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| **Statement of Policy and Procedures** |
| Department | Education and Learning  |
| Policy Number | ED 02 |

**k̓itki·kȼamnam**

**Post-Secondary Student Support Program Policy**

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| Approved by Council on: June 6, 2023 |  |
| Version Number: 02 | 0.2 |

POST-SECONDARY POLICY MANUAL DIRECTIVE

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

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**1 Preamble**

**1.1 ʔaq̓am 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 qanikitȼi (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 ʔaq̓am Chief and Council Post Secondary Allocated Funds.

ʔaq̓am 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 the ʔaq̓am Education Program Manager

**1.5 – Definitions - See Appendix A**

**2 Student Eligibility**

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

* 1. Must be a **registered** member of ʔaq̓am, residing in or outside Canada **or;**

The spouse or child of an ʔaq̓am 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 ʔaq̓am Program Manager to discuss your plans for education and receive the necessary information to start the procedure.
2. Fill out application package: (Please use fillable version, available at [Post-Secondary Education | aq'am (aqam.net)](https://www.aqam.net/services/education-services/post-secondary-education) )

Appendix C – Application Form Cover and Checklist

Appendix D -Post Secondary Application Form (filled out & signed)

Appendix E – Personal Essay (Letter of Intent)

As listed in the Appendix A Checklist, you must also include:

1. An acceptance letter from the institution in which the student is planning to attend.
2. A copy of the listed program requirements (courses needed) to complete the program.
3. Evidence of tuition and student fees.
4. Photocopy of Status Card
5. Banking Information – Void Cheque or Bank Account Information issued from your bank.

**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](http://www.itabc.ca/) (ITA).
3. Contact the ʔaq̓am 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)
5. Application for Education Assistance form (filled out & signed).
6. Student Declaration form (read, initialed & signed).
7. Photocopy of status card.
8. Documentation of Hours.
9. An acceptance letter from the institution in which the student is planning to attend.
10. Evidence of tuition, registration and student fees.

**NOTE:** Some 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 ʔaq̓am Program Manager to discuss your plans for education.
	* Confirm that the institution is accredited.
	* A list of Eligible Education Institutions can be found at

<https://www.sac-isc.gc.ca/eng/1429541743524/1531402273996>

* + Provide evidence that credits are transferable and recognized in Canada.

2. Fill out application package: (see Appendices for forms)

1. Completed and signed Application Form.
2. Completed and signed Authorization & Release of Information form.
3. Completed and signed Sponsorship Billing Authorization form.
4. Updated program plan and completion date outline.
5. Evidence of tuition, registration and student fees.

**4 Application Package Deadlines:**

***Semester******Application Open Deadline***

 **Fall April 1st June 1st**

**(September - December)**

**Winter September1st November1st**

**(January - April)**

 **Spring & Summer January 1st March 1st**

**(May-Jun & Jul-Aug)**

**\*Continuous intake for short term programs will be accepted and considered throughout the year, at regularly scheduled meetings only.**

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 UACE,certificate, diploma, trades or undergraduate program at a post-secondary institution who were approved for the program and duration as stated in their application and received funding the previous year.

7.2 **Second Priority**

Recent Graduates from Grade 12 (within past 24 months) who are accepted at and enrolling in any program at an eligible post-secondary institution and have not been previously funded by ʔaq̓am.

7.3 **Third Priority**

Non-recent (more than 24 months) Grade 12 Graduates, who are accepted at and enrolling in under-graduate studies at an eligible postsecondary institution and have not been previously funded by ʔaq̓am.

 7.4 **Fourth Priority**

Students who require completion of secondary school pre-requisites before entering their chosen post-secondary program (University and College Entrance Preparation -UCEP).

7.5 **Fifth Priority**

Students who are requesting funding for tuition and books only.

7.6 **Sixth Priority**

Waitlisted eligible students who applied the previous year and did not receive funding. Waitlisted students will be prioritized according to their program funding priorities.

7.7 **Seventh Priority**

Graduate students entering an advanced professional certificate or degree program at the Master level.

7.8 **Eighth Priority**

Graduate students entering a Doctoral (PHD) program.

In cases where there are insufficient funds for all students to be funded within a priority level, applicants who are band members shall take priority. For further information, please contact the ʔaq̓am Program Manager.

\* ***Within each priority level, potential contributions toward the goals of ʔaq̓am, as stated in ka kniⱡwi·tiyaⱡa and as reflected in applicant’s letter of intent (Appendix D of application package) will be considered.***

**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 priority levels listed in section 7.

**The waitlist is valid for the year of application; students must re-apply within 12 months to be considered as a waitlisted student.**

Re-application does not guarantee funding.

**9. Council Discretionary Funding**

Each year ʔaq̓am Nasuʔkin (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.

When funds are insufficient to sponsor all applicants, upon recommendation from the Education Committee, the Director of Education and learning 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 Levels**

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 Trades and short-term courses up to 2 years)

Level 2: Undergraduate programs (4 or 5 academic years), Bachelor Programs.

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 post­secondary studies without support from ʔaq̓am, 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:***

1. follow the academic plan laid out during application and make written requests for any adjustments or extensions.
2. 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.
3. be aware that extensions may result in loss of total funding or living allowance for periods that occur outside of the original academic plan.

**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:

1. Tuition Assistance (includes tuition & compulsory fees).
2. Tutorials, initial professional certification and examination fees coverage may also be available.
3. Application and Assessment fees are eligible expenses but will be paid as reimbursements if expenses occur during the application process.
4. Funds for books, supplies, clothing and mandatory equipment.
5. Travel Assistance.
6. Living allowance.
7. 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 pre­determined number of credits to be considered full time.

Part-time students may receive:

1. Tuition Assistance (includes tuition & compulsory fees).
2. Tutorials, initial professional certification and examination fees coverage may be available.
3. Application and Assessment fees are eligible expenses but will be paid as reimbursements if expenses occur during the application process.
4. Funds for books, supplies, clothing and mandatory equipment.
5. Tutorial, Guidance and Counselling.
6. Travel Expenses
7. 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)**

1. Students accessing support for upgrading are eligible to apply for full or part-time funding.
2. Students must successfully complete the current semester’s courses before receiving funding for additional semesters.
3. Once upgrading is complete and students are ready to begin their post-secondary program of choice, they must re-apply for further funding.

**11.4 Tuition**

1. Tuition sponsorship is the actual tuition and registration fee of the accredited education facility for which payment is sent directly to the institution.
2. Tuition support is based on the rate of tuition charged by the institution.
3. 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.
4. All funds provided to a student who is a non-resident of Canada will receive funding in Canadian currency, by electronic funds deposit to a Canadian bank account.

**11.5 Books and Supplies**

Only costs for **required** books as listed in the program syllabus will be covered by the program. Whenever possible, ʔaq̓am 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.

1. “Recommended” books (not in course syllabus) will not be funded unless pre-approved in writing.
2. ʔaq̓am 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.

1. 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**

* + 1. Full-time students are eligible for a living allowance.
		2. 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.
		3. Issued once monthly on the last Friday of the month prior to the eligible month, providing monthly, midterm and final reports are submitted on time. Mid-term and final reports are due 2 weeks after exams and must include a copy of grades to date.
		4. 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.**
		5. The maximum level of living allowance is determined by the current ʔaq̓am Education Committees’ Schedule of living allowance. Allowances paid to students vary according to marital status and number of dependents. (See 11.6.1)
		6. All Full and Part-Time Students are required to complete and submit (via email) a monthly progress report to the ʔaq̓am Education Program Manager by the third Friday of each month. This form will be sent to you upon funding approval and can be downloaded at <https://www.aqam.net/services/education-services/post-secondary-education>
		7. The student is required to inform the ʔaq̓am 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.
		8. 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 ʔaq̓am’s Education Committee Schedule of Living Allowance.
		9. Students receiving education funding from ʔaq̓am must declare support received from this program as a source of income if applying for social assistance.
		10. 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. Adaptions that extend programming should be reflected in Student Monthly Reports, with explanation and a letter of request for permission. Extension requests will be reviewed at the next scheduled Education Committee meeting.
		11. Under no circumstances will funds be issued as an advance (i.e., supplies purchased will be reimbursed).
		12. **Maximum Monthly Living Allowance Schedule**

The maximum monthly living allowance for a single student will be based on the following formula:

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

June 2024 *example only* – Hourly rate is $17.40 x 35 x 4 = $2,426 per month

*The actual living allowance granted will be determined by* ***need*** *as indicated on the budget submitted at application.*

1. Students with 1 dependent + $750.00 = $3,176
2. Students with 2 or more dependents + $750.00 = $3,926

\*If a dependent is a child-in-care, and fully supported by another agency, he/she may not be claimed as a dependent.

***\*See Schedule A for current year actual maximums***

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:

1. $53,000 per year for levels 1-3 and
2. $90,000 per year for level 4, PhD or doctoral programs.

**11.8 Travel**

i. 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.

ii. Distance students who are required to attend periodic on-site sessions may be eligible for assistance if it is requested in the application and approved by the Education Committee at the time of application.

\**Travel allowances will be calculated according to ʔaq̓am’s Employee Travel rates policy.*

**11.9 Tutorial, Guidance Counselling**

ʔaq̓am Band Members have the right to receive academic and wellness support while 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 Education 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 for any reason. Students must submit a request, which includes total costs requested to the Education Program Manager.

**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. This 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. ʔaq̓am does not assist in repayment of any Student Loan.

This should be a last resort - ʔaq̓am 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 the ʔaq̓am Program Manager. 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 ʔaq̓am to the Education 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 the ʔaq̓am Education Program Manager.

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, injury 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, or may receive a reduced 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 re-instated 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 ʔaq̓am 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)**

ʔaq̓am 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 B for information and application instructions. The deadline to submit a scholarship application is June 1st.

**15 Debt to Band**

Post-Secondary funding is granted to students with the expectation that students are committed to put forth sufficient effort to complete their program of studies. While there are occasions where non-completion results from situations beyond the control of the student (see 15.3 Repayment Exceptions), failure to complete courses and/or programs can result in a repayment order.

**15.1 Repayment orders** will be issued to any student who is found to be in violation of the ʔaq̓am Post-Secondary Program Policies and Procedures. Such violations include:

* 1. 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.
	2. Failing to adhere to the post-secondary institution’s Academic Achievement Policies, where that failure was a result of lack of engagement with course requirements (attendance, completion of assignments, etc.).
	3. Falsifying information included in midterm or final reports. e.g., Grades, completion status, etc.
	4. Claiming to be a full-time student receiving a living allowance and not maintaining full time student status throughout the semester.
	5. Dropping any courses after the add/drop date, where ʔaq̓am is still required to pay the fees for the course(s) either in part or in full.
	6. Suspension from classes and/or program by the institution for failure to adhere to institutional policies on academic achievement and/or conduct.
	7. Failure to complete program of study through to certification level or failing to return to studies within 2 years of withdrawal may result in repayment order of some or all of the funds issued.

**15.2 Prior Debt to Band**

Students approved for funding who are already in arrears to the Band must sign an agreement acknowledging that a 30% deduction will be taken from living allowance payments to the student until arrears have been cleared.

**15.3 Repayment Exceptions**

a) 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, provided that notification was given at the time of occurrence.

b) 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. **Students should submit a letter to the Education Committee outlining key factors in non-completion.** Documentation from the school, and/or medical professional may be required.

**15.4 Repayment Procedures**

1. Repayment orders will be based on the number of courses dropped or 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.
4. Students will receive notice in writing and the repayment agreement must be signed and will be registered with the finance department.

**16 Appeal Process**

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

* + - 1. The grievance shall be discussed between the student and staff member(s) involved.
			2. If the member is not satisfied with the decision received, then the matter can be raised by submitting a written request for review to the Education Committee. The committee will review appeals at next scheduled meeting.
			3. Failing resolution through staff and Committee discussions, the member may, within fourteen days of the decision, submit a written and signed grievance to the ʔaq̓am Nasuʔkin and 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 Policy infringed upon, or claimed to have violated should be referred to.

The ʔaq̓am Nasuʔkin and 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 ʔaq̓am Nasuʔkin and Council and shall be binding upon the parties involved and students affected by it.



**Appendix A**

Post Secondary Education

7470 Mission Road | Cranbrook, BC V1C 7E5 | **t** 250 426 5717 | **www.**aqam.net

**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 Registry Member:**

 A person whose name appears on the ʔaq̓am (602) Band Registry List or who is entitled to have their name appear on the ʔaq̓am (602) Band Registry List.

**Band Member:** ʔaq̓amnik̓ (member) means people of the dense forest, and in this policy means a person whose name appears or whose name is entitled to appear on the ʔaq̓am ʔit̓qawxawiȼikimik ʔaq̓amnik̓ kituqⱡiⱡqaⱡ (Membership 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.

**Community Member** (ʔakikⱡu'ʔnam ʔaq̓ⱡsmaknik̓):

(a) a member of a Ktunaxa Nation Band who ordinarily resides on ʔaq̓am ʔamakis (ʔaq̓am Lands); or

(b) a person who consistently volunteers at or participates in ʔaq̓am community events or

meetings, without receiving compensation for doing so; or

(c) a person who is deemed a ʔakikⱡu'ʔnam ʔaq̓ⱡsmaknik̓ (community member) by Council;

or

(d) a person who is the immediate family of an ʔaq̓amnik (member of ʔaq̓am), whether or not

that:

(i) person ordinarily resides with that ʔaq̓amnik (member of ʔaq̓am),

(ii) person or that ʔaq̓amnik (member of ʔaq̓am) ordinarily resides on ʔaq̓am ʔamakis

(ʔaq̓am Lands), or

(iii) ʔaq̓amnik (member of ʔaq̓am) is deceased;

**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 ʔaq̓am Nasuʔkin and 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.

*\*For application submission, please use the fillable application package posted at:*

 [Post-Secondary Education | aq'am (aqam.net)](https://www.aqam.net/services/education-services/post-secondary-education) *or sent to you by ʔaq̓am education staff,*



**Appendix B**

Post Secondary Education

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Scholarships and Bursaries

*All Students who are ʔaq̓am band members, regardless of where they live or how their studies are funded, are eligible for all scholarships.*

1. **Academic Achievement Scholarship**
	* **$1000.00 ~ For Full-time Students**
	* **$500.00** ~ **For Part-time Students**

This scholarship will be disbursed to post-secondary students who are an ʔaq̓am band member and who maintains a grade **average** of a **A- (80%)** 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 if you are being sponsored by ʔaq̓am***. Once marks have been submitted to the Education Program manager, and the education committee has approved the scholarship, recipient(s) will be notified by the Program Manager.

***Non-sponsored*** ʔaq̓am band member students who have maintained a grade **average** of a **A- (80%)** may submit current year transcripts to the Education Program Manager on or before June 1st to receive this award.

1. **Herman Alpine Strategic Studies Scholarship ~ $3500.00 To be awarded to a student**

**entering their final year of studies.**

A full time, post-secondary ʔaq̓am band member entering their final year of studies, and who

* has made a contribution toward the goals of ʔaq̓am, as stated in ka kniⱡwi·tiyaⱡa; or
* is enrolled in a program for the main purpose of eventually contributing toward the goals of ʔaq̓am, as stated in ka kniⱡwi·tiyaⱡa.

ʔaq̓am Band Member students must successfully complete the required years of study with a Grade average of a **B (72%)** or higher.

Students who receive the Herman Alpine award will not be eligible to receive the Academic Achievement Award in that year.

**Students must apply for this scholarship on or before June 1st by:**

Submitting a 300-500 word essay to the ʔaq̓am Education Committee explaining how your chosen academic and career path will contribute to this vision.

[Community Strategic Plan - Ka Kniⱡwi·tiyaⱡa | aq'am (aqam.net)](https://www.aqam.net/government/community-strategic-plan-ka-kni%E2%B1%A1witiya%E2%B1%A1)

If there is more than one qualifying applicant, all monies may be equally distributed amongst each student, depending on availability of funds.

1. **Agnes McCoy Memorial Perseverance Award ~ $500.00**

ʔaq̓am 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 will be disbursed to a full-time student receiving support from ʔaq̓am, 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 post- secondary program.

**Students must apply for this scholarship on or before June 1st by:**

Submitting a 300-500 personal essay to the ʔaq̓am Education Committee, outlining the obstacles encountered while completing their studies, and how they were overcome to achieve success in their program of study. Any personal or academic achievements made should be highlighted.

All scholarship applications (essays) are due June 1st of each year, and should be submitted to the Education Program Manager education@aqam.net Recipients will be announced at the annual student celebration (generally held the last Week in June).

 ***Scholarships are available as funding permits.***

Amended and approved by committee Nov 22, 2024 and by Chief and Counci