



# **SHUSWAP BAND POST-SECONDARY EDUCATION FUNDING POLICY**

---

APPROVED BY CHIEF AND COUNCIL OCTOBER 27, 2022

Updated January 30, 2024

**CONTENTS**

- PART 1-INTRODUCTION, OBJECTIVES, ADMINISTRATION AND BUDGET ..... 1
- 2. PROGRAM OBJECTIVES AND ADMINISTRATION..... 1
  - 2.1. SHUSWAP BAND VISION STATEMENT ..... 1
  - 2.2. OBJECTIVES..... 1
  - 2.3. ADMINISTRATION ..... 2
- 3. FUNDING SUDGET ..... 2
- PART II- FUNDING APPLICATION AND DECISIONS ..... 2
- 4. PREUMINARY MEETING..... 2
- 5. APPLICATION PROCESS ..... 3
  - 5.1. REQUIRED DOCUMENTATION..... 3
  - 5.2. MISREPRESENTATIONS..... 1
- 6. APPLICATION REVIEW AND FUNDING DECISIONS ..... 4
  - 6.1. LATE OR INCOMPLETE APPLICATIONS ..... 4
  - 6.2. FUNDING DECISIONS..... 4
  - 6.3. WAITLIST FOR DEFERRED STUDENTS..... 5
- PART III - ELIGIBILITY AND PRIORITY FOR SUPPORT ..... 5
- 7. ELIGIBILITY ..... 5
  - 7.1. STUDENT EUGIBIUTY ..... 5
  - 7.2. ELIGIBLE INSTITUTIONS..... 5
  - 7.3. ELIGIBLE PROGRAMS ..... 6
    - 7.3.1. THE UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAM (UCEPP)..... 6
    - 7.3.2. POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) ..... 6
    - 7.3.3. PART TIME STUDENTS AND CORRESPONDENCE STUDENTS ..... 7
    - 7.3.4. FULLTIME STUDENTS WHO WISH TO FAST TRACK (SUMMER PROGRAMS) ..... 7
- 8. PRIORITY SELECTION CRITERIA ..... 7
- PART IV-AVAILABLE SUPPORT ..... 8
- 9. ELIGIBLE EXPENSES..... 8
  - 9.1. TUITION AND MANDATORY FEES ..... 9
  - 9.2. INITIAL PROFESSIONAL CERTIFICATION AND EXAMINATION FEES ..... 9
  - 9.3. APPLICATION FEES..... 9
  - 9.4. BOOKS & SUPPLIES..... 9
  - 9.5. LIVING ALLOWANCE..... 10
  - 9.6. TRAVEL EXPENSES..... 10
    - 9.6.1. ORIENTATION TRAVEL ..... 11
    - 9.6.2. SEASONAL TRAVEL ..... 11
    - 9.6.3. DAILY TRAVEL ..... 11
  - 9.7. TUTORIAL, GUIDANCE AND COUNSELING SERVICES..... 11
  - 9.8. CHILDCARE SERVICES ..... 11
  - 9.9. TECHNOLOGY EXPENSES ..... 11
  - 9.10. SUPPLEMENTARY REQUEST FOR SPECIAL ASSISTANCE ..... 12
- 10. LIMITS OF FINANCIAL SUPPORT ..... 12
  - 10.1. LIMITS ON SUPPORT FOR UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAMS (UCEPP) ..... 12

10.2.	LIMITS ON SUPPORT FOR THE POST SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) ....	13
10.3.	LIMITS ON SUPPORT FOR STUDENTS CHANGING A PROGRAM OF STUDIES .....	14
10.4.	LIMITS ON SUPPORT FOR STUDENTS EMPLOYED FULL-TIME, PART-TIME STUDENTS, AND CORRESPONDENCE STUDENTS .....	14
PART V- ROLES AND RESPONSIBILITIES .....		14
11.	STUDENT RESPONSIBILITIES.....	14
12.	EDUCATION DIRECTOR RESPONSIBILITIES .....	15
13.	EDUCATION COMMITTEE .....	16
13.1.	APPOINTMENT AND ORGANIZATION.....	16
13.2.	ROLES AND RESPONSIBILITIES.....	16
14.	RESPONSIBILITIES OF THE SHUSWAP BAND COUNCIL.....	17
PART VI -STUDENT AWARDS AND SCHOLARSHIPS .....		17
15.	EXTERNAL SCHOLARSHIPS AND BURSARIES.....	17
16.	GRADUATION AWARD .....	17
PART VII - WITHDRAWAL AND TERMINATION OF FINANCIAL SUPPORT.....		18
17.	PROGRAM WITHDRAWAL .....	18
17.1.	<b>TRANSFERS.</b> .....	18
17.2.	WITHDRAWAL FROM A PROGRAM.....	18
18.	<b>FAILING A COURSE</b> .....	19
19.	TERMINATION OF FINANCIAL SUPPORT .....	19
PART VIII - APPEALS PROCEDURE AND POLICY AMENDMENT.....		20
20.	APPEALS PROCEDURE .....	20
20.1.	APPLICATION FOR APPEAL .....	20
20.2.	DUTIES OF ON RECEIPT OF AN APPEAL .....	20
20.3.	APPEAL MEETING.....	20
20.4.	<b>APPEAL DECISION.</b> .....	21
21.	POLICY AMENDMENT.....	21
21.1.	TECHNICAL AMENDMENTS.....	21
21.2.	ANNUAL REVIEW AND AMENDMENT.....	21
APPENDIX A DEFINITIONS .....		23
APPENDIX B: POST-SECONDARY EDUCATION FUNDING APPLICATION FORM .....		26
APPENDIX C: SB CURRENT LIVING ALLOWANCE RATES .....		30
APPENDIX D: DOCUMENT RELEASE FORM .....		31
APPENDIX E: APPLICATION CHECKLIST.....		32

## **PART I- INTRODUCTION, OBJECTIVES, ADMINISTRATION AND BUDGET**

---

### **1 INTRODUCTION**

The Shuswap Band developed this Policy to guide the administration, assessment, and provision of financial support for post-secondary education to eligible Shuswap Band Members. This Policy has been ratified by Chief and Council and applies to all students seeking financial support from Shuswap Band.

This program is partially funded under Canada's Post-Secondary Student Support Program (PSSSP) and the University and College Entrance Preparation Program (UCEPP) and has been designed to be consistent with the 2021-2022 National Program Guidelines. This Policy was also developed in fulfillment of the requirements under the PSSSP and UCEPP funding agreements to develop operating policies and guidelines for the administration of funding.

### **2 PROGRAM OBJECTIVES AND ADMINISTRATION**

#### **2.1. SHUSWAP BAND VISION STATEMENT**

Shuswap Band's vision statement for its post-secondary education funding program is as follows:

Post-secondary education is encouraged and properly funded (accessing own source revenue) including incentives and is available for fields of individual Member's selection. There are no community-funded career students, just self-funded lifelong learners with incentives for success and completions from upgrading to graduate degrees and professional designations. Successful students are encouraged to return to serve their own community.

#### **2.2. OBJECTIVES**

Shuswap Band's objectives for this Policy are to:

- support eligible Members, who are living on and off reserve, to pursue post-secondary education, graduate from their respective program of study with the skills, qualifications and credentials required to pursue their chosen career path and to realize their potential,
- ensure that a maximum number of Members can achieve their academic and vocational goals within the funding available; and
- increase the socio-economic level of the Shuswap Band and its Members

It is equally the objective of the Shuswap Band Post-Secondary Support Policy to:

- ensure the best investment of Shuswap Band resources; and
- ensure a fair and transparent process for the administration of the Policy.

### **2.3. ADMINISTRATION**

The Education Director is responsible for the administration of this Policy. All inquiries about this Policy should be directed to the Education Director at:

Shuswap Band  
Education and Employment Director

Address: 3A- 492 Arrow Road  
Invermere, BC VOA 1K2  
Phone: 250-341-3678 ext. 203  
Email: [educationadmin@shuswapband.ca](mailto:educationadmin@shuswapband.ca)

The Education Committee is responsible for making decisions on applications for financial support that go beyond the scope contemplated by this policy and is also responsible for supporting the Education Director in the administration of this Policy and can be reached at:

Education Committee  
  
Address: 3A- 492 Arrow Road  
Invermere, BC VOA 1K2  
Phone: 250-341-3678

Chief and Council is not involved in day-to-day decision-making under this Policy. Chief and Council is responsible for updating the policy, setting an education funding budget, amending the education funding budget as needed and making decisions on appeals.

### **3. FUNDING BUDGET**

The annual education funding budget will be set by Chief and Council for each fiscal year.

Shuswap Band's annual budget for post-secondary funding under this Policy includes the annual funding amounts provided by Canada to Shuswap Band under Canada's PSSSP and UCEPP and an annual amount from Shuswap Band's own source revenues allotted by Chief and Council.

The Education Director is responsible for administering the education funding budget based on this Policy. If the education funding budget is not sufficient to fund all eligible applicants, the Education Director must submit a request to Chief and Council to expand the budget. Chief and Council may expand the education funding budget at any time for any reason they see fit.

---

## **PART II-FUNDING APPLICATION AND DECISIONS**

### **4. PRELIMINARY MEETING**

If a new student wishes to apply for financial support, they must contact the Education Director to set up a meeting to discuss their intended application and choice of study. At this meeting, the Education

Director must provide the student with information about Shuswap Band's education funding policies and must provide the student with a copy of this Policy, and all necessary forms for application.

## **5. APPLICATION PROCESS**

All students must submit a Shuswap Band Post-Secondary Education Funding Application Form, set out in Appendix B, and all required supporting documentation, to the Education Director three months in advance of the commencement of the program for which they are seeking financial support. Students are responsible for ensuring that their application is complete, signed, and received by the deadline. All students, whether new or continuing, must apply each year.

A student may apply to the Education Director for an extension of the three-month deadline to submit a funding application.

### **5.1. REQUIRED DOCUMENTATION**

Students must include the following documentation in their application:

- a Funding Application Form, set out in Appendix B;
- a letter that describes why the program of study has been selected and which outlines future goals and if the student is applying for a non-Indigenous private institution or a foreign institution, the student's rationale for applying for a program at those institutions;
- a copy of Status Card (both sides);
- a signed Document Release Form, set out in Appendix D;
- a signed Application Checklist Form, set out in Appendix E;
- a copy of an acceptance letter from an eligible post-secondary program, or a copy of verification that an application has been made to an eligible post-secondary program with proof of acceptance to follow;
- once the student has been accepted to an eligible post-secondary program, confirmation of annual tuition fees for the program; and
- transcripts from all institutions attended, including the most recent secondary school and / or post-secondary school attended.

If a student applies for financial assistance for a University and College Entrance Preparation Program, the student must also include the following documentation in their application:

- proof that the student qualifies under the mature student admission requirements of the post-secondary institution they wish to attend;
- a statement from the post-secondary institution offering the UCEPP program that a) the student can attain the academic level for university or college entrance within the period of one academic year and b) the student will be accepted as a student of a regular university or college credit program upon successful completion of the UCEPP program; and
- a statement that the student has not been previously financially supported previously by the Shuswap Band for any post-secondary program.

### **5.2. MISREPRESENTATIONS**

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

cancellation of financial support and will require the student to repay funding provided in accordance with section 18 of this Policy.

## **6. APPLICATION REVIEW AND FUNDING DECISIONS**

### **6.1. LATE OR INCOMPLETE APPLICATIONS**

All applications must be complete and approved by the Education Director in advance of the commencement of the academic semester for which a student seeks financial assistance. Shuswap Band will not provide retroactive financial assistance for applications that are incomplete at the commencement of an academic semester or are submitted after the academic semester has commenced.

On receipt of an application, the Education Director must determine whether the application was submitted by the deadline and must review the application to assess whether the application is complete.

On receipt of a late or incomplete application, the Education Director may, at their discretion:

- request additional information with respect to an incomplete application;
- deny the late or incomplete application or defer the late or incomplete application to the next funding year if there is insufficient funds available after processing and funding completed and timely applications; and
- provide additional time to complete an application and provide funding in accordance with section 6.2, if there is sufficient funding available after processing and funding completed and timely applications.

The Education Director will make such a decision in a timely manner and will provide the applicant with written notice of their decision. If the Education Director rejects, defers, or provides additional time to update an incomplete application, the Education Director must provide written reasons for their decision.

An applicant may appeal any decision under this section in accordance with section 20 below.

### **6.2. FUNDING DECISIONS**

On completion of a review of an application, the Education Director must, in their discretion, make one of the following determinations in accordance with the eligibility requirements and priority criteria listed in Part III of Policy:

- approve the application in whole and provide financial support to the student;
- approve the application in part and provide partial financial support to the student;
- defer the application to the following funding deadline due to a lack of available funding for the time period or the priority of the application; or
- reject the application in whole because it does not meet the eligibility requirements.

In making such a determination, the Education Director must provide notice of the funding decision to the student, which must include:

- written reasons for the decision; if the application was deferred or rejected; and
- next steps for securing funding if the student's application was approved in whole or in part.

If the application seeks financial support beyond the support contemplated in this policy, or if the Education Director has a conflict with respect to an application, the Education Committee must fulfill the role of the Education Director under this section and must decide with respect to the application.

A student may appeal a funding decision made by the Education Director or Education Committee, as applicable, to Chief and Council in accordance with section 20 below.

### **6.3. WAITLIST FOR DEFERRED STUDENTS**

Deferred students are students who met all eligibility requirements for post-secondary education support with Shuswap Band but were unable to be funded due to financial constraints. Deferred students will be placed on a waitlist in the order of the priority selection criteria. As additional funding becomes available, waitlisted students will be funded in accordance with their priority status as set out in Part III, and if the priority selection criteria of the students is equal, then students will be funded the sequence in which they were waitlisted.

---

## **PART 111- ELIGIBILITY AND PRIORITY FOR SUPPORT**

---

### **7. ELIGIBILITY**

The eligibility criteria for financial support set out below is partially based on requirements of the PSSSP and UCEPP funding provided by the federal government to Shuswap Band.

Shuswap Band may, in extraordinary circumstances, provide post-secondary funding using own source revenue to students enrolled in post-secondary education which does not meet the following criteria. Any applications not meeting the eligibility criteria must be made to the Education Director and must be approved by the Education Committee.

Shuswap Band's funding budget is limited and eligible students in eligible programs are not guaranteed funding. Funding will be distributed based on the priority list set out in section 8.

#### **7.1. STUDENT ELIGIBILITY**

To be eligible for financial support, students must (i) be Members of Shuswap Band, (ii) be registered as Status Indians in accordance with the *Indian Act*; (iii) be enrolled in an eligible program offered by at an eligible institution; (iv) maintain a satisfactory academic standing; and (v) have been resident in Canada for the twelve months preceding their application for financial support.

#### **7.2. ELIGIBLE INSTITUTIONS**

Eligible post-secondary institutions are degree, diploma, or certificate granting institutions which are:

- recognized by a province or territory (in Canada or abroad); or
- educational institutions which deliver post-secondary programs by arrangement within an eligible post-secondary institution.

Eligible post-secondary institutions include public institutions, private institutions, foreign institutions, and Indigenous directed institutions. Private institutions will only be funded up to the equivalent tuition fees of a program at a public institution.



Shuswap Band will only fund foreign institutions where the student can demonstrate that there is no comparable program available at a Canadian institution and where the consent of the Education Director and the Education Committee is required. Foreign institutions will also only be funded up to the equivalent tuition fees of a program at a Canadian public institution and will be paid to the student in Canadian Dollars. If the amount of assistance provided for the foreign institution is less than the amount required, the applicant must seek alternate funding for the balance.

### **7.3. ELIGIBLE PROGRAMS**

Eligible programs are described in section 6.1 of the National Program Guidelines and include PSSP and UCEEP programs.

Pursuant to the National Program Guidelines, all eligible programs must comply with the following requirements:

- must have as a prerequisite, the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution; and
- must be delivered at an eligible institution as defined in section 6.2, *Eligible Institutions* of the National Program Guidelines, and section 7.2 of this Policy above; and
- with respect to a UCEPP program, must be a program which provides the student with the necessary courses to attain the academic level for post-secondary institution entrance.

#### **7.3.1. THE UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAM (UCEPP)**

UCEPP funding is intended to provide financial support to eligible students enrolled in accepted university and college entrance preparation programs to enable them to attain the required academic level for entrance into a certificate, diploma, and degree program. UCEPP funding is available for University and College Entrance Preparation Programs of post-secondary institutions, subject to the limitations set out in section 10.1.

UCEPP funding may cover costs associated with completion of post-secondary, such as tuition, mandatory fees, application fees, books and supplies, initial professional certification and exam fees, official transcript fees, living allowance and travel, tutorial, guidance, and counseling, and childcare services, as described below.

To be eligible for UCEPP funding, students must:

- qualify under the mature student admission requirements of the post-secondary institution they wish to attend;
- provide a statement from the post-secondary institution offering the UCEPP program that a) the student can attain the academic level for university or college entrance within the period of one academic year and b) the student will be accepted as a student at a regular university or college credit program upon successful completion of the UCEPP program; and
- provide a statement that the student has not been previously financially supported previously by the Shuswap Band for any post-secondary program.

#### **7.3.2. POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP)**

PSSSP funding is intended to provide financial support to eligible students to pursue post-secondary programs in the following categories:

- Level 1- Diploma/ Certificate

- Level 2 - Bachelor's Degree or equivalent
- Level 3 - Graduate University Degree (Masters)
- Level 4 - Post-Graduate Degree (Doctoral)

PSSSP funding may cover costs associated with completion of post-secondary, such as tuition, mandatory fees, application fees, books and supplies, initial professional certification and exam fees, official transcript fees, living allowance and travel, tutorial, guidance, and counseling, and childcare services, subject to limitations set out in section 10.2.

### **7.3.3. PART TIME STUDENTS AND CORRESPONDENCE STUDENTS**

Shuswap Band may support students pursuing part-time or correspondence studies, however, the financial support available to such students is limited in accordance with section 10.4.

Shuswap Band recommends that students interested in taking part-time or correspondence courses apply for funds by May 30<sup>th</sup> of each year because part-time and correspondence courses will be considered only based on availability of funds following the allocation of financial support for full-time students.

### **7.3.4. FULL-TIME STUDENTS WHO WISH TO FAST TRACK (SUMMER PROGRAMS)**

If a student applies for fast-track, Shuswap Band may support students seeking to fast-track their program of study.

A student fast tracks a program if they will complete their program earlier than the expected graduation date. A student who is in full-time studies and wishes to fast-track attends at least one intersession course and at least two summer courses to be considered for full financial support for the whole summer.

To receive funding for fast tracking their program, a student must:

- make a formal written request advising that they are fast tracking and including their reasons to the Education Director by March 1st in the year they wish to fast track;
- submit grade transcripts for the winter session and class schedules for intersession and summer school as soon as they are available to the Education Director; and
- receive written approval to fast track from the Education Director.

## **8. PRIORITY SELECTION CRITERIA**

Shuswap Band has a limited budget for post-secondary financial support.

If there are more applications for funding than money available in the budget, the selection of applicants to receive financial support will be based on the following priority selection criteria:

- |            |   |
|------------|---|
| PRIORITY 1 | Full-time students who received financial support for education from Shuswap Band in the most recent academic year, if the student successfully completed the year, has satisfactory academic standing and are continuing in their same program of study. |
| PRIORITY 2 | Full-time students who demonstrate clear academic achievement and readiness and who have not previously received financial support from Shuswap Band in education.  |
| PRIORITY 3 | Full-time students who have been accepted into a post-secondary program that are returning or entering post-secondary studies for the first time either based on previous   |

education or considered mature students as defined by the institution offering the program. Priority will be given to those students who (a) have never attended post-secondary education, and (b) are obtaining a more advanced post-secondary education in their chosen field.

Within each priority selection category, students may be further prioritized based on their overall level of financial need.

Students meeting any of the following criteria will be lower priority for education funding:

- students who are enrolled in part-time or correspondence programs;
- students who have changed, paused, or are transferring programs, unless that student can provide a strong rationale;
- students who have not obtained their grade 12 education; and
- students who have failed a course or are not in good academic standing and have waited the mandatory one-year before reapplying for education funding in accordance with section 18.

---

## **PART IV-AVAILABLE SUPPORT**

### **9. ELIGIBLE EXPENSES**

The actual amount of financial support available to eligible students will depend on the funding budget for a given fiscal year. Financial support must be expended according to eligibility and priority as set out in this Policy. The Education Director must approve financial support prior to the commencement of the academic semester. Shuswap Band does not provide financial support for retroactive post-secondary expenses, except for application fees.

Generally, Shuswap Band may cover any of the following expenses:

- tuition and mandatory student fees;
- initial professional certification and examination fees;
- application fees;
- books and supplies;
- official transcript fees;
- living allowances;
- travel allowances;
- tutorial, guidance and counselling services;
- childcare services;
- technology expenses; and
- extraordinary expenses.

Limits to and approval of expenses are subject to available funding. If there are more applicants than funding available, the Education Director may, at their discretion, limit the types of eligible expenses for a given fiscal year in order to maximize the number of students that receive financial support.

Students are responsible for identifying the amount of funding requested for each category in their applications. Students are also responsible for ensuring they pursue other sources of funding if the financial support provided by Shuswap Band does not meet their financial needs.

### **9.1. TUITION AND MANDATORY FEES**

Full-time, part-time, and correspondence students are eligible to receive financial support for tuition, including compulsory student fees charged by the institution.

Tuition, including compulsory student fees will be funded as follows:

- for students attending Canadian Public Institutions, at the normal tuition rate, including any compulsory student fees charged by the institution for a Canadian student;
- for students attending private or foreign Post-Secondary Institutions, at the same tuition rate in Canadian dollars, including any compulsory student fees, charged by the public Canadian institution nearest to the student's place of residence (e.g. residence at the time of application) which offers the least expensive comparable program; or
- for students enrolled in a foreign institution at the actual tuition rate, including other compulsory student fees charged by the foreign institution, when it is demonstrated that there is no comparable program available at an institution in Canada.

Shuswap Band will not cover the costs of any medical or dental plans offered by post-secondary education institutions, even where those plans are mandatory. It is the responsibility of the student to withdraw from school medical and dental plans.

Shuswap Band will pay invoices from public Canadian post-secondary institutions directly, where possible. Shuswap Band will not pay invoices for foreign post-secondary institutions directly. If a post-secondary institution cannot bill Shuswap Band directly and for foreign and private post-secondary institutions, students are responsible for forwarding invoices in a timely manner to the Shuswap Band along with any necessary supporting documentation, information, and deadlines. The Shuswap Band will not be responsible for any penalties applied by the institution because of a student failing to forward invoices in a timely manner.

### **9.2. INITIAL PROFESSIONAL CERTIFICATION AND EXAMINATION FEES**

Full-time, part-time, and correspondence students are eligible to receive financial support for the costs of any professional certification or examination fees that are a pre-requisite to entrance into an education program. Students may be reimbursed for costs up to \$600.00 for each level of post-secondary education, set out in section 7.3.2 above, and must submit a copy of their receipts to the Education Director in order to be reimbursed.

### **9.3. APPLICATION FEES**

Full-time, part-time, and correspondence students are eligible to receive financial support for the costs of any application fees that are a pre-requisite to entrance into an education program. Students may be reimbursed for costs up to \$700.00 for each level of post-secondary education, set out in section 7.3.2 above. Shuswap Band will provide advanced or retroactive financial support for a student's application fees and the student must submit a copy of their receipts to the Education Director as soon as possible to be reimbursed.

### **9.4. BOOKS & SUPPLIES**

Full-time, part-time, and correspondence students are eligible to receive financial support for the costs of books and supplies. Full time students are eligible to be reimbursed up to \$600.00 per academic semester for the costs books and supplies. Part-time students are eligible to be reimbursed up to \$300.00 per academic semester for the costs of books and supplies.

If a student purchases books and supplies directly, the Education Director will reimburse students without delay upon receipt of the student's receipts from the purchase of their books and supplies. Requests from students enrolled in specialized programs that require more expensive books, supplies, and or equipment will be considered on an individual need basis. If any student has legitimate books and supplies expenses over and above the amount provided, they are to submit all receipts for books and supplies purchases to the Education Director. Depending on funding availability, some or all the additional expenses may be reimbursed.

#### **9.5. LIVING ALLOWANCE**

Full-time students are eligible to receive financial support in the form of a living allowance to be used during the academic school year towards living costs such as food, shelter, clothing, utilities, and other personal items. The maximum amount a student is eligible to receive for living expenses will be determined by the Education Director in accordance with the chart set out at Appendix C.

Correspondence students and part-time students are not eligible to receive a living allowance. In addition, if student is employed during the academic semester and that employment is not related to their field of study, then the student is not eligible to receive a living allowance during their employment. If a student is employed during the academic semester and that employed is related to their field of study, then the student is eligible to receive a living allowance, but the amount of income received from the student's employment will be deducted from the living allowance provided by Shuswap Band for the relevant academic semester.

A single student may claim additional living expenses if the student lives with dependents in the same residence. The Education Director will award living expenses for a single student with dependents in accordance with the chart set out in Appendix C. If a single student with dependents shares custody of their dependents, the financial support for living expenses will be pro-rated based on the amount of time the student cares for the dependents.

A student that lives with a spouse in the same residence may claim living expenses for themselves, their spouse and their dependents and such financial support may be provided on a case-by-case basis. The student must demonstrate the need for living expenses for their spouse or dependents and if their spouse has an income, must provide a statement of income. The Education Director and Education Committee will assess the needs of the student, their spouse, and their dependents on a case-by-case basis.

Living allowances may be deposited directly into student's bank accounts if students so choose. If a student chooses to receive living allowances by direct deposit, the student must provide current banking information and the student is responsible for ensuring their banking information is current.

Living allowances will be issued monthly on the first day of the month. The Education Director may, on a case-by-case basis, award advanced rent at the beginning of the school year. The Education Director may also, on a case-by-case basis, pay living expenses in multiple smaller payments throughout the month instead of the beginning of the month.

Living allowances will be paid in Canadian dollars regardless of the location of the institution.

#### **9.6. TRAVEL EXPENSES**

Full-time students are eligible for financial support for the costs of travel at a rate of \$0.30 per kilometer. Travel support does not include moving expenses such as the removal of household items.

Shuswap Band will reimburse students for travel expenses on receipt of documentation of the travel method, distances, and receipts. Shuswap Band may choose to only reimburse students for the most economical and appropriate method of travel. Travel expenses must be approved prior to the expenses being incurred; expenses cannot be approved retroactively.

Students employed full-time, part-time, and correspondence students are not eligible for financial support for the costs of travel allowances.

#### **9.6.1. ORIENTATION TRAVEL**

Full-time students who must travel to attend an orientation with a post-secondary institution, are eligible to receive financial support for the cost of travel at a rate of \$0.30 per kilometer for orientation only if the orientation is a requirement of the chosen institution.

#### **9.6.2. SEASONAL TRAVEL**

Full-time students who must travel more than 250km from their ordinary residence to attend their Post-Secondary Institution are eligible to receive financial support for the cost of one return trip per semester for each year the student is enrolled.

#### **9.6.3. DAILY TRAVEL**

Full-time students are eligible for a daily travel allowance of the cost of a monthly bus pass or parking pass (up to \$100.00 per month) if the location of the student's accommodations in relation to the post-secondary institute requires public transportation or a bus pass.

Students may apply for additional funding for travel in exceptional circumstances, but such funding will be considered on a case-by-case basis.

### **9.7. TUTORIAL, GUIDANCE AND COUNSELING SERVICES**

Full-time students are eligible to apply for financial support for tutoring, guidance, and counseling services up to a maximum of \$500.00 per academic year. Invoices for such services must be submitted by the service provider directly to the Education Director and must set out the date, time, hours of service, and services provided to the student.

Part-time students, correspondence students and students employed full-time are not eligible for financial support for tutoring, guidance, and counseling services.

### **9.8. CHILDCARE SERVICES**

Full-time students are eligible for financial support for childcare. Students must demonstrate the need and financial need to obtain funding for childcare services. Students must also demonstrate that they have applied for the provincial childcare subsidy to obtain funding for childcare services.

Invoices for such services must be submitted by the service provider directly to the Education Director and must set out the date, time, hours of service, and services provided to the student.

Part-time students, correspondence students and students employed full-time are not eligible for financial support for child-care services.

## **9.9. TECHNOLOGY EXPENSES**

Full-time, part-time, and correspondence students may be eligible for financial support for a technology expense up to a maximum of \$1,200.00 once per degree or program.

Technology expenses will only be considered on a case-by-case basis by the Education Director and the student must demonstrate why the technology expense is a requirement for their studies. Students may submit receipts for reimbursement of technology expenses but should request confirmation that such an expense will be covered before making such a purchase.

## **9.10. SUPPLEMENTARY REQUEST FOR SPECIAL ASSISTANCE**

Special circumstances may arise that require additional financial support. These circumstances may be known on the date of application or may arise during the academic semester. The Education Director will review a request for special assistance and must inform the student in writing of their decision.

To apply for the special funding the student must:

- make a written application to the Education Director that describes in detail what the funds are for and why they are necessary to the course.
- provide a written support letter from the Institution that describes why the student requires the goods or services to complete the course.
- understand that approval for these requests is subject to the availability of funds and the importance of the request.

After approval for funding, arrangements for payment directly from SB can be made or original receipts can be submitted for reimbursement.

The Education Committee has the discretion to approve special requests for financial support as they deem appropriate.

## **10. LIMITS OF FINANCIAL SUPPORT**

Shuswap Band places limits on funding available to individual students under this Education Policy to ensure that Shuswap Band can support as many Members as possible who are interested in pursuing post-secondary education. The limitations set out in this section will ensure that financial support for post-secondary education will be shared amongst Members and aim to prevent any abuse or misuse of financial assistance.

Financial support available for an individual student will be assessed based on overall funding available in Shuswap Band's budget for post-secondary education and funding eligibility and priority. Shuswap Band has also placed limits on financial support based on the type of assistance the student is seeking under limitations for UCEPP or PSSSP, set out in the following sections.

The National Program Guidelines sets maximum amounts payable to individual students for an academic year. Shuswap Band's Education Policy is partially funded by the National Program Guidelines and, as a result, Shuswap Band is required to adhere to the maximums set out in the Guidelines. However, no student is automatically entitled to the maximum financial support, and it is highly unlikely that Shuswap Band will provide financial support close to these maximum amounts. The maximum amount payable per full-time students under PSSSP or UCEPP funding provided by the federal government to Shuswap Band

cannot exceed \$53,000.00 per year. On an extraordinary and justified basis, full-time graduate students in an advanced professional degree program (such as dentistry, medicine) or a Masters or Doctoral program, may be awarded funding more than \$53,000.00 up to a maximum of \$90,000.00 per year. Such awards may be:

- considered by the Education Committee when a graduate student has extraordinary circumstances that warrant the setting aside of the standard policy on maximum amounts payable; and
- granted by the Education Committee by special request on a case-by-case basis only.

Shuswap Band may, at their discretion, provide funds from own source revenue in excess of these federal limitations on funding. If the Education Director proposes providing post-secondary funds to an individual student in excess of the federal limitation of \$53,000.00 per year, the Education Director must obtain the consent of the Education Committee before doing so.

**10.1. LIMITS ON SUPPORT FOR UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAMS (UCEPP)**

Shuswap Band may provide financial support to a student for a University and College Entrance Preparation Program (UCEPP) for a maximum of one academic year (as defined by the institution offering the program), or in the case of part-time students, the course and time equivalent of one academic year.

**10.2. LIMITS ON SUPPORT FOR THE POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP)**

Shuswap Band may provide financial support to a student in accordance with the following limitations for each level of post-secondary education.

Level 1	Diploma/ Certificate (including UCEPP)	16 academic months
Level 2	Bachelor's Degree or equivalent	32 academic months
Level 3	Graduate University Degree (Masters)	36 academic months
Level 4	Post Graduate Degree (Doctoral)	36 academic months

Level 1 financial support includes assistance provided under UCEPP. As a result, if Shuswap Band provides financial support to a student under UCEP for 8 academic months, the student will only have 8 months of financial support remaining and available under Level 1.

Shuswap Band will only provide financial support more than these time limitations in the following circumstances:

- a student is seeking financial support for an advanced professional degree program which exceeds the time limitations for financial support and the student receives the prior written consent of the Education Committee for the program;
  - a student is seeking financial support for a degree program which exceeds the time limitations for financial support and the student receives the prior written consent of the Education Committee;
  - a student provides, as soon as possible, verified proof of a medical reason or compassionate grounds for extending in their studies, in which case, the Education Committee may provide additional financial support of a period of 12 months maximum;
- or



- a student has extenuating circumstances, has made a special request for additional financial support more than the time limitations and the Education Director and Education Committee has provided written consent for the financial support.

Funding will not be backdated to cover time before the student's application for assistance is approved.

### **10.3. LIMITS ON SUPPORT FOR STUDENTS CHANGING A PROGRAM OF STUDIES**

Shuswap Band will not provide additional financial support more than the limitations set out in section 10.2 for students that have changed their program of studies and will exceed the time limitations for funding as a result of their change of program.

### **10.4. LIMITS ON SUPPORT FOR STUDENTS EMPLOYED FULL-TIME, PART-TIME STUDENTS, AND CORRESPONDENCE STUDENTS**

Shuswap Band may provide financial support to students employed full time, part-time students, and correspondence students in accordance with the eligibility requirements of this Education Policy.

For part-time students and correspondence students, and students employed full-time, the Shuswap Band will only provide for the following in accordance with this Education Policy:

- tuition and mandatory fees;
- initial professional certification and examination fees;
- application fees;
- books and supplies; and
- technology expenses, on a case-by-case basis.

For part-time students and correspondence students, and students employed full time, Shuswap Band will not provide financial support to students for the following:

- living allowance;
- travel expenses;
- tutorial, guidance, and counseling services; and
- childcare.

## **PART V - ROLES AND RESPONSIBILITIES**

---

### **11. STUDENT RESPONSIBILITIES**

Students applying for and receiving financial support for post-secondary education must:

- comply with this Policy and ensure that any funding received is used for the intended educational expenses as set out in this Policy;
- represent Shuswap Band in a positive holistic manner at all times;
- take an active interest in their studies and perform to the best of their abilities to maintain a satisfactory academic standing;
- prioritize their post-secondary education above other pursuits or employment opportunities;
- inform the Education Director of any changes in their enrollment status from full-time to part-time in advance of such change (this will affect the student's eligibility for certain

types of assistance);

- notify the Education Director in advance of adding or dropping a course (if a student drops a course, they may be required to reimburse Shuswap Band for courses dropped without a valid reason and if a student adds a course, they may not be eligible for additional funding assistance);
- advise the Education Director of changes in programs, school, medical absence (with a doctor's note), employment and/or living arrangements that could affect funding (fraudulent reporting and any misuse of funding will result in the termination of funding);
- advise the Education Director of any overpayment of funding and reimburse any overpayment of funding to Shuswap Band;
- submit all documents related to the student's enrollment and progress in their program of study including: admission letter, course timetables, transcripts, and progress reports as they become available; including transcripts at the end of each term; and
- keep contact information, including home address, home phone, cell phone and email current with the Education Director and the student must notify the Education Director of any changes immediately.

## **12. EDUCATION DIRECTOR RESPONSIBILITIES**

The Education Director is responsible for administering this Policy, including the following:

- ensuring that education funding is administered in accordance with this Policy and the National Program Guidelines, as updated each year;
- ensuring that education funding is administered within the annual funding budget;
- making recommendations to Chief and Council with respect to changes to the Policy;
- assisting students in gaining access to post-secondary education;
- making funding decisions;
- providing detailed written reasons for funding decisions;
- carrying out all other duties and functions prescribed under this Policy; and
- providing information to the Education Committee regarding decisions being made at the Committee level.

The Education Director's powers include all things necessary to fulfill the duties and functions of the Education Director, as set out in this Policy.

The Education Director must not, except in the proper performance of their duties, disclose to any person any information obtained by them while carrying out their duties as an Education Director under this Policy. However, the Education Director may consult and seek the guidance of the Education Committee in administering this Policy.

If the Education Director has, or is reasonably apprehended to have, any bias or conflict of interest with respect to a funding decision or any other material decision set out in this Policy, the Education Director must:

- identify the potential conflict to the Education Committee;
- recuse themselves from the funding application and decision; and
- not make any decision with respect to the application.

In the event of a potential conflict, the Education Committee will take on the roles and responsibilities of the Education Director as set out in this Policy with respect to the application.

An applicant will have a right to appeal any funding decision to Chief and Council in accordance with the appeals procedure set out at section 20.

### **13. EDUCATION COMMITTEE**

#### **13.1. APPOINTMENT AND ORGANIZATION**

The Education Committee will consist of the Director of Operations, a Band Employee, and a Member of Shuswap Band. Shuswap Band will publish an invitation for eligible Band Members to apply to join the Education Committee in accordance with the qualification criteria. To apply for the Education Committee, a Band Member must have post-secondary education and must have previously received financial support from Shuswap Band for their Post-Secondary Education. On receipt of applications for the Education Committee, Chief and Council will select from qualified applicants and appoint a Band Member to the committee.

The Committee Member who is a Band Member will be compensated for their work on the Education Committee at Shuswap Band's standard honoraria rates.

The Education Committee will record minutes of their meetings and will take note of the issues, actions, and outcomes addressed at the meeting. The Education Committee minutes will be provided to Chief and Council for review.

#### **13.2. ROLES AND RESPONSIBILITIES**

The Education Committee is responsible for overseeing the work of the Education Director and ensuring that these policies and procedures are implemented in a fair and objective manner. In particular, the Education Committee has the following responsibilities under this Policy:

- support the Education Director in administering this Policy;
- consider and make determinations on funding applications and other determinations that fall beyond the scope of the financial support contemplated within the limits of this Policy;
- make funding decisions when the Education Director has a potential conflict with respect to an application; and
- review and approve or deny the Education Director's application for the use of extraordinary funds for a single student.

A member of the Education Committee must not, except in the proper performance of their duties, disclose to any person any information obtained by them while carrying out their duties as a member of the Education Committee under this Policy.

If any member of the Education Committee has, or is reasonably apprehended to have, any bias or conflict of interest with respect to a decision under this Policy, the member must:

- identify the potential conflict to other members of the Education Committee;
- recuse themselves from the funding application and decision; and
- not make any decision with respect to the application.

In the event of a potential conflict with a member of the Education Committee, the remaining members of the Education Committee will make a decision in the absence of the member with the potential conflict.

#### **14. RESPONSIBILITIES OF THE SHUSWAP BAND COUNCIL**

The Shuswap Band Council has the following responsibilities under this Policy:

- set a total annual budget for Shuswap Band post-secondary funding, including the PSSSP and the UCEPP federal funding and funding from Shuswap Band's own source revenues;
- revise this Policy as needed to ensure compliance with the annual National Program Guidelines;
- adjudicate appeals under this Policy, when required to do so; and
- appoint the Education Committee, as applicable.

If the Chief or any Councilor has, or is reasonably apprehended to have, any bias or conflict of interest with respect to an appeal under this Policy, the Chief or Councilor must:

- identify the potential conflict to Council;
- recuse themselves from the appeal; and
- not make any decision with respect to the appeal.

In the event of a potential conflict with the Chief or any Councilor, the remaining Councilors will decide in the absence of the Councilor with the potential conflict. If Chief and Council are equally split and cannot come to a final decision, the Chief will have a second vote to break the tie, as applicable.

---

### **PART VI - STUDENT AWARDS AND SCHOLARSHIPS**

---

#### **15. EXTERNAL SCHOLARSHIPS AND BURSARIES**

If a student receives a scholarship or bursary and the scholarship or bursary is paid directly to Shuswap Band to offset expenses paid by Shuswap Band for the student's education, then the Shuswap Band will hold an equivalent of the value that was offset for the student's future education funding, including education enhancements, even if the future education would not otherwise be covered by this policy. Shuswap Band prioritizes financial support for students who have applied or who will apply for scholarships or bursaries.

If a student receives a scholarship or bursary and that scholarship or bursary is paid directly to the student, the student may determine how to use the money.

#### **16. GRADUATION AWARD**

In recognition of the achievement of graduation, Shuswap Band may award an incentive to students who have graduated from any of the following programs in the respective amounts:

<b>Graduation Program</b>	<b>Graduation Award</b>
High School Diploma, Adult Basic Education Certificate	<b>\$1,000.00</b>

License Certificate, Diploma	\$1,500.00
Undergraduate Program	\$2,500.00
Graduate Program, Masters, Professional Degree	\$5,000.00
Post-Graduate Program, Professional Degree	\$5,000.00

One graduation award will be available per student annually.

## **PART VII -WITHDRAWAL AND TERMINATION OF FINANCIAL SUPPORT**

### **17. PROGRAM WITHDRAWAL**

#### **17.1. TRANSFERS**

As indicated in sections 10.1 and 10.2, Shuswap Band has limited funding available to support members post-secondary education and as a result, Shuswap Band will provide financial support in accordance with the following limitations:

<b>N/A</b>	UCEPP	12 academic months
Level 1	Diploma/ Certificate (including UCEPP)	16 academic months
Level 2	Bachelor's Degree or equivalent	32 academic months
Level3	Graduate University Degree (Master's)	36 academic months
Level4	Post Graduate Degree (Doctoral)	36 academic months

Students who are receiving financial support from Shuswap Band and transfer programs during the course of their programs are not eligible for financial support in excess of these maximum amounts, even where the length of their degree program is extended as a result of the transfer.

If a student transfers programs, the student must notify the Education Director within two weeks of the transfer. A student that transfers programs must re-apply for financial support in accordance with this Education Policy and will be placed as a lower priority for financial assistance as a result of the transfer.

#### **17.2. WITHDRAWAL FROM A PROGRAM**

Shuswap Band expects students who receive financial assistance to be committed to their education. If a student withdraws from a program or a course, as set out by the Post-Secondary Institution, the student must:

- immediately notify the Education Director upon withdrawal; and
- within two weeks of withdrawal, submit a letter to the Education Director the reasons for the withdrawal.

If a student withdraws from a course, and the withdrawal results in the student becoming a part-time student, the student will no longer qualify for financial assistance for living allowance, travel expenses, tutorial, guidance and counselling services and childcare; and such assistance will be terminated.

If a student withdraws from a program, the consequences are as follows:

- if the withdrawal is deemed to be for medical or compassionate reasons, the Education Director will allow the student to reapply for financial support for the following semester; and
- if the student withdraws for a second time and there is no medical or compassionate reason, they will be suspended from financial support by the Shuswap Band for a period of one year.

## **18. FAILING A COURSE**

If a student fails a course, the student must:

- immediately notify the Education Director of the failure of their course; and
- within two weeks, submit a letter to the Education Director the reasons for the failure, if applicable.

If a student fails a course, the consequences are as follows:

- Shuswap Band will withdraw any financial assistance promised for the subsequent academic term;
- the student may not re-apply for financial assistance until the following academic year; and
- if the student re-applies for financial assistance, the student will be lower priority for funding.

The Education Committee has the discretion to waive any of these consequences in extenuating circumstances.

## **19. TERMINATION OF FINANCIAL SUPPORT**

A student is in breach of this Policy if the student has done of following:

- made a material misrepresentation or a false statement in their application;
- breached their student responsibilities;
- engaged in academic dishonesty, or has been sentenced with a probation, or suspension, as determined by the institution;
- engaged in harassment, including sexual harassment, or breached the institutional student code of conduct;
- withdrawn from a course or program and continued to collect funding, without notifying the Education Director;
- transferred to part-time as a student and continued to collect full-time funding without notifying the Education Director;
- misused funding, as provided by the Education Director; or
- violated the express or implied conditions of this Policy.

If the Education Director suspects that a student has breached this Policy, the Education Director must immediately suspend financial support and notify the student in writing of their decision, including the reasons for their decision.

If the Education Director suspends financial support due to a breach of the Policy, the student must work with the Education Director and take all necessary steps to rectify the breach that caused the suspension of funding. If the student rectifies the breach to the satisfaction of the Education Director, the student's funding may be reinstated.

If the Education Director suspends a student's financial support due to a breach of the Policy and does not rectify the breach, the student must repay the full amount of financial support received for the academic term in which the breach occurred, and the student will not be eligible for financial support for one academic year. The student will not be eligible for further financial support and will not be eligible to receive annual distribution payments from Shuswap Band unless and until the student repays the full amount of the funding provided to the student. Annual distribution payments will be re-directed to pay down the student's debt to the Shuswap Band.

---

## **PART VIII - APPEALS PROCEDURE AND POLICY AMENDMENT**

### **20. APPEALS PROCEDURE**

#### **20.1. APPLICATION FOR APPEAL**

A student who has applied for financial support may appeal all or part of the decision of the Education Director or Education Committee under this Policy within twenty-one days of receipt of the decision at issue.

An appeal may be submitted by filing a formal written appeal letter, including all relevant documents, with the Education Director. An appeal letter must include the following information:

- the date, time and details of the decision subject to appeal;
- the student appellant's name, address and telephone number;
- if the student is represented by an agent in respect of the appeal, the name of the agent and a telephone number at which the agent may be contacted during regular business hours; and
- the grounds on which the appeal is being sought.

#### **20.2. DUTIES OF ON RECEIPT OF AN APPEAL**

Upon receipt of an appeal letter, the Education Director must notify Chief and Council of the appeal and provide Chief and Council with the written reasons provided for the decision at issue, the student's appeal letter and any other information that the Education Director deems relevant.

The Education Director may use reasonable discretion to extend the time to submit an appeal letter.

#### **20.3. APPEAL MEETING**

If a student submits an appeal letter within the time provided under section 20.1, Chief and Council must hold an appeal at a meeting of Council at which the only order of business is the appeal. Chief and Council must set a date for an appeal meeting within thirty days of receipt of the appeal letter.

The Education Director must provide notice of the meeting to the student seven days in advance of the meeting.

At an appeal the Education Director or Education Committee, as applicable, and student have a right to be present and make submissions to Chief and Council, orally or in writing. The student may also be represented by an agent of their choice.

In conducting an appeal, Chief and Council may:

- receive, and accept any information or documentation that it considers relevant, necessary and appropriate;
- ask questions of the student and Education Director or Education Committee and witnesses, as applicable; and
- inform itself in any other way it considers appropriate.

#### **20.4. APPEAL DECISION**

Within five days of the conclusion of the Council meeting, Council must make a decision to:

- reject the appeal and confirm the decision of the Education Director or Education Committee, as applicable; or
- accept the appeal, in whole or in part, and award the student with education funding or resubmit the matter with directions to the Education Director or Education Committee to reconsider the student's application, in accordance with this Policy.

An appeal decision must be in writing and must include the following information:

- the student's name,
- the date, time, and details of the decision subject to appeal,
- the date the appeal meeting was heard and issued; and
- the reasons for the appeal decision.

Within seven days of the issuance of the appeal decision, the Education Director must provide a written copy of the decision to the student, indicating the consequences to the student if he/she does not comply with the decision. If a student does not comply with an appeal decision, the student will no longer be eligible to apply for any future post-secondary financial support under this Policy and the student will not receive annual dividends from Shuswap Band until the student complies with the appeal decision.

The appeal decisions of Council are final and binding.

## **21. POLICY AMENDMENT**

### **21.1. TECHNICAL AMENDMENTS**

Council may amend technical and non-substantive elements of this Policy at any time without notice to applicants or currently sponsored students.

### **21.2. REVIEW AND AMENDMENT**

This Policy will be reviewed in accordance with the National Program Guidelines and updated as needed.



Notice will be given to currently sponsored students and those on the deferral list at least 30 days in advance of said review and input will be received orally or in writing up to the day of review for consideration by the Band Council.

Any amendments to this policy manual will be published and available to all Members, upon request.

Any student who is attending post-secondary programs at the time policies are amended will be supplied a copy of the amendment.

SIGNED THIS DAY 20<sup>th</sup> of February, 2024.



Chief Barb Cote



Councilor Mark Thomas



Councilor Richard Martin

## APPENDIX A - DEFINITIONS

---

**"Academic year"** means the academic year for a program of study as defined by the post-secondary institution and which usually refers to two semesters with an approximate duration of eight (8) months (September - April).

**"Band Member" or "Member"** means a person who is a member of the Shuswap Band.

**"Canadian Public Institution"** means a post-secondary institution receiving most of its funding from federal and provincial governments.

**"Certificate"** Certificate programs usually involve one year or less of study. Colleges, university colleges, institutes, and universities award these.

**"Continuing Student"** means an applicant who has previously received funding for a program and is requesting funding for the same program in a new academic year.

**"Correspondence"** means a self-directed educational program that allows students to complete their program of studies by distance or online and has no academic calendar or schedule for the completion of the program;

**"Council"** means the Shuswap Band's "council of the band", as that term is defined in the *Indian Act*.

**"Deferred Student"** means an applicant who has either missed the deadline for applying for the post-secondary assistance or for whom there was insufficient funding and whose application is held, at the request of the student, until the next intake process when it will be considered on the merits.

**"Dependent"** means a person, as by Canada Revenue Agency, who is a "parent or grandparent by blood, marriage, common-law partnership, or adoption", or a "child, grandchild, brother, or sister, by blood, marriage, common-law partnership, or adoption and under 18 years of age or has an impairment in physical or mental functions." To be considered a dependent according to the National Program Guidelines, the person must not receive income in excess of the income allowed for a dependent spouse by Canada Revenue Agency.

**"Spouse"** means a person who is married to or has lived with an applicant or student or a person who has lived with the student as a spouse for a period of at least six months prior to the submission of an application for post-secondary support.

**"Diploma"** The diploma involves two years of study in a career, technical or academic program. These are awarded at colleges, university colleges, institutes, and universities.

**"Doctoral Degree or Program"** Doctoral programs involve course work and original research, which must be written as a thesis and successfully defended. Admission to a doctoral program usually requires completion of a Master's degree, or a Bachelor's degree with special qualifications. These are awarded at universities only.

**"Education Director"** means the person employed by Shuswap Band to administer this Policy.

**"Education Committee"** means the persons appointed by Chief and Council as the members of the education committee under subsection 13.1.

**"Eligible Post-Secondary Institution"** means a post-secondary institution that is listed as a designated institution on Indigenous Services Canada's list of designated institutions or Employment and Social Development Canada's list of designated institutions.

**"Financial Support"** means the provision of financial support to a student to attend a post-secondary institution, including tuition and additional education and living expenses listed in this policy.

**"Full-time Student"** means a student who is enrolled as a full-time student according to the definition of the post-secondary institution, and which may include students enrolled in short term intensive summer programs.

**"Graduate Student"** means an applicant who is applying to a Master's or Doctoral program, or who is currently a Masters or Doctoral student. Graduate students may also be new students, continuing students, or returning students as defined in this section.

**"Indian Act"** means the *Indian Act*, RSC 1985, c 1-5, as amended or replaced from time to time;

**"Master's Degree"** means a Master's degree program normally takes two years of study and may involve research or writing a thesis. Admission usually requires completion of a Bachelor's degree. These are awarded at universities only.

**"National Program Guidelines"** means the Post-secondary Student Support Program and University and College Entrance Preparation Program: National Guidelines 2021 to 2022.

**"Part-time Student"** means a student who is enrolled less than full-time according to the definition of the post-secondary institution.

**"Policy"** means this Shuswap Band Education Policy.

**"Post-Secondary Education"** means a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent is a prerequisite.

**"Post-Secondary Institution"** means an accredited public Institution that grants certificates, diplomas and/or degrees and is a post-secondary institution recognized by a province or territory in Canada or abroad, and includes education institutions affiliated with or delivering accredited post-secondary programs by arrangement with a post-secondary institution, as well as First-Nations-designated and directed institutions.

**"Private Post-Secondary Institution"** means a Canadian or foreign post-secondary institution which receives most its funding from sources other than governments.

**"Program of Studies"** means all post-secondary programs of at least one academic year in duration, leading to a certificate, diploma, or degree, and includes programs less than one academic year which are prerequisites to post-secondary programs of at least one academic year.

**"Returning Student"** means an applicant who has previously received funding for a program, and is requesting funding for a new program, or who is returning to their studies after a significant hiatus.


**"Satisfactory Academic Standing"** means successful completion of courses leading towards a formal credential for each period of study. Students in their first period of study are considered to have satisfactory academic standing.

**"Semester"** means part of the academic year, as defined by the post-secondary institutions, and for example a semester usually covers the periods from September to December, January to April, and May to August.

**"Single Student"** means a student who does not have a spouse.

**"Student"** is an individual who has successfully applied to be funded under this Policy and fulfills the conditions of the programs in order receive financial support to successfully attain a post-secondary diploma, degree, or certificate.

## APPENDIX B: POST-SECONDARY EDUCATION FUNDING APPLICATION FORM

POST-SECONDARY EDUCATION FUNDING APPLICATION FORM									
					<p><b>SHUSWAP BAND</b></p> <p>3A-492 Arrow Road Invermere, BC V0A 1K2 (250) 341-3678</p>				
Status Number:					Office Use Only New Student <input type="checkbox"/> Continuing Student <input type="checkbox"/> Returning Student <input type="checkbox"/>				
APPLICANT INFORMATION									
Last Name		First Name		Middle Initial		Date			
Registration #				Date of Birth					
Street Address				Apartment/Unit#					
City				Province		Postal Code			
Phone				E-mail Address					
Years lived at address		Social Insurance Number (SIN)		Emergency Contact					
Marital Status	Single <input type="checkbox"/>		Married <input type="checkbox"/>		Common Law <input type="checkbox"/>		Separated/Divorced <input type="checkbox"/>		
Are you currently employed?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		Employer				
If yes do you plan to continue employment?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, how many hours per week		
SPOUSE'S INFORMATION									
Last Name				Given Name					
SIN#				Employer					
Unemployed [Y/N]			Benefits? [Y/N]			State Benefits (WCB, Pension, etc.)			

**DEPENDENTS**

Dependent means a person who is a "parent or grandparent by blood, marriage, common-law partnership, or adoption", or a "child, grandchild, brother, or sister, by blood, marriage, common-law partnership, or adoption and under 18 years of age or has an impairment in physical or mental functions." To be considered a dependent according to the National Program Guidelines, the person must not receive income in excess of the income allowed for a dependent spouse by Canada Revenue Agency.

Last Name	Given Names	Date of Birth	Relationship	Indian Status Number

**PROGRAM INFORMATION**

Institution Name	Student Number	
Program Name		
Length of Program	Start Date:	End Date:
Occupational Field		
Full Time	YES <input type="checkbox"/>	Part-time YES <input type="checkbox"/>
Current year of program		

**PROGRAM INFORMATION - UNIVERSITY COLLEGE ENTRANCE PREPARATION PROGRAMS ONLY**

I qualify as a mature student under the admission requirements of the post-secondary institution wish to attend YES  NO

The UCEPP program for which I have applied will allow me to attain the academic level for post-secondary education within one academic year and, on completion, will allow me to be accepted to a post-secondary education institution: YES  NO

**EDUCATION AND TRAINING HISTORY**

	Name of School	Location	Duration	Completion	Certification	Band Funded?
High School						
College						
University						
Graduate						
Other						

**STUDY PLAN (COMPLETE USING YOUR SCHOOL'S CALENDAR)**

	Fall Session	Winter Session	Spring Session	Summer Session	
Duration					
Number of Courses					
Number of Credits					
FT/PT					

List months for which living allowance requested:

Total number of months of living allowances requested:

**PROJECTED COMPLETION PLAN**

Year 1	Number of Courses:	Number of Credits:
Year 2	Number of Courses:	Number of Credits:
Year 3	Number of Courses:	Number of Credits:
Year 4	Number of Courses:	Number of Credits:
Years	Number of Courses:	Number of Credits:
Year 6	Number of Courses:	Number of Credits:

TOTAL NUMBER OF CREDITS REQUIRED FOR COMPLETION:

I have consulted with an academic/career counsellor: YES  NO

I have contacted the Aboriginal support worker at my institution: YES  NO

**FINANCIAL PLAN**

Estimated Costs	Current Year	Next Year
Tuition		
Books/Supplies		
Living Expenses		
Travel		
Other: Explain		

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

SCHOLARSHIPS:

BURSARIES:

AWARDS:

PROVINCIAL/FEDERAL STUDENT LOANS:

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

**DECLARATION OF RESIDENCY**

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

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

**CODE OF CONDUCT AND SIGNATURE**

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

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

OFFICE USE ONLY				
Request	Approved	Denied		
(reasons attached)				
Application received:				
File Number:				
Total # of months living allowance:				
Total tuition:				
Total books/supplies:				
Travel				
Sponsored to date:				
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">           _____            Approved by Education Director         </td> <td style="width: 50%; text-align: center;">           _____            Approved by Education Committee         </td> </tr> </table>			_____ Approved by Education Director	_____ Approved by Education Committee
_____ Approved by Education Director	_____ Approved by Education Committee			



## APPENDIX C: SHUSWAP BAND STUDENT LIVING ALLOWANCE RATES

2022-2023 POST-SECONDARY EDUCATION LIVING ALLOWANCES	
STUDENT DEMOGRAPHIC	MAXIMUM MONTHLY ALLOWANCE
Single Student who is not living with their parents or guardians and who is responsible for all or contributing to the payment of rent and the costs of living	\$1700.00
Single Student who is living with their parents or guardians and who is not solely responsible for the payment of rent or the costs of living	\$800.00
Single Student with one dependent  <i>If a student has partial custody of a dependent, the monthly allowance will be pro-rated for the number of days the parent has custody of the dependent.</i>	\$2,800.00  \$400.00 per month for each additional Dependent
Student with a Spouse (with or without dependents)	At the discretion of Education Director and Committee. The student must demonstrate need and the Education Director and Committee will consider the spouse's ability to <b>work</b> , their income or other factors as applicable.

## APPENDIX D: DOCUMENT RELEASE FORM

Post-secondary Institution Name & Address:

---

---

---

Attention: Office of the Registrar

To Whom It May Concern: \_\_\_\_\_

As a student assisted by the Shuswap Band, I hereby authorize the above named post-secondary education institution to release all transcripts, attendance records and other documents indicative of my progress, if available, to the Shuswap Band.

Student Name:

Student Number:

Program of Study:

School Year:

Please forward the above-mentioned documentation as they become available

to: Shuswap Band  
Education and Employment Director  
3A-492 Arrow Road  
Invermere, BC V0A 1K2  
[educationadmin@shuswapband.ca](mailto:educationadmin@shuswapband.ca)  
(250) 341-3678

---

Student signature

---

Date

## APPENDIX E: APPLICATION CHECKLIST

---

I \_\_\_\_\_ (first and last name), confirm that I have completed, or I will complete the following requirements of the Education Policy

I have included the following documents and forms in my application package:

- a complete Funding Application Form, set out in Appendix B;
- a letter that: (i) describes my decision with respect to my program of study; (ii) outlines my future goals; and (iii) with respect to a non-Indigenous private institution or a foreign institution, my rationale for applying to a private or foreign institution (as applicable);
- a copy of Status Card (both sides);
- a signed Document Release Form, set out in Appendix D;
- a copy of an acceptance letter from an eligible post-secondary program, or a copy of verification that an application has been made to an eligible post-secondary program with proof of acceptance to follow;
- if the student has been accepted to an eligible post-secondary program, confirmation of annual tuition fees for the program or if the student has not yet been accepted to an eligible post-secondary program, a copy of the tuition fees for the student's eligible post-secondary program of choice
- transcripts from all institutions attended; and
- a copy of this signed Application Checklist Form.

With respect to an application for a University and College Entrance Preparation Program, I have included the following documents and forms in my application package:

- proof that I qualify as a mature student for the purpose of admission requirements of the post-secondary education program; and
- a statement from the post-secondary institution offering the UCEPP program that a) I can attain the academic level for university or college entrance within the period of one academic year and b) I will be accepted as a student of a regular university or college credit program upon successful completion of the UCEPP program.

I have read and understood the Education Policy, and in particular have read and understand the following sections:

- Part III: Eligibility and Priority, and I have confirmed that I am an eligible applicant, and the institution and program of my choosing are eligible for funding;
- Part IV: Available Support, and I understand that there are limits on available support;

- Current Living Allowance Rates, set out in Appendix C, and I understand that there are limits on available living support;
- Part V, Section 11: Student Responsibilities, and I understand my responsibilities as an applicant an a prospective student funded by Shuswap Band under the Education Policy; and
- Part VII: Withdrawal and Termination of Funding, and I understand that if I breach this policy Shuswap Band may terminate any financial support provided under the policy and if I withdraw from my post-secondary education or my financial support is terminated, I may be obligated to repay any financial support provided by Shuswap Band.

If I have been accepted to attend an eligible institution and Shuswap Band decides to fund my post-secondary education, I must provide the Education Director with the following:

- a copy of my acceptance letter, as soon as it becomes available;
- confirmation of annual tuition fees for the program from the post-secondary institution;
- a copy of my housing agreement, as soon as I enter into a housing agreement and anytime my housing arrangement changes, if applicable; and
- transcripts and progress reports as they become available and, at minimum, at the end of each term.

I agree to all of the above conditions and will follow the rules set out in the Education Policy.

**NAME**

**SIGNATURE**

**DATE**

---

---

---