

<b>Statement of Policy and Procedures</b>	
Department	Education and Learning
Policy Number	ED 02

# **Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation (UCEP) Policy**

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Version Number: 02

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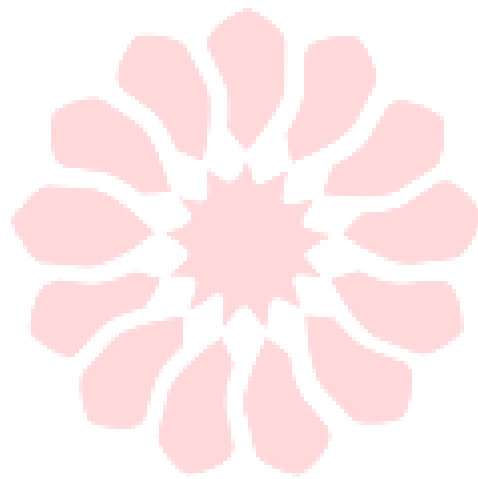
# **POST-SECONDARY POLICY MANUAL DIRECTIVE**

To state and implement the policy of the ʔaqam Education Department and the related administrative guidelines with respect to the provision of educational aide to ʔaqam Post-Secondary Students.

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# 1 Preamble

## 1.1 ʔaᓄam Vision – Strategic Plan

A vibrant, healthy community, speaking our language, governing effectively and maximizing our lands and resources for the benefit of all living things and future generations in a manner consistent with qanikitᓄi (our value and principles).

## 1.2 Education Goal – Strategic Plan

Achieving excellence through learning, based on individual strengths, passions and potential.

## 1.3 Education Objectives - Strategic Plan

- Objective 1: Support learners to increase participation in and completion of all levels of educational programs.
- Objective 2: Teach using Ktunaxa methods.
- Objective 3: Develop and support Ktunaxa people as teachers and other educational professionals.
- Objective 4: Expand grades and programs offered in the community.
- Objective 5: Assert, reclaim and use jurisdiction in education.
- Objective 6: Develop excellence through learning at all stages of life.

## 1.4 Purpose

The purpose of this policy is to administer the Indigenous Service Canada (ISC) Post-Secondary Student Support Program (PSSSP), the University and College Entrance Program (UCEP) and ʔaᓄam Chief and Council Post Secondary Allocated Funds.

ʔaᓄam polices are adapted from and are in line with ISC PSSSP guidelines which mandate how First Nation communities are able to administer the PSSSP. Students are encouraged to familiarize themselves with these guidelines, which are available on-line and through ʔaᓄam Education Staff.

## 1.5 Definitions

**Academic Plan** refers to the program credit requirements. Each semester, students are to comply with course requirements/prerequisites to complete their certificate, diploma or degree in a timely manner. All registered courses must coincide with the program requirements.

### **Band Member:**

A person whose name appears on the Band List or who is entitled to have their name appear on the Band List.

**Canadian Public Institution** is a post- secondary institution, which receives the majority of its funding from federal and provincial governments.

**Certificate** refers to certification for completion of a college or university program.

**Continuing Student** are students that are continuing to take courses towards a diploma, certificate, or degree on a full-time basis and successfully completed the requirements of the previous academic year. This does not refer to students who are continuing to a professional or graduate degree program or another program level.

**Dependent** refers to a person under the age of 19 years, who resides with the student.

**Diploma** refers to diploma received for completion of a college or university program.

**Full time Students/Studies** as defined by the institution attended by the student. Most facilities require a student to be enrolled in a minimum of 4 (four) 3 credit courses or the equivalent in each semester.

**Education Committee** is a committee that has been established by Council as a recommendation making body in regard to post-secondary programs and funding decisions.

**Part-time Students/Studies** as defined by the institution attended by the student.

**Post-Secondary Education** is a program of studies offered by an accredited post-secondary institute, which has the completion of secondary school or its equivalent as a pre-requisite.

**Post-Secondary Institutions** are degree, diploma and certificate granting institutions. Post-Secondary Institutions must be recognized by a province and include educational institutions affiliated with, or delivering accredited post-secondary programs, by arrangement with a post-secondary institution. A list of Eligible Education Institutions can be found at <https://www.sac-isc.gc.ca/eng/1429541743524/1531402273996>.

**Private Post-Secondary Institution** is a Canadian or foreign post-secondary institution, which receives the majority of their funding from, sources other than governments.

**Program of Studies** includes all post-secondary programs at least one (1) academic year in duration, leading to a certificate, diploma or degree offered by an accredited post-secondary institute. (Programs i.e. pre-law teaching degree, which are less than one academic year, which are pre-requisites into a post-secondary program of at least one academic year in duration, are included).

**Semester** refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually run from September to December (fall), January to April (winter), and then a variety of spring and summer semester schedules.

## 2 Student Eligibility

To be eligible to receive aide under the terms of the ᑭᓄᓄᓄ Post-Secondary Policy, it is necessary that all ᑭᓄᓄᓄ Band Members applying meet and understand the following requirements:

- 2.1 Must be a **registered** member of ᑭᓄᓄᓄ, residing in or outside Canada **or**;  
The spouse or child of an ᑭᓄᓄᓄ Band Member who is a registered member of another First Nation, who has applied to their band of registration and can provide a letter of denial from their home nation. **and:**
- 2.2 Must have met university or college entrance requirements and have been enrolled or accepted for enrollment in a program of studies at an eligible post-secondary institution.

## 3 Types of Sponsorships & Application Procedures

### 3.1 Post-Secondary Student Support Program (PSSSP), College Entrance Preparation Program (UCEP) ~ Adult Upgrading, and all Trades Programs (for new and continuing students)

Trades programs funded through ISC now include any trades program offered at an eligible institution, for any length of time.

1. Contact the ᑭᓄᓄᓄ Program Manager to discuss your plans for education and receive the necessary information to start the procedure.
2. Fill out application package: (see Appendices for forms)
  - i. Application for Education Assistance form (filled out & signed).
  - ii. Student Declaration form (read, initialed & signed).
  - iii. Personal Essay (Letter of Intent).
  - iv. Photocopy of status card.
  - v. Official transcripts (secondary or previous post-secondary institutions).
  - vi. An acceptance letter from the institution in which the student is planning to attend.
  - vii. A copy of the listed program requirements (courses needed) to complete the program.
  - viii. Evidence of tuition, registration and student fees.

### 3.2 Apprenticeship Trades Programs

Skilled trades offer great compensation, flexibility, and diverse hands-on working experience. Skilled trade workers are sought-out employees. Choosing a trade that matches your skills and interests is the first important step.

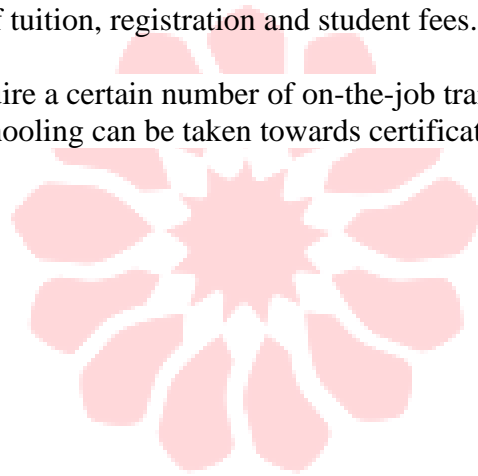
Most Post Secondary Institutions offer a Foundation course for a specific trade so an individual may gain experience and knowledge about the trade; this makes it easier for an individual to find an employer to sponsor you for the remaining levels of your apprenticeship.

Apprenticeship training programs vary but generally involve four 12-month periods, which include 6,000 hours of on-the-job training, four 7-12 week blocks of technical training and a final certificate exam.

#### *Apprenticeship Program Procedures*

1. Have an employer sponsor.
2. Register with the Industry Training Authority (ITA).
3. Contact the ʔaḡam Program Manager to discuss your plans for education and receive the necessary information to start the procedure.
4. Fill out application package: (see Appendices for forms)
  - i. Application for Education Assistance form (filled out & signed).
  - ii. Student Declaration form (read, initialed & signed).
  - iii. Photocopy of status card.
  - iv. Documentation of Hours.
  - v. An acceptance letter from the institution in which the student is planning to attend.
  - vi. Evidence of tuition, registration and student fees.

**NOTE:** Apprenticeships require a certain number of on-the-job training hours before any level of schooling can be taken towards certification.



### 3.3 Attendance to Foreign Institutions (Requires additional information)

1. Contact the ʔaᓄam Program Manager to discuss your plans for education.
  - Evidence that the institution is accredited.
  - Credits are transferable and recognized in Canada.
2. Receive the necessary information to start the procedure.
3. Fill out application package: (see Appendices for forms)
  - i. Completed and signed Application Form.
  - ii. Official sealed transcripts of grades including all courses from the current year or term.
  - iii. Completed and signed Authorization & Release of Information form.
  - iv. Completed and signed Sponsorship Billing Authorization form.
  - v. Updated program plan and completion date outline.
  - vi. Evidence of tuition, registration and student fees.

### 4 Application Package Deadlines:



<i>Semester</i>	<i>Application Open</i>	<i>Deadline</i>
<b>Fall</b> (September - December)	<b>April 1<sup>st</sup></b>	<b>June 1<sup>st</sup></b>
<b>Winter</b> (January - April)	<b>September 1<sup>st</sup></b>	<b>November 1<sup>st</sup></b>
<b>Spring &amp; Summer</b> (May-Jun & Jul-Aug)	<b>January 1<sup>st</sup></b>	<b>March 1<sup>st</sup></b>

**\*Continuous intake for short term programs will be accepted and considered throughout the year.**

Presentation of applications to the Education Committee for consideration will be the submissions received prior to the deadline; late applications will be waitlisted, and incomplete applications will be returned for completion. September enrollment receives priority funding; all other enrollment dates will be considered as funding is available.

Students will be selected according to priority. Criteria for priority list is available in section 7. Should there be more students than the Committee is able to fund, remaining students will be placed on a waitlist pending available funding.

### 5 Eligible Programs

**Any** program of study offered by an eligible post-secondary institution, including Trades and any short-term studies that offer certification.



## 6 Eligible Institutions

Eligible post-secondary institutions are degree, diploma or certificate-granting institutions in Canada, recognized by a province or territory. Eligible post-secondary institutions outside of Canada must be recognized by Canada to grant degrees, diplomas or certificates.

They include educational institutions affiliated with, or those that deliver post-secondary programs by arrangement with, a post-secondary institution as well as First Nations designated and directed institutions.

A list of Eligible Education Institutions can be found at <https://www.sac-isc.gc.ca/eng/1429541743524/1531402273996>.

## 7 Post-Secondary Funding Allocation Priorities

A priority list is established each year to assist the Education Committee in determining who receives funding. The priority list will be established on the following basis:

### 7.1 **First Priority**

Continuing students currently attending a certificate, diploma or undergraduate program at a post-secondary institution who were approved for and received funding the previous year.

### 7.2 **Second Priority**

Graduates from Grade 12 accepted at and enrolling in any program at an eligible post-secondary institution.

### 7.3 **Third Priority**

Waitlisted eligible students who have applied in previous years and did not receive funding (See Section 8 Waitlist).

### 7.4 **Fourth Priority**

New students, regardless of previous funding, applying for undergraduate studies (Certificate, Diploma and Undergraduate Degree).

### 7.5 **Fifth Priority**

Graduate Students who wish to carry on into a program at the Masters or Doctoral level. For further information, please contact the program manager.

## 8 Waitlist

All eligible students who are unable to be sponsored at the time of application will be placed on a waitlist. Students on the waitlist will be selected for funding, as it is available based on the following priorities (See level descriptions in section 10).

- 1<sup>st</sup> New students who are registering for the first time in Level 1 or 2 programs.
- 2<sup>nd</sup> Students who have received previous funding at a level 1 program who are applying for a level 2 program.
- 3<sup>rd</sup> Students who have completed a level 2 program and are requesting funding for a level 3 or 4 program.

Notification to eligible students will be forwarded when funding is available based on the priorities above.

Students will have the option to accept the funding, remain on the waitlist, or have their name removed from the waitlist.

Dispensation of funding will be on a "first in, first out" basis for each category, however, regardless of the time of application, the next priority student will not be considered unless there are no students on the waitlist in the higher ranked priority.

If two or more students apply and are waitlisted and have all considerations being equal (priority level, time of wait listing, etc.), applicants with the highest Grade Point Averages (GPA) will have greater priority.

**The waitlist is valid for the year of application; students must re-apply by the June deadline for funding every fiscal year.**

Re-application does not guarantee funding.

## 9. Council Discretionary Funding

Each year ?aqam Nasu?kin (Chief) and Council may set aside own source revenue to be used for students who have been put on the waitlist due to insufficient funds, have exceeded program limits, or do not meet the above criteria for funding.

Program staff will request access to these funds for any applicants who have completed their application and fall into one of the above categories.

## 10. Program Support

The following levels have historically formed the basis of Program Support and continue to be referred to as a program-type designation. There are no time limit restrictions within levels, and students can apply for funding in a previously taken level. The rationale for repeated or extended funding within a previously taken or funded level should be clearly outlined in your Personal Essay (letter of intent).

Level 1:

Diploma or certificate programs (can include short-term courses up to 2 years)

Level 2:

Undergraduate programs (4 or 5 academic years).

Level 3:

Advanced or professional degree programs, Masters Programs.

Level 4:

Doctoral programs.

Funding for tuition, compulsory student fees, required books and supplies are available to students enrolled in all four education levels (pending funding availability). All courses must be required for program completion as outlined in each student's academic plan and the post-secondary institution's program requirements.

If a student changes programs or requires more funding time than originally requested within a level they may request a funding extension by providing a letter outlining their reasons for needing more time, and a revised academic plan.

Students who become eligible for support and who have previously completed a portion of post-secondary studies without support from *ʔaqam*, may receive assistance for the balance of the program of studies. *Funding is not available to fund students retroactively.*

***While there are no limits for funding within each level, students must:***

- i. follow the academic plan laid out during application and make written requests for any adjustments or extensions.
- ii. provide justification of extended funding within a level, which may include a letter indicating an extension is approved in writing by the institution's Dean or the Department Head.

## 11 Categories and Amounts of Assistance

### 11.1 Full Time Student

To be considered a full-time student during the school year, the applicant must carry a full program course load as defined by the department and institution.

Full-time students may receive:

- i. Tuition Assistance (includes tuition & compulsory fees).
- ii. Tutorials, initial professional certification and examination fees coverage may also be available.
- iii. Application and Assessment fees are eligible expenses but will be paid as reimbursements if expenses occur during the application process.
- iv. Funds for books, supplies, clothing and mandatory equipment.
- v. Travel Assistance.
- vi. Living allowance.
- vii. Tutorial, Guidance and Counselling if requested and if funding is available.

### 11.2 Part Time Student

Part-time students are students that are taking less than their educational institution's pre-determined number of credits to be considered full time.

Part-time students may receive:

- i. Tuition Assistance (includes tuition & compulsory fees).
- ii. Tutorials, initial professional certification and examination fees coverage may be available.
- iii. Application and Assessment fees are eligible expenses but will be paid as reimbursements if expenses occur during the application process.
- iv. Funds for books, supplies, clothing and mandatory equipment.
- v. Tutorial, Guidance and Counselling.
- vi. Travel Expenses
- vii. Sponsorship **may** include travel or pro-rated Living Allowance. Students must outline any increased costs associated with taking on part-time studies in their Personal Essay (letter of intent) and indicate need in the budget portion of their application (i.e., childcare, decreased work hours, transportation, etc.).

Sponsorship for part-time students will be the equivalent of the amount of time needed to complete a full program, as outlined in their academic plan.

### 11.3 University and College Entrance Preparation Program (UCEP)

- i. Students accessing support for upgrading are eligible to apply for full or part-time funding.
- ii. Students must successfully complete the current semester's courses before receiving funding for additional semesters.

- iii. Once upgrading is complete and students are ready to begin their post-secondary program of choice, they are eligible for further funding as continuing students.

#### **11.4 Tuition**

- 12 Tuition sponsorship is the actual tuition and registration fee of the accredited education facility for which payment is sent directly to the institution.
- i. Tuition support is based on the rate of tuition charged by the institution.
  - ii. The total amount available to the student to attend a private or foreign institution will be based on the costs of the program in Canadian funds.
  - iii. The institution and program must meet accreditation standards for consideration for funding. The student will be responsible for all additional costs associated with attending a private or foreign institution.
  - iv. All funds provided to a student who is a Band member but is a non-resident of Canada will receive funding in Canadian currency.

#### **11.5 Books and Supplies**

Only costs for **required** books as listed in the program syllabus will be covered by the program. Whenever possible, ʔaᓄam will issue letters of sponsorship directly to the institution's bookstore. If books or supplies must be purchased elsewhere, students will be reimbursed once receipts are submitted.

- i. “Recommended” books (not in course syllabus) will not be funded unless pre-approved in writing.
- ii. ʔaᓄam may provide support for supplies and equipment based on funding availability. Supplies are those items listed as “required” by their program that are considered essential to completion of the program, including but not limited to technology, binders, paper, pens, pencils etc.
- iii. Clothing and special equipment or materials required by professional programs such as trades and nursing will be eligible if listed in program or course syllabus. Provide written proof of the need for these items in your application.

## 11.6 Living Allowance

- i. Full-time students are eligible for a living allowance.
- ii. Part-time students may be eligible for some pro-rated living allowance support, with needs outlined within their application and approved by the education committee. Student academic plan, progress, and funding availability are determining factors in approval.
- iii. Issued once monthly on the last Friday of the month prior to the eligible month, providing monthly, midterm and final reports (Appendix J) are submitted on time. Mid-term and final reports are due 2 weeks after exams and must include a copy of grades to date.
- iv. A living allowance is to cover priority expenses and may not be sufficient to cover all household expenses. Students are expected to budget appropriately and may need to seek additional funding sources. **Students are encouraged to apply for additional scholarships, and bursaries, and plan for summer employment savings to supplement their income.**
- v. The maximum level of living allowance is determined by the current ʔaᓄam Education Committees' Schedule of living allowance. Allowances paid to students vary according to marital status and number of dependents. (See 11.6.1)
- vi. All Full and Part-Time Students are required to complete and submit (via email) a monthly progress report to the Education Program Manager by the third Friday of each month. This form will be sent to you upon funding approval and can be viewed in Appendix J.
- vii. The student is required to inform the Program Manager of any changes in their residence, marital status, and number of dependents or if the student has added/withdrawn from any courses/program.
- viii. Funds provided to a student who is a non-resident of Canada will receive funding in Canadian currency and receive the same rates for living allowance as outlined under ʔaᓄam's Education Committee Schedule of Living Allowance.
- ix. Students receiving education funding from ʔaᓄam must declare support received from this program as a source of income if applying for social assistance.
- x. The duration of support will accord with the official length of the program as defined by the post-secondary institution in which the student is registered but may include time extensions if pre-approved.
- xi. Under no circumstances will funds be issued as an advance (i.e., supplies purchased will be reimbursed).

### 11.6.1 Monthly Living Allowance Schedule

The monthly living allowance for a single student will be based on the following formula:  
Example, based on minimum wage June 1, 2023:

#### **B.C. Minimum Wage x 35 hrs. x 4 weeks per month**

Currently  $\$16.75 \times 35 \times 4 = \$2345$  per month

- |  |            |
|--|------------|
| 1. Single student                              | \$2,345.00 |
| 2. Students with 1 Dependent + \$750           | \$3,095.00 |
| 3. Students with more than 1 dependent + \$750 | \$3,845.00 |

Total Living Allowance per month is restricted to \$3,845.00 per month maximum, *regardless of number of dependents.*

The Education Committee may adjust and offer a lower living allowance rate only for the purpose of funding additional students within budget.

### 11.7 Funding Maximums

Funding maximums include all funding payments paid for in relation to obtaining their diploma, certificate, etc. which consists of tuition, compulsory fees, books and supplies, travel allowance, tutoring, special equipment, etc. which cannot exceed:

- i. \$53,000 per year for levels 1-3 and
- ii. \$90,000 per year for PhD or doctoral programs.

### 11.8 Travel

Full-time students who are required to live away from their permanent place of residence may qualify for a travel allowance, up to a maximum of four round trips per academic year. Restrictions may apply if students have reached funding limits.

Travel allowances will be calculated according to ʔaqam's Employee Travel rates policy.

## **11.9 Tutorial, Guidance Counselling**

ᑭᐱᓂ Band Members have the right to receive aide in pursuing post-secondary education. However, for an individual to be successful in acquiring an education, individuals must take responsibility for setting and achieving their educational goals.

- Tutorial, guidance and counseling services may be funded for students whose grades may hinder them from continuing with further education, where funding is available.
- Should a student require tutoring in any of the courses leading to the completion of their program permission must be obtained from the Program Manager prior to tutor services. Once approved for a tutor the student needs to pay the required fee and submit all receipts for reimbursement.
- Seeking the services of a Guidance Counsellor may also be helpful to students who may be struggling.

## **12 Educational Aid from Other Agencies**

Students unable to obtain sufficient Band funding have the option to apply for other funding such as:

### **12.1 Ktunaxa Nation Council Education & Employment (KNCEE)**

Students may be eligible for post-secondary support from the KNCEE, therefore are encouraged to obtain their policies for more information on eligibility and how to apply.

### **12.2 Bursaries, Grants and Scholarships**

Students are strongly encouraged to apply for all bursaries, grants and scholarships to fund their education.

Information on bursaries, grants and scholarships is often found on University and College websites, as well as Provincial and Federal education funding websites.

Bursaries, grants, and scholarships are not deducted from students' funding allowances, unless the award is paid directly to the Post- Secondary Institution. (e.g., Pell grants, scholarships).

### **12.3 Unemployment Insurance**

Students who must leave work to attend school may qualify for Employment Insurance for educational purposes. Usually applies with Apprenticeship Programs.



## **12.4 Social Assistance**

Students who are on Social Assistance may be able to receive monthly top ups while they attend school part-time.

## **12.5 Student Loans**

Student Loan application forms are available through the local institutions, such as College of the Rockies or at any Post-Secondary Institution, and online. The onus is on the individual to repay Student Loans. ʔaąam does not assist in repayment of any Student Loan.

If a student has difficulty with the forms, the Program Manager may be able to assist.

This should be a last resort - ʔaąam does not assist in the repayment of student loans.

Students are encouraged to apply for additional scholarships, and bursaries, and plan for summer employment savings to supplement their income.

## **13 General**

### **13.1 Student Enrollment Status**

A student enrolled in full-time studies, and receiving a living allowance must maintain full time status and report any course changes to ʔaąam education staff. At no time is auditing of courses accepted for inclusion to gain full-time student status.

When a student withdraws from a course, or a program written notification must be made to ʔaąam care of the Program Manager. If withdrawal results in the loss of tuition fees, a student may be held accountable to repay these costs before further funding will be provided.

When courses or program changes are made, an updated academic plan must be submitted to ʔaąam.

Students receiving funding for post-secondary education are expected to maintain regular attendance in all courses of study. Students are expected to follow the attendance policy of their institution.

Should a student's studies be seriously affected by personal crisis, such as death in the family, accident or sickness, they are advised to notify the Program Manager advising them of their situation.

If retaking a course affects a student's ability to maintain full time student status (using

only fundable courses), students may no longer qualify for living allowance.

### **13.2 Academic Achievement**

Students must adhere to their institution's standards for academic achievement.

Midterm grades when available, and final grades are to be forwarded to the Program Manager no later than two weeks after examinations in order to celebrate successes and determine if support is needed or will be continued.

Student suspension will result in automatic withdrawal of funding until the student is reinstated in the program. If the student is not reinstated in their program, the student will be responsible for repayment of all tuition, books and supply costs incurred to ʔaqam for incomplete courses.

Students who apply for and receive funding but do not complete their programs of choice will not be eligible for further funding unless they can provide proof of commitment to finishing their new program to the Education Committee through submitting Specific Measurable Achievable Realistic Timely (SMART) goals and a work plan to the Program Manager every semester. This work plan must detail the specific steps they will take in order to complete each course and will be reviewed with the Program Manager monthly. After one year this requirement will be reassessed.

### **13.3 Post-Secondary Student Registry (PSSR)**

ʔaqam is responsible for maintaining a student registry. ISC identifies information requirements including student's name, institution attended, student's program, support provided, overall training hours received and program completion dates. The information will be used for statistical purposes only and will remain confidential (this information is reported annually to ISC).

## **14 Scholarships and Awards**

The Education Committee offers several Scholarships/Bursaries. Please see appendix I for information and application instructions. The deadline to submit a scholarship application is June 1<sup>st</sup>.

## **15 Debt to Band**

Repayment orders will be issued to any student who:

1. Is found to be in violation of the ᑎᓄᓄᓄ Post-Secondary Program Policies and Procedures. Such violations include:
  - a) Knowingly presenting false or incomplete information on a funding application including but not limited to falsifying eligibility, providing incorrect address information, falsifying dependent information, etc., especially where falsified information led to an over-award of funding.
  - b) Failing to adhere to the post-secondary institutions Academic Achievement Policies, where that failure was a result of lack of engagement with course requirements (attendance, completion of assignments, etc.).
  - c) Falsifying information included in midterm or final reports. e.g., Grades, completion status, etc.
2. A full-time student receiving a living allowance and does not maintain full time student status throughout the semester.
3. Drops any courses after the add/drop date, where ᑎᓄᓄᓄ is still required to pay the fees for the course(s) either in part or in full.
4. Suspended from their program by the institution for failure to adhere to institutional policies on academic achievement and conduct.
5. Students approved for funding who are already in arrears to the Band must sign an agreement acknowledging that a 30% deduction will be made from all monies paid to the student to cover their arrears.
6. Students who started as full-time students, and then dropped below a full-time course load will be required to repay only amounts that were over awarded from the time the student became a part-time student.
7. Students who attended regularly, completed assignments on time, and accessed support resources through both the school and the Band and still did not achieve the academic standard, or were not able to remain enrolled in/complete courses due to physical or mental

health reasons, may not be issued a repayment order. Documentation from the school, and/or medical professional will be required.

8. Students who owe money to ʔaqam and who wish to return to Post Secondary studies and furthermore who wish to receive financial support from the Post Secondary Services must make arrangements to pay back the amount owed before any future funding is provided. A repayment schedule may be pre-approved with living allowance deductions.

## **16 Repayment Procedures**

1. Repayment orders will be based on the number of courses failed and will include at minimum tuition and books for each course failed.
2. Original costs (at the time of purchase) for equipment and supplies will be added to repayment contracts in cases where the student does not successfully complete their program. See 15 – Debt to Band.
3. Should the number of failed courses be equal to, or greater than the minimum requirement for full time status, a repayment order for living allowance may also be expected.
  - i. Students will receive notice in writing and the repayment agreement will be registered with the finance department.
  - ii. Students who become in arrears to the Band will not be eligible for any Band education funding until repayment arrangements have been made.

## **17 Appeal Process**

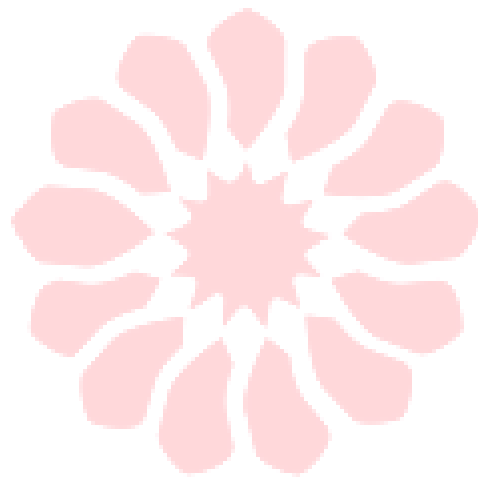
If a student is not satisfied with a decision made by the Program Manager or Education Committee, they may file a written appeal, within 30 days, outlining their grievance. The following steps should be followed:

- i. The grievance shall be discussed between the student and staff member involved.
- ii. If the member is not satisfied with the decision received, then the matter can be raised by submitting a written request for review with the Education Committee.
- iii. Failing resolution through staff and Committee discussions, the member shall, within fourteen days of the decision, submit a written and signed grievance to the Band Council.

The written and signed grievance shall include the nature of the grievance and circumstance out of which it arose. Section or sections of the Student Support Program infringed upon, or claimed to have been violated should be referred to.

The Band Council will review the grievance and render a decision at the next regular scheduled Council meeting held after the grievance is received.

The final decision rests with the ʔaqam Chief and Council and shall be binding upon the parties involved and students affected by it.



## Policy Amendment List

Amendment Number	Description
2016-03-01	Under Eligibility: Formatting changes and changes to requirements for maintaining eligibility for continuing students.
2016-03-02	Under Eligibility-Application Deadlines: Removed winter and summer semester deadlines.
2016-03-03	Under Eligibility-Application Deadlines: Note ~ now reads late or incomplete applications, will be automatically waitlisted.
2016-03-04	Under Post-Secondary funding allocation and priorities: Wording changes to points 1, 3 & 4 to clarify priority classifications.
2016-03-05	Under Post-Secondary funding allocation priorities-wait list: Added ~ The wait list is valid for the year of application; students must re-apply by the June deadline for funding every fiscal year. Re-application does not guarantee funding.
2016-03-06	Under Program Support: Removed ~, If a student chooses to continue on into a level two program, the first two years of study, whether applicable to the undergraduate program or not, are considered to be the first two years of the level two program. If the first two years of schooling are not completely transferable to the new program of study, students are responsible for funding remaining pre-requisites for the third year entry through other sources of funding.
2016-03-07	Under Program Support: Full time student support- Living allowance-changed to read "living allowance is issued once monthly by the 3 <sup>rd</sup> Friday of the month".
2016-03-08	Under Program Support: Full time student support-Living allowance-removed lists Re: eligible and ineligible expenses and added "living allowance is intended to cover priority expenses and may not be sufficient to cover all household expenses. Students are expected to budget appropriately and may need to seek additional funding sources".
2016-03-09	Under Program Support: Full time student support-deleted "employee's work closely with these departments to ensure there is no duplication of services".
2016-03-10	Under Living Allowance rates: Rates have been increased to match Canada Student Loan rates.

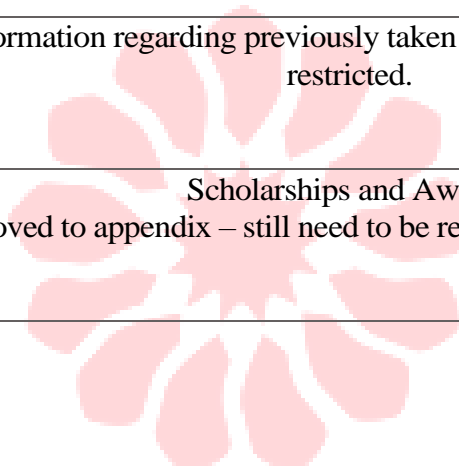
2016-03-11	<p>Under living allowance rates:  Added ~ "student funding is non-taxable income however it is a requirement of the Canada Revenue Agency to report this income when you file your tax return".</p>
2016-03-12	<p>Under Part time student support:  Deleted ~ Part-time students who do not receive a living allowance may be eligible to receive support from other funding bodies (e.g. E.I., Social Assistance, and KNCEE). Students are advised to check with their local regulatory bodies, and may be requested to provide a letter stating the amounts of funding they are receiving from ?aqam.</p>
2016-03-13	<p>Under Other Sources of Funding:  Added ~ Students unable to obtain Band funding have the option to apply for other funding.</p>
2016-03-14	<p>Under other Sources of Funding:  Added- iv. EI; v. Social Assistance; vi KKATC</p>
2016-03-15	<p>Under General:  Added ~, When a student withdraws from a course... "Care of the Education Coordinator... "</p>
2016-03-16	<p>Under Academic Achievement:  Added ~ Students who apply for and receive funding but do not complete their programs of choice will not be eligible for further funding unless they can provide proof of commitment to finishing their new program to the Education Committee through submitting SMART goals and a work plan to the Education Coordinator every semester. The Education Coordinator will review the plan monthly. This plan must detail the specific steps you will take in order to complete each course. After one year, this requirement will be re-assessed.</p>
2016-03-17	<p>Under Debt to the Band:  Added ~ 5. Students who are approved for funding who are already in arrears to the Band must sign an agreement acknowledging that a 30% deduction will be made from all monies paid to the student to cover their arrears.</p>
2016-03-18	<p>Removed Appendix A- now found in the application.</p>
2016-03-19	<p>Under Purpose:  Added ~ ?aqam polices are adapted from and are in line with INAC's PSSSP guidelines which mandate how First Nations communities are able to administer the PSSSP. Students are encouraged to familiarize themselves with these guidelines, which are available online, and through your Education Coordinator.</p>
2016-03-20	<p>Under Eligibility:  Added ~ Evidence of tuition, registration and student fees.</p>
2016-03-21	<p>Under student funding priorities:  Added ~ Waitlisted students - eligible students who have applied in previous years and did not receive funding.</p>

2016-03-22	<p>Under full time student sponsorship:  Removed ~, While a student is receiving a living allowance from Aqam, they may not receive funding from the following: Social Assistance, Employment Insurance or a Canada Student Loan. If a student collects an allowance from any of these funding sources, funding will be terminated immediately.</p> <p>If a full time student is not awarded a living allowance from Aqam, they may be eligible for other subsidies such as EI, Social Assistance, and KKATC etc. Students should check with the local regulatory bodies, and will need to provide a letter stating the funding that they are receiving from Aqam.</p> <p>Added ~ Students receiving education funding from Aqam must declare support received from this program as a source of income if applying for social assistance.</p>
2016-03-23	<p>Added after part time student sponsorship:  UCEP students accessing support for upgrading are eligible for the equivalent of one full year of funding. Students must successfully complete the current semesters' courses before receiving funding for additional semesters. Once upgrading is complete and students are ready to begin their post-secondary program of choice, they are eligible for further funding: as continuing students.</p>
2020-02-10	<p>Revised Travel Allowance to reflect Aqam Employee Travel Policy.  ~Private vehicle allowance for staff shall be claimed at the rate of \$.50 per kilometer</p>
2020-02-10	<p>Under Program Support:  Full time student support- Living allowance-changed to read " living allowance is issued once monthly by the last Friday of the month".</p>
2020-07-03	<p>Under Types of Sponsorship:  Included Trades training</p>
2020-07-03	<p>Under Program Support:  Increase of LA Rates</p>
2020-07-03	<p>Under Program Support:  Removed Single student living at home. Single students will receive the same regardless of housing situation.</p>
2020-07-03	<p>Under Scholarships/Awards:  Revised all Scholarships to include an application process</p>
2020-07-03	<p>Under Application Package Deadlines:  Changed Spring submission deadline to include Summer and included a Winter submission deadline with a date of November 1<sup>st</sup> for a January start.</p>
2020-07-03	<p>Under Books and Supplies:  Decreased maximum books allowance to \$1000 from \$2000.</p>
2020-07-08	<p>Included Appendixes ~ Application Documents</p>



2020-07-08	<p style="text-align: center;"><b>Under Scholarships/Awards:</b></p> <p>Changed the distribution of the Academic Achievement Scholarship. No application process. Will be presented to a student in June dependent on academic progress throughout the school year.</p>
2023-04-06	<p style="text-align: center;"><b>Types of Sponsorships &amp; application procedures:</b></p> <p>(PSSP, UCEP, and Trades were combined under one heading, as separate rules no longer apply)</p>
2023-04-06	<p style="text-align: center;"><b>Foreign Institutions</b></p> <p>Removed requirement for documentation that identifies the most comparable program in Canada. We will fund the actual cost of the program, but in Canadian Dollars.</p>
2023-04-06	<p style="text-align: center;"><b>Application Package Deadlines</b></p> <p>Added: Continuous intake for short term programs will be accepted and considered throughout the year.</p>
2023-04-06	<p style="text-align: center;"><b>Funding Allocation Procedures – Fourth Priority – New Students</b></p> <p>Removed “who have not received prior funding”. New students are any that haven’t been funded in the previous year, or are entering a new program.</p>
2023-04-06	<p style="text-align: center;"><b>#9 Added Council Discretionary Funding information</b></p> <p>Each year ?aqam Nasu?kin (Chief) and Council may set aside own source revenue to be used for students who have been put on the waitlist due to insufficient funds, have exceeded program limits, or do not meet the above criteria for funding.</p>
2023-04-06	<p style="text-align: center;"><b>Program Support</b></p> <p>Removal of rules for Levels for funding purposes – not applicable. Remain only for program type identification.</p>
2023-04-06	<p style="text-align: center;"><b>Categories and Amounts of Assistance</b></p> <ul style="list-style-type: none"> <li>• Application and assessment fees are eligible</li> <li>• Part time students may receive travel and pro-rated living allowance, if outlined increased costs associated with attending school.</li> </ul>
2023-04-06	<p style="text-align: center;"><b>Tuition</b></p> <p>Is based on the amount charged by the chosen institution – no longer requirement to compare to cost of nearest institution.</p>
2023-04-06	<p style="text-align: center;"><b>Books and Supplies</b></p> <p>May include technology – cover all required – no maximums Ownership of equipment will become a repayment if program not completed.</p>
2023-04-06	<p style="text-align: center;"><b>Living Allowance</b></p> <p>Part-time students may be eligible for some pro-rated support with need outlined within their application Budget and Letter of Intent.</p>

2023-04-06	Added in bold encouragement for students to apply for scholarships and bursaries.
2023-04-06	<p>Monthly Living Allowance Schedule is now a formula that will change with minimum wage increases.</p> <p>= Minimum Wage x 35 hours x 4 weeks per month  +\$750 for one dependent  +\$750 for more than one dependent</p>
2023-04-06	<p>Funding Maximums</p> <p>\$53,000 per year Levels 1-3 undergraduate  \$90,000 per year for Level 4 post-graduate</p>
2023-04-06	<p>Educational Aid from other sources:  Changed order to list Student loans last with “This should be a last resort”</p>
2023-04-06	Removed information regarding previously taken courses or programs. No longer restricted.
2023-04-06	<p>Scholarships and Awards</p> <p>Moved to appendix – still need to be reviewed by committee</p>





**AQAM**

# EDUCATION

**Appendix A**

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***Post-Secondary Application Form Cover & Checklist:***

Student name: \_\_\_\_\_ Status#: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please ensure the following documents are included in your application package.

- Application form
- Budget
- Letter of Acceptance to program (proof of registration for continuing students)
- Copy or copies of academic plan at your chosen institution
- Official Transcripts
  - (Current: provided by student)
  - (Grade 12 official transcripts for new students)
- Student Declaration Form
- Photocopy of Status Card
- Personal Essay (Letter of Intent) – See Appendix D for more information



**ʔAQ'AM**

**Appendix B**

# EDUCATION

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## **POST SECONDARY APPLICATION PROCESS**

Please complete the following documents and submit these to the Education Program Manager in person or by email [ksmith@aqam.net](mailto:ksmith@aqam.net) or mail to the address listed above.

It is vital that you complete each section thoroughly and understand the expectations that you have as a post-secondary student. If at any time you are not sure of the process, please contact the Program Manager at 250-426-5717 and arrange a time to discuss your application.

It is important that you complete all required documents and arrangements made with your college/university of choice so that all requirements for enrolment and class registration is completed on time and accurately.

It is your responsibility to have classes chosen and any other academic arrangements in place prior to the start of your courses.

### ***PLEASE NOTE:***

Funding for Post-Secondary programs is limited; nonetheless, all efforts to secure funding for potential students are made. However, funding cannot be guaranteed, and applicants are encouraged to seek alternative funding sources.

To be eligible to receive aid under the terms of the ʔaqam Post-Secondary program; the applicant must be a member of the ʔaqam First Nation. See Policy Section 2 for potential exceptions.

Priority will be given to applicants in the following order:

1. Continuing Students - Full-time students currently attending a certificate, diploma or undergraduate program at a post-secondary institution who received approval for funding the previous year. However, the previous academic year must have been completed and all academic standards met with a C+ Grade or better.
2. Grade 12 Graduates beginning a program at a post-secondary institution.
3. Waitlisted students - Eligible students who have applied in previous years and did not receive funding.
4. New students – Certificate, Diploma and Undergraduate
5. Graduate Students - Students who wish to carry on into a program at the Masters or Doctoral level. For further information, please contact the Program Manager.



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**Appendix C**  
**EDUCATION**

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**Office Use Only:** Date Application Submitted/Received: \_\_\_\_\_

**APPLICATION FOR EDUCATION ASSISTANCE**

New Student Student#: \_\_\_\_\_ (if known)

**Personal Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Province Postal Code

Telephone No. \_\_\_\_\_ Email: \_\_\_\_\_

Cell No. \_\_\_\_\_ Work No. \_\_\_\_\_

Band Name: \_\_\_\_\_ Status #: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

Number of Dependent Children: \_\_\_\_\_

Full Name of Dependent	Relationship to Student	Birthdate of Dependent

**List all persons living in household:**

If additional space is required, please attach a separate sheet or write below the last line

Surname-Last Name	Given Name	Relationship	Birthdate	Dependent Please check if Yes
1				
2				
3				
4				
5				

Emergency Contact Name: \_\_\_\_\_ Relationship of contact: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Are you 26 years old or younger and were in foster care for a minimum of 24 months? Y/N\_\_\_\_\_

**Secondary Education Information**

Last Grade Completed: \_\_\_\_\_ Year Completed: \_\_\_\_\_

Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

**PREVIOUS POST-SECONDARY EDUCATION (College/University)**

Program Name/Level <i>(e.g. Early Childhood Education Certificate)</i>	Institution <i>UCFV</i>	Location <i>Chilliwack, BC</i>	Completion date <i>June 2006</i>

**Office Use Only:** Previous Training months used: \_\_\_\_\_

**Current Post-Secondary Education Information:**

*A letter of acceptance or equivalent from the Institution must be submitted.*

<b><u>EDUCATION PROGRAM SELECTION</u></b>													
<u>Check</u>													
<u>One:</u>	Trades ____ Certificate ____ Diploma ____ Bachelor Degree ____ Masters ____												
Post-Secondary Institution													
Name of Program													
<b><u>LENGTH OF PROGRAM (MANDATORY)</u></b>													
Start Date of Program:	<u>MM/DD/YY</u>			End Date of current academic year:	<u>MM/DD/YY</u>								
Length of Program in years:				Current year of study:				Expected Graduation Date:	<u>MM/DD/YY</u>				
<b><u>Select the months of the semester you are planning to attend (including Practicum).</u></b>													
FALL	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	WINTER/SPRING	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	SUMMER	<u>May</u>	<u>June</u>	<u>J/A</u>

**Total Financial Request:**

	<b>Post-Secondary Services</b>	<b>Other Funds Receiving</b>
<b>1. Tuition</b>		
<b>2. Registration/Student Fees</b>		
<b>3. Books and Supplies</b>		
<b>4. Special Clothing/Equipment</b>		
<b>5. Travel – Specify</b>		
<b>6. Living Allowance</b>		
<b>7. Other - specify</b>		
<b>TOTAL COSTS</b>		

Will you be receiving funds through student loans, Social Assistance or EI? Yes\_\_\_\_\_ No\_\_\_\_\_

Please be aware that while a student is receiving a living allowance from ʔaqam they may not obtain funding from Social Assistance, Employment Insurance or receive a Canada Student Loan. However, students who are NOT receiving a living allowance may apply to these services to cover the cost of living as applicable

**COMPLETING THIS APPLICATION DOES NOT GUARANTEE FUNDING\*\*** \_\_\_\_\_  
*Student Initials*

*In signing this application, I am verifying that the information on this application is true and correct.*

**Students Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only:**

Tuition: \_\_\_\_\_ Living Allowance: \_\_\_\_\_

Books and Supplies: \_\_\_\_\_ Other Allowance: \_\_\_\_\_

Travel: \_\_\_\_\_ Total: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Approved:** \_\_\_\_\_



## PERSONAL ESSAY (LETTER OF INTENT) OUTLINE

Student Name  
Street Address  
City, Province, Postal Code

Date:

**Re: Application for Post-Secondary Funding**

### INFORMATION TO INCLUDE:

- Student name
- Whether or not you have applied to a post-secondary program at the University or College of choice.
- Name of program and degree level interested in (certificate, diploma, undergraduate degree).
- Institution name and location.
- Why you have chosen the particular post-secondary program/institution detailing how it will benefit you and your career goals.
  - Why is education important to you?
  - How education will improve your living situation.
  - How you plan to overcome obstacles should they arise.
- List any extenuating circumstances, such as rationale for repeating courses, taking programs in a previously taken level (i.e. new diploma or certificate where applicant already has a diploma or certificate in another program).
- When you expect to start program (fall semester begins September; winter begins January; or summer semester begins around April).
- Indicate whether you will be relocating to attend school. E.G. Living in dorm residence, roommates, etc.
- Type of funding requesting;
  - Full time = four or more courses, will be eligible for tuition, books, supplies and living allowance.
  - Part time, which is less than three courses, will be eligible for tuition, books and supplies.
- Your current status;
  - Grade 12 graduate (name the school you are graduating from), or
  - Mature adult returning to post-secondary first time, or
  - Mature adult returning to post-secondary (state the program and institutes attended and achievement in program).
- Place your telephone number and status card number under your closing signature.





**Post-Secondary Student Declaration Form**

I have completed to the best of my knowledge all required sections of the Post-Secondary Application Forms, with accurate, truthful information.

\_\_\_\_\_ **Student Initials**

I agree to abide by all clauses contained in the ʔaqʔam Band Policies and Procedures.

\_\_\_\_\_ **Student Initials**

I hereby authorize the Program Manager to access information concerning my attendance, grades, and all other information that pertains to my well-being and success.

\_\_\_\_\_ **Student Initials**

In the event of an overpayment of non-justified payments I hereby authorize ʔaqʔam Band to deduct from my salary, a fixed percentage of income should I be employed by ʔaqʔam Band or any of its Service Councils.

Furthermore, I acknowledge that the ʔaqʔam Band reserves the right to forward all outstanding overpayments or non-justified payments to a collection agency.

\_\_\_\_\_ **Student Initials**

Should I fail to comply with the guidelines governing the ʔaqʔam Band Education Policies and Procedures, or should I knowingly provide false information regarding my application, and/or my on-going status as a Post-Secondary student, that all financial support may be withheld or immediately terminated; and all funds paid on my behalf to be immediately reimbursed in full.

\_\_\_\_\_ **Student Initials**

I understand that I must create a budget using all sources of income, and that this budget is for the purpose of understanding the costs associated with becoming a student. This budget will not affect funding decisions of the Board; however, living allowances are viewed as supplementary and may not cover all necessary expenses.

\_\_\_\_\_ **Student Initials**

I understand that I must submit mid-term and final reports to the Program Manager, and all efforts should be taken to access support services as needed/available to maintain academic success.

\_\_\_\_\_ Student Initials

I agree to all conditions outlined in this application and agree to be bound by all regulations contained in the ʔaqam Band Education Policies and Procedures.

\_\_\_\_\_ Student Initials

I have read and understand this application for Post-Secondary Education Assistance including the ʔaqam Band Education Policies & Procedures.

\_\_\_\_\_ Student Initials

I give my permission for ʔaqam Band to make inquiries and receive information in regard to my past/current education records including transcripts, grades, achievements, attendance and conduct. I will complete a "Release of Information" from my chosen Institute and forward a copy to the Program Manager. Failure to do so will result in suspension of funds.

\_\_\_\_\_ Student Initials

In signing this application, I hereby authorize ʔaqam Band Education Department to disclose the following personal information to ISC:

- Name
- Social Insurance Number
- Institution
- Program
- Support provided
- Training months received
- Program completion dates.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Parent/Guardian/Witness Signature (if applicant under 19)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

## Appendix F

### Post-Secondary Education Monthly Budget Form

INCOME	Study Period Totals	Budgeted Amount for the Month
Wages		
Savings		
Scholarship/Bursary funds		
Other Income (List)		
Spousal Income		
<b>Total Income</b>		
<b>EXPENSES</b>		
<i>Housing Expenses:</i>		
Rent/Mortgage		
House Insurance		
Property Taxes		
Heat/Electricity		
Phone/Cell Phone		
Cable/TV/Internet		
<i>Transportation Expenses:</i>		
Car Payment		
Car Insurance		
Gas		
Auto Repairs		
Public Transportation		
<i>Living Expenses</i>		
Groceries		
Clothing		
Child Care		
Entertainment		
Miscellaneous Expenses		
<b>Total Expenses</b>		
<b>Net Income (income less exp.)</b>		

*If your monthly expenses exceed your income, please attach a letter that explains how you plan to support yourself fully.*



**AQAM**

# EDUCATION

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## RENEWAL FOR EDUCATION ASSISTANCE

Continuing Student College/University Attending: \_\_\_\_\_ Student #: \_\_\_\_\_

### Personal Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Province Postal Code

Home Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

Band Name: \_\_\_\_\_ Status #: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Number of Dependent Children: \_\_\_\_\_

Full Name of Dependent(s):	
1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

### PREVIOUS SEMESTER/TERM COURSES COMPLETED

Course Name/Number <i>(e.g. English/ENG 100)</i>	Institution <i>(e.g. UFV)</i>	Semester/Term Completed <i>(e.g. Fall 2014)</i>	Final Grade <i>(e.g. C+ 2.33GPA)</i>

**Current Post-Secondary Education Information:**

***\*Provide a Copy of Proof of Registration from the Institution\****

<b>Courses Registered For:</b>	<b>Semester/Term: <i>FALL / WINTER / SPRING / SUMMER</i></b>
1.	2.
3.	4.
5.	6.

**Semester/Term Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_

**Current year of study in program (e.g. year 1 of 4):** \_\_\_\_\_

**Education Category:**

**Full time**

**Part time**

- U.C.E.P (college prep.)
- Community College Certificate (referral to EAS)*
- Community College Diploma
- Undergraduate degree (BA) College Diploma
- Graduate degree (masters, doctorate)

**Post-Secondary Institution:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City Province Postal Code

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Total Financial Request:**

<b>Semester/Term</b> <i>Fall / Winter / Spring / Summer</i>	<b>Post-Secondary Services</b>	<b>Other Funds Receiving</b>
<b>8. Tuition</b>		
<b>9. Registration/Student Fees</b>		
<b>10. Books and Supplies</b>		
<b>11. Living Allowance</b>		
<b>12. Travel – Specify</b>		
<b>13. Special ~ Clothing/Equipment</b>		
<b>14. Other - specify</b>		
<b>TOTAL COSTS</b>		

***COMPLETING THIS RENEWAL DOES NOT GUARANTEE FUNDING FOR CURRENT SEMESTER.***

\_\_\_\_\_  
*Student Initials*

*In signing this application, I am verifying that the information on this renewal is true and correct. I also declare that I have met all 2aqam Policy Guidelines to be eligible for continued aid.*

**Students Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only:**

Tuition: \_\_\_\_\_ Living Allowance: \_\_\_\_\_

Books and Supplies: \_\_\_\_\_ Other Allowance: \_\_\_\_\_

Seasonal Travel: \_\_\_\_\_ Total: \_\_\_\_\_

Comments: \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Program Manager*

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

*Education Committee Presentation*





# EDUCATION

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**CONFIDENTIAL**

**Note:** Direct Deposits will ONLY be done as long as all banking information is provided. If you have not provided all of your banking information, all cheques will be sent by regular post to your mailing address provided on the application.

<b>Account Information</b>	
<b>Name of Banking Institute:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Branch Number:</b>	
<b>Transit Number:</b>	
<b>Account Number:</b>	
<b>Type of Account:</b>	
<b>Student Email:</b>	

**Any Student, who changes their banking information or mailing address during the academic year must inform the Program Manager of such changes.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## Scholarships and Bursaries

### **Academic Achievement Scholarship ~ \$1000.00**

- This scholarship will be disbursed to a full time post-secondary student receiving support from ʔaqam in a Level 1 or 2 program, who maintains a grade average of a **B (72%)** or higher throughout their academic year.
- Eligible students may only be awarded either a Strategic Studies Scholarship or Academic Achievement Scholarship in an academic year.
- Payment will be made to the recipient upon successful completion of his/her program year of study upon review of Transcripts submitted.
- No need to apply for this scholarship. Recipient will be notified by the Program Manager.
- The student with the highest GPA will receive the scholarship if there is more than one qualifier.

### **Strategic Studies Scholarship ~ \$3500.00**

- A full time, post-secondary student receiving support from ʔaqam, that is contributing to First Nations, achieving self-government and economic self-reliance to a maximum of \$3,500.00.
- Students must be enrolled in Commerce, Public or Business Administration, Physical Science, Mathematics, Computer Sciences, Forestry, or Engineering. This can be changed: or any program recognized by the band or nation as a need.
- Students must successfully complete the required years of study with a Grade average of an **A- (80%)** or higher and be continuing in the program. This can be changed:
- Provide a 300-500 word essay explaining what achieving self-governance and economic self-reliance means for First Nations Communities. Also include how your chosen academic path will contribute to this vision.
- This scholarship will be awarded at the beginning of the final school year.



- Students who receive this award will not be eligible to receive the Academic Achievement Award.
- If there is more than one applicant all monies will be equally distributed amongst each student.

**Agnes McCoy Memorial Perseverance Award ~ \$1000.00**

- ʔaḡam will issue the Perseverance Award to a student who overcame substantial obstacles to fulfill their program requirements. Preference will be given to a student who has completed their program of study.
- This scholarship can be awarded to a post-secondary student who meets the requirements of either the Academic Achievement Scholarship or the Strategic Studies Scholarship
- This scholarship will be disbursed to a full-time student receiving support from ʔaḡam, who maintains a grade average of a **B (72%)** or higher throughout their academic year.
- A student can receive this scholarship only once during the course of their program.
- A 300-500 personal essay to the ʔaḡam Education Committee is required outlining the obstacles encountered and how they were overcome in order to achieve success in their program of study, as well as personal achievements.
- Payment will be made at either the start of the students 2<sup>nd</sup> year in the program or upon successful completion.

*Scholarships are available as funding permits.*



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### Post-Secondary Monthly Declaration

This form must be returned by the 3<sup>rd</sup> Friday of each month to receive your next Living Allowance cheque. No reminder will be sent, and no submission will result in a delayed living allowance cheque. If not receiving living allowance, failure to submit monthly reports may affect future funding for tuition, books and supplies.

Month:

**Name:** Click or tap here to enter text.

1. Do you require living allowance for **next** month: yes no
2. Have you attended all classes as scheduled this **past** month? yes no  
If no, please explain. Click or tap here to enter text.
3. Have you added or deleted a course (s) from your schedule this **past** month?  
yes no  
If yes, please explain. Click or tap here to enter text.
4. What are your marks/grades on completed assignments, units or classes in the **past** month?  
Please provide a screen shot of your grades or submit an unofficial transcript).
5. Have there been *any* changes to your course load, living situation or contact information in the **past** month? yes no  
If Yes, please explain. Click or tap here to enter text.

Is there any further support you would like from ?aqam?

- a. Click or tap here to enter text.