Completed application package issued by the Okanagan Indian Band Education Department.
2. Letter of acceptance for next academic year.

3. Transcripts from last term.
4. Letter of intent.
5. Signed Student Contract. (See Appendix 6)

Upon submitting above documents to the Education Director, your application for funding will be reviewed with the following being taken into consideration by the selection committee:

- If you owe the Okanagan Indian Band any money you will be required to repay this debt off before being considered for further funding.
- If you have been funded previously, you are required to submit all transcripts pertaining to the period of time you were funded.
- If you are a continuing student or a student graduating from secondary school, you will be required to be in good academic standing and the Education Director must receive your academic transcripts.
- If your academic records indicate that you have a history of not completing programs or failing courses, your application will not be considered until all other applications have been reviewed and only if funds are available in the current fiscal year. If approval is granted, you will be under probation. Your grades and attendance will be closely monitored.
- You must meet the admission requirements of the academic institution you plan to attend.
- You have not exceeded your funding limitation for Post Secondary.
- The Education Department will pay the cost of (with prior approval) two application fees and the costs of any tests required for application to the academic institution.
- You have not changed your area of study. Students can transfer into another related academic program once. Goals/visions are important to stay focused.

STUDENT SELECTION:

A Priority list will be established each year to assist the Education Director and the Selection Committee in determining who will receive funding. The priority list will be established on the following basis:

1. **Continuing Students** - students who have attended school on a full time basis and have successfully completed all courses of their program.

2. **Graduating students** - Students who have graduated from a Secondary School with a Dogwood certificate or who have equivalent training or education. (I.e. GED).

Note: A Graduated student may delay their studies for one year (**from date of graduation**) with out losing their post secondary funding eligibility. A letter of request from the applicant to the OKIB Education Department must be submitted before Application Deadline - April 30.

3. **Mature Students** - Mature students are applicants who have a high school graduation diploma, or equivalent (GED Provincial Level). These applicants may apply for admission as a mature student provided that they are 21 years of age and have been out of the secondary school for four years.

SELECTION COMMITTEE:

The selection Committee is responsible for reviewing completed Post Secondary application packages using the criteria outlined in the Post Secondary policy. The committee will select students for sponsorship (depending on budget) and also select and rate four (four) students for the wait list.

The selection committee will include at least three (3) of the following members:

- OKIB Education Director
- Finance/Comptroller
- OKIB Manager
- Employment & Training Coordinator

The selection committee will meet in early/mid June to interview applicants for Post Secondary funding. The Education Director will arrange interview dates and times.

The selection committee will meet in early November to interview applicants for January enrollment.

Letters of acceptance or non-acceptance will be sent to applicants no later than one week after interview date.

FUNDING:

Tuition fees:

Fees will be paid to the **maximum** amount of:

- \$2000.00 College Tuition Fees per academic semester
- \$2400.00 University Tuition Fees (e.g. Bachelor of Arts) per academic semester

1. To be eligible for full time Educational Financial Support a student has to be registered in:
 - Four – Three credited courses – minimum per semester per program 12 credits per semester
 - Full Time Students are provided Educational Financial Assistance with Tuition/Books/Living Allowance.

Tuition: All cost essential for registration/access into program.

- Registration cost - fee
 - Course fees
 - Student fees
 - And other(s)
2. Students are expected to pay the balance of tuition costs above the amounts shown.
 3. Audited or failed courses will have to be REPAID back to Okanagan Indian Band.

Repayment:

1. A student should be allowed to fail or audit one course without penalty within each level of funding. Level Level II, Level III, and I.
2. If two courses are above a fail (F) but below the OKIB requirement (C average) the student will be placed on probation for one semester and encouraged to succeed. No repayment is required. The student must repeat the course at his/her own expense if a higher mark is required.
3. If the student fails all courses or does not attend and not inform the Band Education Department, the student would be expected to:
 - a) Self-sponsor for one semester before funding is continued, or;
 - b) Repay the cost of tuition, books, and the living allowance;
 - c) If the student completes this within one fiscal year the student will be allowed to continue as a continuing student.
4. Tuition fees will be paid directly to the College or University by a letter of sponsorship.
5. Students attending out of Country will be expected to pay exchange costs.
6. Distance Education – Extension
 1. Sponsorship of Distance Education Full-time students.

Sponsorship of distance education students will follow the Okanagan Indian Band post-secondary policies the same as all other post-secondary students.

2. Sponsorship of Distance Education Part-time Students.

Sponsorship of books/tuition only.

Extensions:

Students will request written permission from the Social Development Director before the end of the course.

Extensions will be given to students who are unable to complete courses in the required time allotted due to disability, illness, and/or extenuating circumstances as per the Distance Education Post-secondary institution.

Once permission has been granted, the student will then apply to the Distance Education Post-secondary institution for the extension(s).

All Distance Education students will be sponsored for distance education courses with the following start and end dates as follows:

Start in September	- Courses to be completed in December
Start in January	- Courses to be completed in April
Start in May	- Courses to be completed in August

Will continue to follow post-secondary policies such as:

- Tuition/ Books Funding
- Disability
- Tutorial Assistance
- Funding Limitations
- Field Trip Allowance
- Incentives
- Appeal Process

FULL – TIME: DISABILITY:

Students with permanent disabilities, or with disabilities that are expected to be permanent, which are unable to maintain a 100% full course load (4 courses) per semester term may request consideration of full time funding at the 50% course load (2 courses) per semester term

The needed required documentation will be reviewed to determine your eligibility:

1. Statement of disability

Describe the type of disability and whether it is expected to be permanent.

Please submit:

- A verification of permanent disability form (*see Appendix 2(a & b)*)
- A learning disability assessment by a registered psychologist or doctor.

2. Confirmation of Need for disability related services

A signed letter of support outlining how the services being requested will assist in overcoming the barriers caused by students disability.

Confirmation of need letter be completed by one of the following:

- An official at a centre for students with disabilities
- A guidance counsellor at the post-secondary institution you are attending.

BOOK ALLOWANCE:

Book Allowance will be provided for full time and part time students in the following amounts:

	Fall Semester	Winter Semester
Full time Student (4-5) courses	\$250.00	\$250.00

OVER \$250.00 WILL BE REIMBURSED TO A MAXIMUM TOTAL OF \$750.00 WITH BOOK RECEIPTS.

Part time students (1-3) courses **\$ 75.00 per course.**

LIVING ALLOWANCE:

POST- SECONDARY FUNDING RATES FOR LIVING ALLOWANCES	
	FULL TIME
	4 - 5 courses
SINGLE STUDENT	850.00
SINGLE STUDENT WITH:	
1 dependent	1050.00
2 dependents	1250.00
3 dependents	1450.00
\$200.00 per month for each additional dependent.	
MARRIED STUDENT WITH:	

Dependent spouse	850.00
1 dependent	1050.00
2 dependents	1250.00
3 dependents	1450.00
<i>\$200.00 per month for each additional dependent.</i>	
MARRIED STUDENT WITH:	
Employed spouse	675.00
1 dependent	850.00
2 dependents	1030.00
3 dependents	1205.00
<i>\$100.00 per month for each additional dependent.</i>	

***Note:** Okanagan Indian Band Education Financial Assistance is assistance only. Students are encouraged to apply for student loans, scholarships, and bursaries or save money for additional costs related to their educational needs.

STUDENT ADVANCES:

There will not be any student advances. Due to direct depositing, student advances will not be accommodated.

PARKING PASSES/BUS PASSES:

Students are expected to provide own bus and parking passes. The Okanagan Indian Band Education Department will not assist students due to funding constraints.

TUTORING:

Upon the strength of a written recommendation from the student's instructor(s), an allowance will be provided to the student to cover the cost of special tutorial assistance to overcome areas of academic weakness.

Students that require tutoring in any of the courses leading to the completion of their programs are required to advise the Education Coordinator and employ the services of a tutor, pay them their fee and submit all receipts to the Education Coordinator for reimbursement. Students may also, after receiving approval from the Education Coordinator, choose to employ the services of the tutor and have the tutor invoice the band directly. All information must be filled out completely on the Tutorial Assistance Form (see Appendix 9) for pre-approval by the Education Coordinator.

Students are eligible to receive a maximum of \$225.00 per academic year (based on 15 hours at \$15.00 per hour) for this assistance.

TRAVEL:

Students who are required to live away from their permanent place of residence qualify for a travel grant of **\$400.00** per academic year.

Eligibility Criteria:

- Masters or Ph.D. Degree level students receive travel costs to the Canadian university of their choice;
- When to reach the geographically nearest university or college is actually more expensive than to reach some other Canadian university or college;
- When provincial professional accreditation is a requirement for the student and the nearest university or college is not within the province of the student;
- When the program of studies selected is not available in Canada;

OKIB Education Department Procedures;

- September check,
 - One-way travel allowance is included - \$100.00
 - April check; a return trip home is included - \$100.00
- December check,
 - One-way holiday travel allowance - \$100.00
 - January check, one-way holiday travel allowance - \$100.00

Funding Limitations:

Diploma/Certificate	16	student months
Bachelors' degree or equivalent	32	student months
Honors Bachelor degree	32	student months
Masters Degree	40	student months
Doctoral Degree	48	student months

- College Prep is not funded. Books and supplies costs are considered.
- Funding limitation months are in conjunction too not in addition to. Example. Bachelor's degree includes 16 months for certificate or diploma.
- Students who use 4 years funding and do not receive a Bachelors Degree must provide own funding to receive their degree. Funding will be considered for Masters Degree once student attains Bachelors Degree on own.
- All funding, which was received from the Okanagan Indian Band for Post Secondary education, will be considered when sponsorship is being considered.

FIELD TRIP ALLOWANCE:

Allowance to assist students with costs relating to course required field trips.

1. Field trip allowance will only be given out if funds are available.
2. Fill out Field Trip application form and submit to the OKIB Education Department, application(s) will be reviewed on submission. (*See Appendix 7*)
3. If field trip allowance funds are unavailable, and the post-secondary student qualifies OST (Occupational Skills Training) funds maybe utilized.
4. Field trip allowance is to a maximum of \$250.00 per academic year.

INCENTIVES:

1. Eligibility Requirements

Applicants must be currently receiving financial support under the Post-Secondary Support Program. Students must be funded under the program for two semesters in the academic year previous to January of each year. (I.e. a student receives funding for September to April the incentives will be awarded in June.)

2. Students must be continuing their studies the next September.
3. Students must be registered in a full-time, full academic year commencing in September for two semesters September – December, January – April or May – August. There will be no partial awards for students who attend only one semester.
4. Applicants must be enrolled as full-time students in a minimum of 4 full-time courses in each of the 2 semesters.

Incentive Criteria:

- a) Awards will be made on the Grade Point Average (GPA) academic merit with the scholarship going to the candidates with the highest GPA. Budgeted dollars for incentive scholarships are to be divided and paid equally amongst all qualifying post-secondary students.
- b) Applicants must achieve a GPA of B- (B minus) or higher for the application to be considered.
- c) A student after successful completion of one year of a program and continuing into the second or following year of the program may be eligible to apply for the incentive scholarship. A student may be awarded only one scholarship in an academic year.
- d) It is the Post-secondary students responsibility to submit an application (see *appendix 8*) with transcripts to the Education Director by **June 7th of each year**. A letter advising the students of their success will be mailed to their current address on file.

Any applications received after the deadline date will not qualify.

Examples:

- (a) A student who has completed the first year of the program of studies and who is continuing into the second year may receive the scholarship.
- (b) A student who has completed the first year on a Level II program of studies but is not continuing in the same program will not receive the scholarship.
- (c) A student of a four-year program of studies who has completed the third year and is continuing in the fourth year may receive the scholarship.

DEFERRED STUDIES:

Sponsored students may take up to one (1) year to defer their studies. Student must be in good academic standing and have made arrangements with the Education Director.

PERSONAL CHALLENGES:

Students must be aware that should their studies be seriously affected by personal crisis, such as an accident, health (sickness) or death in the immediate family are advised to notify the Education Coordinator advising them of their situation. Students are encouraged to seek counselling for support.

WITHDRAWAL (S):

If the student drops out or withdrawals from a program after the Institution fee reimbursement deadline, the student is required to repay tuition, books/supplies and living allowance back to the OKIB education department.

Payment options can be discussed with the Okanagan Indian Band Education Director.

All Post Secondary sponsorship will be withheld until arrangements are made with the Okanagan Indian Band Education Department.

Student who Withdrawal(s) due to:

- Student's illness,
- Death in the immediate family
- Accident
- Serious emotional problems

Required Document(s):

- A letter of approval of late withdrawal with out academic penalty from the Dean of instruction and Instructors(s).
- A letter from your doctor giving detailed information regarding your ill health and concerns.
- A letter from the student to the Okanagan Indian Band Education Department stating illness and reasons for not being able to continue with post secondary education.

Non - repayment of tuition, books, and living allowance will be considered and reviewed by Okanagan Indian Band Education Department

APPEAL PROCESS:

A student who believes that he/she has been unjustly treated with regard to the application of the Okanagan Indian Band Post Secondary Policy has the right to appeal within (30) consecutive days. The student must appeal on his or her own behalf.

Appeals by a family member will not be considered, unless written consent by the student is submitted. (See *Appendix 7*)

Procedure:

1. ***The student discusses with the Education Director in an attempt to resolve any dispute with regards to the Post Secondary Policy.***
2. ***If a satisfactory resolution is not achieved and the student wishes to pursue the matter, he/she should discuss it with the Okanagan Indian Band - Band Manager.***
3. ***If a satisfactory resolution is still not achieved and the student wishes to pursue the matter further, he/she must submit a formal appeal (see appendix 6) to the Okanagan Indian Band – Band Manager.***
4. ***The Okanagan Indian Band – Band Manager will arrange with the Selections committee and the student, the date, place, and time of the appeal hearing.***
5. ***Decisions made by the Okanagan Indian Band Chief and Council will be final.***

The appeals Committee will consist of at least three (3) the following:

- Education Director
- Finance/Comptroller
- OKIB Manager
- Employment & Training Coordinator

AMENDMENTS:

- Amendments to the Okanagan Indian Band Post Secondary Education Policy can only be made by the Education Department.
- Okanagan Indian Band Chief and Council must ratify all amendments.
- Recommended amendments to the Okanagan Indian Band Post Secondary Education Policy can be made by:
 1. Forwarding recommended change to Education Director
 2. The recommendation will be reviewed at the September & January selection Committee Meeting.
- Changes made will be posted in the band monthly newsletter and sent to current students who are attending Post Secondary Schooling.

**THE OKANAGAN INDIAN BAND CHIEF AND COUNCIL ACCEPT AND APPROVE
THE AMENDMENTS, CHANGES AND ADDITIONS TO THE OKANAGAN INDIAN
BAND EDUCATION DEPARTMENT POST SECONDARY POLICY AS OF THIS**

DATE: February 12, 2003