



Tl'azt'en Nation
Post-Secondary
Support Program
Policies & Procedures
(Local Operating Guidelines)

(Revised June 2022)

Table of Contents

1:	Introduction.....	1
2:	Program Objectives & Administration.....	2
	2.1 Vision Statement.....	2
	2.2 Objectives.....	2
	2.3 Administration.....	2
	2.4 Enquiries.....	2
3:	Student Eligibility and Priorities.....	3
	3.1 Student funding eligibility.....	3
	3.2 Priority for funding.....	3
	3.3 Application process & deadlines.....	4
	3.4 Required Documentations.....	4
4:	Student Funding Support.....	5
	4.1 Types of student funding.....	5
	4.2 Tuition & school fees.....	5
	4.3 Books & supplies.....	6
	4.4 Travel & living allowance.....	6-7
	4.5 Tutorial, guidance, and counselling services.....	7
	4.6 Special assistance.....	7
5:	Levels of Assistance.....	8
	5.1 Four levels.....	8
	5.2 High-cost programs.....	9
	5.3 One program per level.....	9
	5.4 Duration of assistance.....	9
	5.5 Moving from higher levels to lower levels.....	9
	5.6 Changing/transferring/pausing a program of studies.....	9
	5.7 UCEP students.....	9

5.8	Part-time students.....	10
5.9	Summer programs.....	10
5.10	Expenses not covered.....	10
6:	Student Incentives.....	10
7:	Student Responsibilities.....	11
7.1	Student guidelines.....	11
8:	Coordinators Responsibilities.....	12
8.1	Coordinator guidelines.....	12
9:	Program Filing.....	13
10:	Student Orientation.....	13
11:	Termination or suspension of funding.....	14
12:	Appeal Process.....	15
Appendix A:	Glossary.....	16
Appendix B:	Post-Secondary Program Application.....	18
Appendix C:	Student Living Allowance Rates.....	27
Appendix D:	Sponsorship Offer/Acceptance Agreement.....	28
Appendix E:	Academic Probation Contract.....	29
Appendix F:	ISC National Program Guidelines.....	30

TL'AZT'EN POST-SECONDARY EDUCATION POLICY & PROCEDURES



1 Introduction

Tl'azt'en Nation is responsible for the development of operating policy and guidelines to guide the administration of the Post-Secondary Student Support Program and University and College Entrance Preparation Program for the Tl'azt'en Nation Post-Secondary Support Program.

This policy guides the Tl'azt'en Nation Education Department in assessing the eligibility of students to receive financial assistance to attend accredited post-secondary institutions in an eligible program of study.

This policy has been ratified by the Tl'azt'en Nation Education Advisory Committee and Tl'azt'en Nation Chief & Council, which applies to all students seeking financial assistance from Tl'azt'en Nation. This policy has been designed to be consistent with the Indigenous Services Canada Post-Secondary Student Support Program and University and College Entrance Program: National Program Guidelines. For example, I.S.C sets the guidelines for minimum eligibility and maximum funding.

2 Program Objectives & Administration

2.1 Vision Statement

Tl'azt'en Nation seeks to encourage, support, and assist its members to access and complete post-secondary education opportunities and obtain full time employment.

2.2 Objective

To support as many eligible Tl'azt'en Nation students as possible to access post-secondary education and graduate from their respective program of study with the skills, qualifications and credentials required to pursue their chosen career path. To realize their individual potential so they can contribute to the community and society.

2.3 Administration

The Education Advisory Committee here after referred to the E.A.C. is mandated by Chief and Council to administer the post-secondary support program.

Tl'azt'en members seeking post-secondary education funding will be provided a copy of these guidelines. They may submit their applications in accordance with the guidelines. The EAC will review completed applications and assess whether they meet the terms and requirements set out in these guidelines. The EAC will advise the post-secondary coordinator to contact applicants as soon as possible as to whether his or her application for sponsorship has been approved.

Where an application is not approved and the applicant wishes to appeal the decision, he or she may follow the appeal process set out in these guidelines.

2.4 Enquiries

All enquiries should be directed to:

Name: Ms. Jodie Pierre
Title: Post-Secondary Coordinator
Address: P.O. Box 2176, Fort St. James, B.C., V0J 1P0
Phone: (250) 648-3227
Email: post.secondary@tlazten.bc.ca
Fax: (250) 648-3288

3 Student Eligibility and Priority

3.1 Student funding eligibility

To apply for PSE financial assistance, students must meet the following eligibility criteria:

- Be a treaty/registered (status) individual from Tl'azt'en Nation.
- Be a Canadian resident for the past 12 months prior to application.
- Be accepted by an eligible post-secondary institution.
- Be accepted into an eligible program of study (i.e. certificate, diploma, degree, or UCEP); and
- Maintain academic standing with the post-secondary institution, in accordance with the institution's definition or description of satisfactory academic standing.
- **One year funding moratorium on new members that recently transferred to Tl'azt'en Nation**

3.2 Priority for funding

Tl'azt'en Nation receives limited funding from Indigenous Services Canada (ISC) for the delivery of the PSSP and UCEP programs. If there are more applications for funding than available money in the PSSP and UCEP budget, the selection of applicants will be based on the following order of priorities:

- | | |
|-------------------|--|
| Priority 1 | a. continuing students (students currently being funded through PSSP)
b. continuing students who reapply |
| Priority 2 | a. high school graduates within the last year
b. high school graduates and new students |
| Priority 3 | Deferred applicants (eligible, but not funded due to funding restraints) |
| Priority 4 | post-secondary graduates |
| Priority 5 | New applicants already studying at a post-secondary level (students who have already completed part of their program, but were not previously funded through PSSP) |
| Priority 6 | Returning students (students who previously discontinued, withdrew or were terminated from their program of studies and may seek to return) |
| Priority 7 | Part-time students |

3.3 Application Process & Deadlines

3.3.1 Students must complete and submit the “Tl’azt’en Nation Post-Secondary Support Program Application” (sample application in Appendix A), including all required supporting documentation, to the Post-Secondary Coordinator by the following deadlines:

September Intake: May 01 of each year
January Intake: September 01 of each year
Summer Session: April 01 of each year (continuing students only)

3.3.2 Students are responsible for ensuring that their application form is **complete, signed and received by the above-mentioned deadlines**. Incomplete applications will not be accepted.

3.3.3 Late applications will only be considered if there are sufficient funds available after processing completed applications that were received on time.

3.3.4 Any applications 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 funding or cancellation of funding.

3.4 Required Documentation

Please note that the following documents must be submitted with your application form:

- Complete and signed application form
- Signed academic release form
- Direct deposit application
- Complete and signed social assistance confirmation of sponsorship form
- Complete and signed employment insurance confirmation of sponsorship form
- Secondary & Post-Secondary official transcripts
- Bank information or void cheque
- Personal statement detailing your academic and career plans
- Program information: outline, course schedule, tuition & textbook costs
- Acceptance letter
- Registration statement (courses registered in)

Note:

For students applying for assistance through UCEP:

Students applying for assistance through UCEP must obtain a statement from the relevant institution (i.e. college or university), which states that:

- The UCEP program will provide the student with the necessary courses to attain the academic level of university or college entrance; and,
- The student will be eligible for admittance at a regular university or college credit program upon successful completion of the UCEP course of studies.

4 Student Funding Support

The PSSP is not intended to cover 100% of student costs to attend PSE programs. Tl'azt'en Nation receives limited funding for the delivery of the PSSP and UCEP programs. If there are more applications for funding than available money in the PSSP and UCEP budget, the selection of applicants will be based on the order of priority set out in Part 3 section 3.2, page 3.

There are maximum amounts of funding available per student, however, the actual amount of funding available to an eligible student will depend on the overall amount of funding that Tl'azt'en Nation receives for the program and the requirements set out in these guidelines.

No student is automatically entitled to maximum amounts.

4.1 Types of Student Funding Support

4.1.1 The following student support funding may be available:

- Tuition and mandatory student fees
- Application fee
- Official transcript fee
- Initial professional certification and examination fees
- Books and supplies
- Travel and living allowance
- Tutorial, guidance, and counseling services; and laptop support
- Special assistance

4.1.2 Student support funding is subject to limits that are set out in pages 5-7 of these guidelines.

4.1.3 Students are responsible for making sure they stay within budget. Tl'azt'en Nation is not responsible for paying any amounts over and above the limits of assistance.

4.2 Tuition & School Fees

4.2.1 Tuition will be paid [in full] in the amount required for sponsored students. Maximum amount for tuition may vary depending on program up to \$53,000.

4.2.2 Tl'azt'en Nation will pay the tuition directly to the Post-Secondary institution upon receiving an invoice from the institution. PSSP will only pay mandatory school fees. Mandatory school fees will vary by institution. We require written confirmation that a fee is mandatory. If the fee is not mandatory, then the student must pay the fee. Students have the option to pay for tuition fees but must submit the original receipt.

4.2.4 Students who repeat courses are responsible for covering the cost of tuition on their own and the course repeat cannot be a part of the required three-course load for full-time eligibility.

4.2.5 There will not be any reimbursements for previous tuition cost to the students. If the students have covered the cost by student loans the cost will not be reimbursed by Tl'azt'en Nation.

4.3 Books & Supplies

- 4.3.1 Full-time and part-time students may receive assistance for books and supplies that are required for their program of study.
- 4.3.2 An allowance of \$100 for supplies will be issued at the beginning of each semester and included in the living allowance for full-time students. Part-time students are also eligible.
- 4.3.3 Textbooks will be purchased directly through the college or university bookstore for the required amount set out by the institution and/or program. Invoices will be issued from the institution.
- 4.3.4 Textbook expenses will not be reimbursed without the original paid receipts.

4.4 Travel & Living Allowance

- 4.4.1 Full-time funded students who must travel from their place of **ordinary residence** to attend their post-secondary institution may be eligible to receive financial support for the cost of two return trips per academic year. The student may be eligible to receive travel allowance for his/her dependents as well. All travel is based on a .45/km rate.
- 4.4.2 For travel assistance applications, full-time students must send an email request 2 weeks prior to the expected date of travel to the Post-Secondary Coordinator.
- 4.4.3 Monthly travel is available to full-time students whose institution does not offer mandatory bus pass fees or there is no public transportation available. An additional \$100/month will be included in the students living allowance upon confirmation from their institution that the bus pass fee is not a mandatory school fee.
- 4.4.4 Seasonal travel is available to full-time students that wish to return to the community for holidays. Rates are based on per kilometer (.45/km) and may include dependents. Seasonal travel will be issued twice a year, 16 weeks apart. A written request must be sent two weeks prior to the expected date of travel.
- 4.4.5 Students taking classes through distant education or e-learning who are required to travel to another location to complete their required exams may be eligible for travel support.
- 4.4.6 Full-time students may receive financial support in the form of a living allowance to be used towards living costs such as food, shelter, clothing, daily transportation, utilities, daycare, and other personal items. The amount the student may receive will be determined by the Post-Secondary Coordinator in accordance with the chart set out in Appendix C.

- 4.4.7 Living allowance will be pro-rated for those students whose programs are completed at the beginning or the middle of a month. Living allowance divided by the number of days in the month x the number of days in your program, example single parent with 1 dependent and whose program is completed by September 15. \$1425 divided by 30= \$47.50 x 15 days= \$712.50
- 4.4.8 Financial support for high rent is available to those full-time students that live in Prince George or south of Prince George if the rent is higher than \$700/month. An additional \$200 will be included onto the monthly living allowance upon the receipt of a tenancy agreement. The financial support for high rent will begin the month the tenancy agreement is received, and no back payments will be issued.
- 4.4.9 Financial support for damage deposit is available to those full-time students that submit a written request and tenancy agreement. The rate issued will be the amount required on the tenancy agreement. If your request for damage deposit is approved, the amount will be deducted out of your monthly living allowance until paid in full. Approval will be based on funds available. A damage deposit loan is available only once within the current year of sponsorship.
- 4.4.10 The living allowance will be issued to the students on the 25th of each month. It will be directly deposited into the student's bank account if a direct deposit form was submitted. Financial assistance will begin the month before the program begins.
- 4.4.11 Top up on living allowance will be issued to full-time students during Christmas to assist with the extra expenses. The top up amount will be based on available funds remaining in the PSSP budget. Maximum amount will be \$200 and will be included on the students living allowance for the month of December.
- 4.4.12 Part-time students may be awarded assistance for living allowance and travel, typically at a prorated amount, as determined by the recipient. If funds are available.

4.5 Tutorial, Guidance and Counselling Services

- 4.5.1 Funding may be available for tutorial or guidance and counseling services for students enrolled in eligible programs and for individuals intending to apply to a post-secondary institution.
- 4.5.2 Students may apply for financial assistance for tutoring up to a maximum of \$1000 per academic year. Invoices for such services must be submitted by the service provider directly to the Post-Secondary Coordinator and must set out the date, time, hours of service, and services provided to the student. Tutorial cost over the [\$1000] amount must be covered by the student.

4.6 Special Assistance

Students may apply to the Post-Secondary Coordinator for contingency funding for costs related to individual or family illness, accident, or bereavement. All amounts will be based on per kilometer rate (.45/km). Contingency (emergency) funds will be subject to available funds. To apply for special assistance funding, please submit a written request to the Post-Secondary Coordinator.

5 Levels of assistance

5.1 Four Levels

Assistance may be provided at four levels of program studies:

5.1.1 **Level One: Diploma or Certificate Programs:**

Eligible students may receive financial assistance for tuition, compulsory student fees, required books/supplies, travel and living allowance to maximum of [2] years to complete a level one program of study.

Students enrolled in level one may be assisted for up to one additional academic year per level if such an extension is approved in writing by the institution's dean or department head.

Students may be assisted in level one studies after dropping out of level two studies, if not previously funded for level one.

5.1.2 **Level Two: Undergraduate Degree Program:**

Eligible students may receive financial assistance for tuition, books and supplies, travel and living allowances to maximum of [6] academic years to complete a level two program of study.

Exceptionally, level two may include assistance for an additional degree at the bachelor level, which has as a prerequisite towards an undergraduate degree or undergraduate courses.

Students enrolled in Level 2 may be assisted for up to an additional academic year per level if such an extension is approved in writing by the institution's dean or department head.

5.1.3 **Level Three: Graduate Programs (Advanced or Professional Degree programs, or master's Programs):**

Eligible students may receive financial assistance for tuition, books and supplies, travel and living allowance to maximum of [3] years to complete a level three program of study.

Students enrolled in Level 3 may be assisted for up to 1 additional academic year for medical or personal reasons.

5.1.4 **Level Four: Doctorial Programs:** Eligible students may receive financial assistance for tuition, books and supplies, travel and living allowance to maximum of [5]academic years to complete a level four program of study.

Students enrolled in Level 4 may be assisted for up to 1 additional academic year for medical or personal reasons.

5.2 High-Cost Programs

It must be recognized that funding high-cost programs of study reduces the number of applicants who can be sponsored for post-secondary education funding. Funding for high-cost programs will be reviewed on a case-by-case basis and may be subjected to additional limits of assistance. On extraordinary and justified basis, full-time graduate students in an advanced professional degree program may be awarded funding in excess of \$53,000 up to a maximum of \$90,000 per year.

5.3 One Program per Level

Assistance may be provided to students to complete only one program of study at each level.

5.4 Duration of Assistance (time limits)

The duration of assistance will coincide with the official length of the program of study as defined by the post-secondary institution in which the student is enrolled, as long as the student is in satisfactory academic standing at the institution.

5.5 Moving from Higher Levels to Lower Levels

Students who have completed a level 2, 3 or 4 program of study, with or without assistance from this PSE program, are **not eligible** for assistance at lower levels.

5.6 Changing/ Transferring/ Pausing a Program of Studies

5.6.1 Where a student changes programs within one of the levels or transfers to another level or temporarily suspends their studies, the academic years of semesters used for each program within each level **will be counted for assistance purposes**. This may affect the overall funding available to the student to complete his or her post-secondary education. The student should discuss his or her revised education plan with the Post-Secondary Coordinator before changing their program of study.

5.6.2 Students who become eligible for assistance and who have previously completed a portion of post-secondary studies without assistance from the PSSP may receive assistance for the balance of their program of studies but will not be reimbursed for previous expenses.

5.7 UCEP Students

5.7.1 For all UCEP students, the maximum limit for financial assistance will be two [2] academic year as defined by the institution offering the program or, in the case of part-time students, the equivalent of one academic year. At the end of the first term (or part of the academic year, as defined by the institution offering the program), financial support for the term will be subjected to receipt of a transcript confirming the successful completion of the first term.

5.7.2 The support for tuition, books and supplies, travel and living allowance for UCEP will be the same as provided under the PSSP programs.

5.8 Part-time Students

- 5.8.1 Part-time students, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and the actual cost of books and supplies that are listed as required by the institution.
- 5.8.2 Textbooks will be purchased directly through the bookstore for the required amount set out by the institution and/or program. Invoices will be issued from the institution. Textbook expenses will not be reimbursed without the original paid receipts.
- 5.8.3 An allowance of \$100 for supplies will be issued at the beginning of each semester.
- 5.8.4 Part-time students may be awarded assistance for living allowance and travel, typically at a prorated amount, as determined by the recipient. If funds are available.

5.9 Summer Programs

- 5.9.1 If PSE funds are available then May-August courses will be paid. Only those students enrolled during the September – April academic year will be considered for summer programs.
- 5.9.2 A written request must be sent to the Post-Secondary Coordinator before April 01 of each academic year. The student must be enrolled as a full-time student.
- 5.9.3 The support for tuition, books and supplies, travel and living allowance for summer programs will be the same as provided under the PSSP programs.

5.10 Expenses NOT Covered

Services outside the program funding criteria and must be covered by the student are:

- | | |
|-------------------------------------|------------------------------------|
| ○ Rent expenses | ○ Telephone hook ups |
| ○ B.C Hydro hook ups | ○ Natural gas expenses |
| ○ Cable/Satellite expenses | ○ Daycare expenses |
| ○ Dental or Medical assistance | ○ Clothing allowance |
| ○ U-haul expenses | ○ Parking fees/fines |
| ○ Deferred examinations or rewrites | ○ Internet ○ cell phone bills |

6 Student incentives

- 6.1 The Tl'azt'en Nation Post-Secondary Support Program offers student incentive for the following levels:
- | | | |
|--------------|------------------------|---------------|
| Level one: | Certificate/Diploma | \$500/\$1,000 |
| Level two: | Bachelor | \$1,500 |
| Level three: | Master or Professional | \$2,000 |
| Level four: | Doctorial | \$2,500 |
- 6.2 **Full-time students**, being sponsored through the PSSP, may be eligible for one-time only incentive at each level. Official transcripts must be submitted before released.
- 6.3 **The student incentives are not subjected to the appeal process set out in Section 12 of these guidelines and are subject to available funds in the PSSP program.**

7 Student Responsibilities

7.1 Students must comply with these guidelines:

- 7.1.1 Students must maintain good academic standing, as defined by the institution at which the student is enrolled in a program of study and a minimum grade point average (GPA) of [2.0] [or letter grade of "C+"]. Where a student does not maintain good academic standing, his or her funding may be suspended, terminated, or the student may be placed on academic probation.
- 7.1.2 Students must submit to the PSSP all pertinent documents demonstrating the students' enrollment and progress in his or her program of study, including: admission letter, course timetables, official transcripts, progress reports, etc. Registration enrollment documents indicating course titles and credit allocations must be submitted to Post-Secondary Coordinator prior to the commencement of classes.
- 7.1.3 Students are responsible for registering for courses as required by the post-secondary institution and provide a copy to the Post-Secondary Coordinator.
- 7.1.4 Students are responsible for participating in a minimum course load of nine [9] credits or three [3] courses per academic semester in order to maintain full-time status.
- 7.1.5 Students must inform the Post-Secondary Coordinator of any changes in their enrollment status from full-time to part-time student in advance of any such change (this will affect the student's eligibility for certain types of assistance (e.g., travel and living allowance)).
- 7.1.6 Students who intend to drop or add courses must notify the Post-Secondary Coordinator in advance of any such change. Course selection is very important for determining funding eligibility and students must be required to reimburse the PSSP for courses dropped without a valid reason. Students adding courses may be eligible for additional funding assistance.
- 7.1.7 Students are responsible for ensuring that the funding received is used for the intended educational expenses, as set out in these guidelines.
- 7.1.8 Students must keep their contact information, including home address, home phone, cell phone, and email current with the Post-Secondary Coordinator. The student must notify the Post-Secondary Coordinator of any changes immediately.
- 7.1.9 Arrange and pay transportation to and from community and institution
- 7.1.10 Continuing students must provide a renewal application by the end of April to be held first on priority list for sponsorship. If a continuing student does not submit the renewal application, that student will be placed sixth on the priority list.
- 7.1.11 Seek additional funding through bursaries, scholarships, grants, and BC student loan.
- 7.1.12 Contact the coordinator regarding any questions, concerns, and issues that arise.
- 7.1.13 Students must communicate in a fair, concise and respectful manner

8 Coordinators Responsibilities

8.1 TI'azt'en Nation Post-Secondary Support Program Coordinator will:

- 8.1.1 Promote the program through community and distant advertising. Application procedures and deadlines will be clearly identified.
- 8.1.2 Provide post-secondary service to all interested band members as per policy and procedure manual.
- 8.1.3 To receive and review all post-secondary requests.
- 8.1.4 To respond to all requests in writing within two weeks of date received.
- 8.1.5 To liaise between the college/university first nations support worker and student.
- 8.1.6 Responsible for monitoring the student's grades.
- 8.1.7 Required to review all applications. Report any previous funding history from the TI'azt'en Nation Post-Secondary Support Program to the Education Advisory Committee members.
- 8.1.8 Work with the Ministry of Social Development along with Human Resources Development Canada to ensure confirmation of funding.
- 8.1.9 Prepare monthly post-secondary cheques to students based on rates provided in the policy and procedure manual.
- 8.1.10 Ensure quality services are being provided to all full/part-time students under the PSSP.
- 8.1.11 Ensure annual reporting requirements are submitted to Aboriginal and Northern Development Canada (AANDC).
- 8.1.12 Meet with students on a regular basis and do follow-up.
- 8.1.13 Encourage and support students on regular basis.
- 8.1.14 Code any invoices for payment that pertain to Post-Secondary.
- 8.1.15 Carry out incidental and related duties as required and/or requested by immediate supervisor.
- 8.1.16 Must follow direction of the TI'azt'en Nation Policy and Procedures Manual.
- 8.1.17 Complete and submit budgets for each fiscal year/intake period.
- 8.1.18 Provide general office support to the Adult Learning Centre.
- 8.1.19 Attend workshops pertinent to the goals of the Education Department.
- 8.1.20 Gain knowledge and skills relevant to the position.
- 8.1.21 Become familiar with college/university programs and prerequisites.
- 8.1.22 Become familiar with admissions and registrars of colleges/universities, other bands, first nations workers at these institutions and campus bookstores.
- 8.1.23 Update student files on an on-going basis.
- 8.1.24 Revise/update Post-Secondary Support Programs Policies & Procedures as needed.
- 8.1.25 Provide inclusive and quality education by closing the gap between First Nations and non-indigenous Canadians.

9 Program Filing

9.1 Files for each student will be kept in the coordinator's office.

Each file will have:

- Acceptance letter from institution
- Completed application form
- Record of any changes to academic career goals
- Monthly statements of assistance, living allowance, tuition, books, monthly travel, seasonal travel, Christmas top up, high rent allowance, damage deposit and any advances that student takes for emergencies or death in family.
- Student transcripts for each semester
- Any incoming complaints on students
- Letters and memos from coordinator
- Student Action Plan
- History on student from previous years of sponsorship
- Copy of any agreements that student may be on
- High school transcripts for new students
- Copy of appeals and the decisions made by EAC
- All written request from students
- Records of student incentives received from previous levels completed

9.2 Student information is confidential and only the Student, Post-Secondary Coordinator, Education Manager, Education Advisory Committee, and Chief & Council members can access student files. Must be protected with a double lock mechanism.

9.3 Any requests from band members to review student files must be approved by the student in writing.

10 Student Orientation

10.1 Successful applicants must attend a Post-Secondary orientation held annually during the summer months in Tl'azt'en Nation community. The same date as the Tl'azt'en Nations Annual General Assembly. Travel is provided based on a .45/km rate for students only. No travel is issued for dependents or spouse.

10.2 The Post-Secondary Coordinator will organize and facilitate the orientation where: community Elders, Education Advisory Committee members, Manager of Education, and grads from the Post-Secondary Program, Chief, and Executive Manager are invited to participate.

10.3 The orientation activities include, but are not limited to, review of Tl'azt'en Nation Post-Secondary Support Program policy and procedures, genealogy searches, cultural awareness and building community relationships.

11 Termination or Suspension of Funding

- 11.1 Tl'azt'en Nation may terminate funding granted to an eligible student in accordance with these guidelines for any of the following reasons:
 - 11.1.1 The student makes a misrepresentation or false statement on his or her application form.
 - 11.1.2 The student's academic status has changed from full-time to part-time without the student first notifying the Post-Secondary Coordinator.
 - 11.1.3 The student withdraws from or changes his or her program of study without first notifying the Post-Secondary Coordinator.
 - 11.1.4 The student withdraws from the post-secondary institution
 - 11.1.5 The student is unsuccessful, without good reason, in fewer than [60 or 75%] of the courses in which the student is registered.
 - 11.1.6 The student is placed on academic probation through the institution.
 - 11.1.7 The student does not maintain good standing at a Post-Secondary institution in accordance with these guidelines.
 - 11.1.8 The student is in breach of, and has not taken acceptable steps to rectify, a breach of his or student contract.
- 11.2 Where a student has his or her funding suspended in accordance with these guidelines, the student must work with the Education Department and take all necessary steps to rectify the breach that caused the suspension of funding. Once steps have been taken to the satisfaction of the Education Advisory Committee, the students funding may be reinstated.
- 11.3 Where a student has had his or her funding terminated in accordance with these guidelines, he or she will not be eligible for further financial assistance unless and until the student completes one whole academic semester on their own.

12 Appeal Process

- 12.1 Where a student believes he or she has been unfairly denied access to post-secondary education funding opportunities by Tl'azt'en Nation Post-Secondary Support Program, the student has the right to appeal in accordance with the following process:
- 12.1.1 The student must discuss the recommendation with the Education Advisory Committee (E.A.C) in an attempt to resolve any disagreement that may have arisen in respect of the recommendation, including disagreements regarding the application process or interpretation of a provision of these guidelines.
- 12.1.2 Where the student and E.A.C are unable to resolve the disagreement, the student may file a formal written appeal letter, including all relevant documents, with the E.A.C within twenty [20] days of the funding decision. The appeal letter must clearly state the reason for appeal.
- 12.1.3 The Education Advisory Committee will review and respond to the Appeal letter within ten [10] business days.
- 12.1.4 If the Education Advisory Committee rejects the appeal, the student has the option of forwarding his or her appeal to Chief and Council.
- 12.1.5 The Chief and Council will review the appeal and all related documents and information. The student will be notified in writing of the date and time of the Chief and Council meeting at which the students appeal will be presented. The student will have the option of being present or having a representative present on his/her behalf. The student should present his/her position directly to the Chief and Council if attending the meeting in person. All attempts to accommodate the student to present their case will be made (i.e. an out of province student may request a conference call, or communication video conference or other electronic method compatible with Tl'azt'en Nation's available technology.)
- 12.1.6 The decision of the Tl'azt'en Nation Chief and Council will be **final**.

I.S.C will not accept appeals from students based on decisions made by Tl'azt'en Nation Chief and Council.

Appendix A

Glossary

“Academic year” means the length of an academic year for a program of study as defined by the post-secondary institution.

“Dependent” means a person who is i) under 18 years of age; ii) relies on the student for support; iii) resides with student on a full-time basis, and iii) student collects the child tax benefits for person.

“Dependent spouse” means a person who is married to the student or has lived with the student as a partner, in a marriage-like relationship, for a period of at least two years prior to the student’s application for post-secondary education support. This person is dependent upon the student and does not receive an annual income more than \$[20,000].

“Full-time student” means a student who is enrolled in at least [60-80] percent of a full course load, nine credits, or three courses for a program of study at an eligible post-secondary institution.

“Full-time studies” means at least [60-80] percent of a full course load, twelve credits, or four courses for a program of study offered by an eligible post-secondary institution.

“Good standing” means a student who maintains a 2.0 out of 4.0 Grade Point Average while obtaining 12 credits per semester or more.

“Grade Point Average” means an indication of a student’s academic achievement at a college or university, calculated as the total number of grade points received over a given period divided by the total number of credits awarded.

“Part-time student” means a student who is enrolled in less than [60] percent of a full course load for a program of study at an eligible post-secondary institute.

“Part-time studies” means less than [60] percent of a full course load for a program of study offered at an eligible post-secondary institution.

“Post-secondary institution (or school)” means an accredited institution that grants certificates, diplomas and/or degrees and is a post-secondary school institution recognized by provincial or territorial Minister of Education or recognized to deliver post-secondary education programs by arrangement within an eligible post-secondary institution. See appendix F for more information.

“E.A.C” means Education Advisory Committee. A Committee made up of community members and administrators mandated by the Tl’azt’en Nation Chief & Council to administer the Post-Secondary Support Program.

“Program of study” or “program” means a program that:

- a) Is delivered by an eligible post-secondary institution;
- b) Requires the completion of secondary school studies or the equivalent as recognized by the post-secondary institution (this may not necessarily require grade 12; entrance requirements may include such factors as English 12 and math skills); and
- c) At least one academic year of duration (as defined by the institution).

“Semester” means a portion of an academic year, as defined by the post-secondary institution.

“Indigenous Services Canada (I.S.C)” supports Indigenous people (First Nations, Inuit and Métis) and Northerners in their efforts to:

- improve social well-being and economic prosperity;
- develop healthier, more sustainable communities; and
- Participate more fully in Canada's political, social, and economic development - to the benefit of all Canadians.

I.S.C is one of the federal government departments responsible for meeting the Government of Canada's obligations and commitments to First Nations, Inuit, and Métis, and for fulfilling the federal government's constitutional responsibilities in the North.

“Transcript” means an inventory of the courses taken and grades earned of a student throughout a course.

“Living allowance” means financial assistance that is given to a student that is approved for full time sponsorship at a recognized post-secondary institution.

“PSE” means Post-Secondary Education.

“PSSP” means Post-Secondary Support Program.

“UCEP” means University College Entrance Program.

“Continuing student” means students currently being funded

“Student” means an individual who has successfully applied to be funded under the program and is maintaining the conditions of the program to receive financial support to successfully attain a post-secondary credential.

“Credential” means a document or certificate proving a person's identity or qualifications.

“Academic probation” means that a student's grades and/or GPA are not high enough to continue in their program.



APPENDIX B

Tl'azt'en Nation Post-Secondary Support Program Application

P.O Box 2176 Fort St. James B.C, V0J 1P0
Phone: (250)648-3227 Fax: (250)648-3288



Student Information			
New Applicant <input type="checkbox"/>		Grade 12 Graduate <input type="checkbox"/>	Previously Funded <input type="checkbox"/>
Last Name:		Given Name(s):	Band Status#
Maiden Name:			
Birthdate: M/D/Y		SIN #:	E-Mail Address:
Address:			
Phone #:		Cell #:	Other #:
Marital Status:	Single <input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Separated/Divorced <input type="checkbox"/>		
Source of income, please check all that apply, if it is not identified here, please add it below:			
Employed <input type="checkbox"/>	Social Assistance <input type="checkbox"/>	Employment Insurance <input type="checkbox"/>	Other <input type="checkbox"/>
Please state: _____			
Comments: _____			

Spouse Information			
Last name:		Given name(s):	Status #:
Birthdate: M/D/Y		SIN #:	Email Address:
Source of income, please check all that apply, if it is not identified here, please add it below:			
Employed <input type="checkbox"/>	Social Assistance <input type="checkbox"/>	Employment Insurance <input type="checkbox"/>	Other <input type="checkbox"/>
Please state: _____			
Comments: _____			

Dependent Information

A dependent is a person who is under 18 years of age, relies on the student for support, resides with the student on a full-time basis and the student collects the Child Tax Benefit for that person.

Last Name	Given Name	Date of Birth	Relationship to Applicant

Education History

Please include ALL post – secondary institutions attended along with transcripts from each institution. Should you need more space, please attach list?

Secondary school:

Grade Completed:

Year Completed:

GED/Upgrading Institution:

Program:

Start/Finish date:

Certificate/Diploma Attained:

Program Years completed:

College/University

Program:

Band Funded: Yes ☐

Years attended:

No ☐

Please check one of the following:

Successful ☐ Failed ☐ Withdrew ☐ Other ☐

If completed, check one of the following:

Upgrading ☐ Certificate ☐ Diploma ☐ Bachelor ☐ Master ☐ Doctorial ☐

Program Information

Institution Name and Address:

Program Applying for:

Full-Time ☐

Part-Time ☐

Length of Program:

Start Date:

End Date:

Please check which of the following will be received:

Upgrading ☐ Certificate ☐ Diploma ☐ Bachelor ☐ Master ☐ Doctorial ☐

Sponsorship request:

Tuition ☐ Books ☐ Supplies ☐ Living Allowance ☐

Does your program require work co-op or practicum placement? If yes, please explain.

Are you using above program as pre-requisite to enter another program? If yes, please explain.

Bank Information

Please check your institute:

Royal Bank ☐

Integris Credit Union ☐

Please indicate whether:

Chequing ☐

Saving ☐

Please provide:

Account #:

Transit #:

Institution #:

Student Declaration

I declare that all the information provided on this application to be accurate and true. Any false information given will result in ineligibility for future funding from Tl'azt'en Nation Post-Secondary Support Program.

Signature: _____ Date: _____



Tl'azt'en Nation Post-Secondary
Support Program Application

P.O Box 2176 Fort St. James B.C, V0J 1P0
Phone: (250)648-3227 Fax: (250)648-3288



Academic Records Release Form

Tl'azt'en Nation Post-Secondary Support Program funding is conditional upon the applicant signing a release form. This release form permits the program coordinator to obtain information about the sponsored students registration documents, tuition and textbook invoices, academic transcripts, faculty progress reports and attendance reports.

Declaration:

I hereby authorize the Tl'azt'en Nation Post-Secondary Support Program Coordinator to request and obtain both verbal and written information pertaining to my registration documents, tuition and textbook invoices, academic transcripts, faculty progress and attendance reports.

Student Name (please print)

Student Number

Student Signature

Date



TI'azt'en Nation Post-Secondary
Support Program Application

P.O Box 2176 Fort St. James B.C, V0J 1P0
Phone: (250)648-3227 Fax: (250)648-3288



DIRECT DEPOSIT APPLICATION

I _____ hereby authorize TI'azt'en Nation Post-
PRINT FULL NAME

Secondary Support Program through _____
BANK INSTITUTION NAME

to make deposits to my chequing/savings account. I will advise you of any changes in this regard and the authorization to remain in effect until any changes or cancellations to my financial account. I will therefor advise you in writing of any changes.

Student Signature

FINANCIAL INSTITUTION

Bank Name:	
Address:	
Account #: (7 digits or more)	
Branch #: (5 digits or more)	
Institution #: (3 digits or more)	



Tl'azt'en Nation Post-Secondary
Support Program Application

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Social Assistance Confirmation of Sponsorship Form

Student Information

Surname:	Given Name:
SIN:	Date of Birth:

Spouse Information

Surname:	Given Name:
SIN:	Date of Birth:

The student and spouse authorize the Tl'azt'en Nation Post-Secondary Support Program Coordinator to release financial support and funding information to the Ministry of Social Development office.

Student Signature: _____ Date: _____

Spouse Signature: _____ Date: _____

Confirmation of Funding

This is to confirm the above-mentioned student is being financially supported through the Tl'azt'en Nation Post-Secondary Support Program.

TO BE COMPLETED BY POST-SECONDARY CORDINATOR

Program Start Date:	
Program End Date:	
Monthly Living Allowance Amount:	

P.S. Coordinator Signature: _____ Date: _____



TI'azt'en Nation Post-Secondary
Support Program Application

P.O Box 2176 Fort St. James B.C, V0J 1P0

Phone: (250)648-3227 Fax: (250)648-3288



Employment Insurance Confirmation of Sponsorship Form

Student Information

Surname:

Given Name:

SIN:

Date of Birth:

Spouse Information

Surname:

Given Name:

SIN:

Date of Birth:

The student and spouse authorize the TI'azt'en Nation Post-Secondary Support Program Coordinator to release financial support and funding information to the Service Canada/HRDC office.

Student Signature: _____ Date: _____

Spouse Signature: _____ Date: _____

Confirmation of Funding

This is to confirm the above-mentioned student is being financially supported through the TI'azt'en Nation Post-Secondary Support Program.

TO BE COMPLETED BY POST-SECONDARY CORDINATOR

Program Start Date:

Program End Date:

Monthly Living Allowance Amount:

P.S. Coordinator Signature: _____ Date: _____



Tl'azt'en Nation Post-Secondary Support Program Application

P.O Box 2176 Fort St. James B.C, V0J 1P0
Phone: (250)648-3227 Fax: (250)648-3288



Personal Statement Template

Date:

Name

Mailing Address

City, Province

Postal Code

To: Tl'azt'en Nation Post-Secondary Coordinator & Education Advisory Committee

Introduce yourself, brief history, parents, and grandparents on both sides. Detail list of plans such as what program you want to take, where it is located, and the start/end dates. Be sure to include your educational goals/plans after the completion of your program. Ex. completed Academic Upgrading to enter a certificate program. State exactly what you are requesting by way of funding, full-time sponsorship (living allowance, tuition, books, supplies, travel) or part-time sponsorship (tuition, books and supplies only).

If you have previous history with the Post-Secondary Support Program and weren't successful, then explain the reasons why you weren't successful and what factors contributed. Include how you have dealt with the contributing factors. Explain how things will be different moving forward.

If you have already completed your application, be sure to include all required documents, add anything else that you think may persuade the coordinator and committee to choose you as our sponsored student such as, career goals that you have, any hardships you have endured, or why this program would be beneficial to your future.

Thank you for taking the time to review my application and I look forward to your response.

Sincerely,

(Sign your name here)

Name of applicant



Tl'azt'en Nation Post-Secondary
Support Program Application

P.O Box 2176 Fort St. James B.C, V0J 1P0
Phone: (250)648-3227 Fax: (250)648-3288



Application Checklist:
(Only completed applications will be reviewed)

Completely filled out and signed application form	<input type="checkbox"/>
Signed Academic Records Release Form	<input type="checkbox"/>
Direct Deposit Application	<input type="checkbox"/>
Social Assistance Confirmation of Sponsorship Form	<input type="checkbox"/>
Employment Insurance Confirmation of Sponsorship Form	<input type="checkbox"/>
Prior Secondary & Post-Secondary Academic Transcripts (Official transcripts please)	<input type="checkbox"/>
Direct Deposit Form or Void Cheque	<input type="checkbox"/>
Personal Statement Detailing Your Academic and Career Plans (See template provided on page 8)	<input type="checkbox"/>
Program information consisting of <ul style="list-style-type: none">• Program outline• Course schedule• Tuition & textbook costs	<input type="checkbox"/>
Acceptance Letter	<input type="checkbox"/>
Registration statement (courses registered in)	<input type="checkbox"/>

Office Use Only

Date Application Received:			
Date Application Reviewed:			
Status Application:	APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	DEFERRED <input type="checkbox"/>

APPENDIX C
Tl'azt'en Nation Post-Secondary
Support Program

P.O Box 2176 Fort St. James B.C, V0J 1P0
Phone: (250)648-3227 Fax: (250)648-3288

Student Living Allowance Rates

Student monthly living allowance rates are based on student marital status and number of dependents (with submission of proof of dependent)

The following monthly rates are:

Single student living with parents	\$ 658.00
Single student	\$1525.00

Married/Common law student with employed spouse	\$ 1475.00
With one dependent	\$ 1675.00
With two dependents	\$ 1875.00
With three dependents	\$ 2075.00
\$100.00 per month for each additional dependent.	

Married/Common law student with dependent spouse	\$ 1775.00
With one dependent	\$ 1975.00
With two dependents	\$ 2175.00
With three dependents	\$ 2375.00
\$200.00 per month for each additional dependent.	

Single Parent student with one dependent	\$ 1925.00
With two dependents	\$ 2125.00
With three dependents	\$ 2325.00
\$200.00 per month for each additional dependent.	

APPENDIX D
TI'azt'en Nation Post-Secondary
Support Program

P.O Box 2176 Fort St. James B.C, V0J 1P0
Phone: (250)648-3227 Fax: (250)648-3288

Sponsorship Offer/Acceptance Agreement

BETWEEN

Date: _____

TI'azt'en Nation
Post-Secondary Support Program
P.O Box 2176
Fort St. James, B.C
V0J 1P0

AND

Student Name

Band Status Number

The application for sponsorship through the TI'azt'en Nation Post-Secondary Support Program has been approved. The following summarizes details of TI'azt'en Nation Post-Secondary Support Program sponsorship offer:

Authorized Program:		Institution Name:	
Timeframe Approved for:		Current Year of Sponsorship:	
Start:	Finish:		
Approved Living Allowance to be issued:	High Rent (if applicable):	Monthly Travel:	
Seasonal Travel:	Tuition:	Textbooks:	Supplies:

In accepting the foregoing offer, the student agrees to adhere to policies and procedures as specified in the TI'azt'en Nation Post-Secondary Support Program Policy and Procedures Manual.

Student Signature

Date

Post-Secondary Coordinator

Date

APPENDIX E
Tl'azt'en Nation Post-Secondary
Support Program

P.O Box 2176 Fort St. James B.C, V0J 1P0
Phone: (250)648-3227 Fax: (250)648-3288

Academic Probation Contract

I, _____, agree to take responsibility for improving my
(Student Name)
academic standing at _____ by implementing the
(Institute Name)
action plan described below for the _____ Semester, in the year _____.

STUDENT'S PLAN AND GOALS:

Schedule bi-weekly meetings with my educational advisor, _____, to discuss my academic progress in each of my registered courses. At these meetings an appropriate action plan will be developed and followed for each of my registered courses. The action plan will require that I:

1. Attend all scheduled classes, complete, and submit all assignments
2. Maintain a Term Grade Point Average (GPA) of 2.0 for the current semester
3. Contact Tl'azt'en Nation Post-Secondary Support Program Coordinator if I decide to withdraw from any courses/program for **any** reason.
4. Seek tutoring for courses with which I may be having difficulty.

I understand the above terms and conditions and am responsible for ensuring I meet the above detailed contract. I understand that I risk having my sponsorship withdrawn if I am unable to maintain a minimum GPA of 2.0. Re-sponsorship may be determined at the discretion of the Education Advisory Committee and may involve a negotiated repayment of some of my education costs to Tl'azt'en Nation Post-Secondary Support Program.

Student Signature

Date

Post-Secondary Coordinator

Date

Appendix F

Post-secondary Student Support Program and University and College Entrance Preparation Program: National Guidelines 2023 to 2024

Preamble

Indigenous Services Canada (ISC) is committed to working collaboratively with Indigenous partners in transforming the way the department adapts and implements policy and program reform. These guidelines are consistent with the terms and conditions that have been discussed with, and informed by, First Nations convened by the Assembly of First Nations.

On December 3, 2018, the Assembly of First Nations Special Chiefs Assembly passed Resolution #05/2018, which supported the First Nations Post-Secondary Education Policy Proposal to the Government of Canada. In developing the terms and conditions, First Nations partners have noted that they do not view this strategy as a matter of social policy, and have asked that the following statements from the policy proposal be included:

- First Nations assert their right and responsibility to direct and make decisions regarding all matters relating to First Nations lifelong learning as an inherent and treaty right. First Nations assert an inherent and treaty right to education that is in accordance with their cultures, values, traditions and languages to support holistic lifelong learning
- First Nations are seeking strengthened Government of Canada support for First Nations post-secondary education through treaty-based, self-government and regional models that enable First Nations control of First Nations education. Building on current best practices, the implementation of regional models will enable First Nations to holistically consider, design and implement a suite of integrated programs and services to comprehensively support post-secondary education attainment and success. Models must respect and promote local control, honouring the autonomy of First Nations to dictate their own models that will not minimize flexibilities that First Nations communities currently have. These models, once created, must be First Nations directed and managed

These guidelines will be in place as First Nations proceed with the development of their regional post-secondary education models. These guidelines will be replaced as regional program guidelines are developed by First Nations and agreement is reached with ISC on implementation.

In addition, First Nations have identified that ongoing changes to federal policy and legislation (such as Bill S-3) can put pressure on First Nations governments to make timely and difficult decisions in regards to supporting First Nations students.

These guidelines have been amended in order to be consistent with First Nations control of First Nations education, the First Nations Post-Secondary Education Policy Proposal and the amended 2019 terms and conditions.

Table of contents

- [Introduction](#)
- [1. Program introduction](#)
- [2. Purpose and objectives](#)
- [3. Expected results](#)
- [4. Eligible recipients](#)
- [5. Eligible students](#)
- [6. Eligible components and activities](#)
- [7. Expenditures](#)
- [8. Local guidelines](#)
- [9. Funding](#)
- [10. Reporting requirements and monitoring and oversight activities](#)
- [11. Personal information](#)
- [12. Accountability](#)
- [13. Contact information](#)
- [Annex 1: Glossary](#)
- [Annex 2: List of provincial or territorial Ministries of Education websites](#)
- [Annex 3: Student record files](#)

Introduction

The Government of Canada is committed to achieving reconciliation with Indigenous peoples through a renewed, nation-to-nation and government-to-government relationship based on recognition of rights, respect, co-operation and partnership as the foundation for transformative change. The implementation of the United Nations Declaration on the Rights of Indigenous Peoples requires transformative change in the government's relationship with Indigenous peoples.

These efforts must be guided by the Government of Canada's obligation to respect and uphold First Nations' inherent, Aboriginal and treaty rights, including those rights to education referenced in specific treaties and self-government agreements.

The nation-to-nation relationship between the Government of Canada and First Nations is rooted in historic treaties, the Numbered Treaties, self-government agreements, section 35 of the *Constitution Act, 1982*, guided by the United Nations Declaration on the Rights of Indigenous Peoples and informed by the Report of the Royal Commission on Aboriginal Peoples and the Truth and Reconciliation Commission's Calls to Action.

1. Program introduction

These guidelines include program and eligibility information. ISC regional offices may provide additional details for the delivery of the programs and their services.

Any issues that arise concerning the interpretation of these guidelines will be resolved by the education program directorate with the support of ISC regional offices.

These guidelines set out the Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation Program (UCEPP) delivery requirements for funding

recipients that enter into a funding agreement with ISC for the delivery of the PSSSP and UCEPP.

These guidelines are effective as of April 1, 2023 and replace the Post-Secondary Student Support Program and University and College Entrance Preparation Program: National Program Guidelines 2022 to 2023.

These guidelines are to be read in conjunction with the funding agreement signed by the funding recipient.

2. Purpose and objectives

2.1 Post-Secondary Student Support Program

The PSSSP provides non-repayable financial support for First Nations (Registered Indian) students to advance towards a recognized post-secondary education credential as prioritized and directed by First Nations. This includes:

- CEGEP
- community college
- undergraduate studies
- advanced professional
- post-graduate studies at eligible colleges and universities in Canada and abroad
- First Nations designated and directed institutions

The program's objective is to improve socio-economic outcomes for First Nations by supporting First Nations in providing eligible students with funding to access education opportunities at the post-secondary level, consistent with the principle of First Nations control of First Nations education.

The overall aim of the program is to provide inclusive and quality education by closing the education gap between First Nations and non-Indigenous Canadians.

2.2 University and College Entrance Preparation Program

The program objective is to:

- provide non-repayable financial support for First Nations (Registered Indian) students who are enrolled in accepted university and college entrance preparation programs
- enable them to attain the academic level required for entrance into degree and diploma credit programs as prioritized and directed by First Nations

If the provisions of a funding agreement are met, a recipient does not have to repay financial support to ISC. As indicated in section 8, recipients may issue local program guidelines for the administration of the PSSSP and the UCEPP, including guidelines regarding the repayment of financial support by students to recipients.

3. Expected results

These programs are expected to enable First Nations students to achieve levels of post-secondary education comparable to non-Indigenous students in Canada.

4. Eligible recipients

Eligible recipients under PSSSP and UCEPP are:

- band councils of recognized First Nations bands
- organizations designated by band councils:
 - bands or settlements
 - tribal councils
 - education organizations
 - political or treaty organizations engaged by or on behalf of First Nations
- self-governing First Nations in Yukon that have not yet assumed responsibility for post-secondary education through a programs and services transfer agreement or through the terms of their self-government agreement

In addition, ISC may also enter into funding agreements with funding agreement managers and recipient appointed advisors in accordance with ISC's default prevention and management policy, to administer PSSSP or UCEPP programming funds jointly with or on behalf of a First Nations community.

In the case where such an agreement does not exist, the regional office in the province or territory where the student is residing is responsible to review and assess the student applications for funding.

5. Eligible students

To be eligible for funding, students:

- are status First Nations (registered Indians)
- maintain a satisfactory academic standing as determined by the recipient as defined in section 4, within an eligible post-secondary institution

Applications to ISC's programs are valid for 1 school year only. To find out more about how to apply, visit [Post-secondary education](#) page.

Northwest Territories students

The Government of the Northwest Territories (NWT) provides grants and bursaries to NWT residents. Students eligible for NWT support cannot receive funding from PSSSP or UCEPP.

Program recipients must not accept applications from people whose band or community is in NWT unless the student can provide a statement from the NWT government that the student is not eligible for this support from these organizations because the student has not met their residency requirement.

James Bay and Northern Quebec Agreement (JBNQA) and Northeastern Quebec Agreements (NEQA) students

Students who are eligible for support under The Cree School Board, Kativik Ilisarniliriniq School Board or the Central Québec School Board programs that are resourced by ISC consistent with the James Bay and Northern Quebec Agreement (JBNQA) and the Northeastern Quebec Agreements (NEQA) cannot apply for support under PSSSP or UCEPP unless they have been outside of their territory for more than 10 years.

Program recipients must not accept applications from people whose band or community is in Northern Quebec unless the student can provide a statement from the Cree or Kativik or the Central Québec School Boards that the student is not eligible for this support from these organizations because the student has not met their residency requirement.

6. Eligible components and activities

6.1 Eligible programs

Under the PSSSP and the UCEPP, an eligible program of studies (for example, trades, sciences, arts) is a program:

- for which the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution or the provincial or territorial ministry of education, is required
- delivered at an eligible institution as defined in section 6.2

UCEPP programs must provide students with the necessary courses to attain their academic level for post-secondary institution entrance.

Consult [Annex 2: List of provincial or territorial ministries of education](#) for information on student admissibility to a program of study.

Delivery method may be in-classroom, e-learning, distant learning or virtual learning as long as it meets all eligibility criteria.

6.2 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 Canadian educational institutions currently recognized, authorized, registered and licensed by competent authorities in the provinces and territories of Canada is available through the [Canadian Information Centre for International Credentials](#).

If the program of studies is outside of Canada, the student needs to contact the admissions department at the institution to ensure the internationally earned credentials are recognized in Canada. The student will be required to provide this documentation.

6.3 Program requirements

As defined in [section 4, Eligible recipients](#), when locally administering the PSSSP and the UCEPP, recipients must meet the following minimum standards:

- provision, administration and distribution of funding, within the recipient's budgetary envelope, to eligible post-secondary education students as per the maximum amount payable outlined in [section 9.1 Maximum amount payable to students](#)
- implementation and administration of a selection priority criteria that is publicly available
- development and implementation of rules for deferring applications in situations where there are more eligible students than funds available
- implementation and administration of an appeal process that is publicly available

7. Expenditures

7.1 Eligible expenditures

Eligible expenditures for the PSSSP and UCEPP include student grants for academic and living expenses associated with pursuing a post-secondary education credential at an eligible post-secondary institution. These may include but are not limited to:

- tuition and other student fees
- initial professional certification and examination fees
- books and supplies required by the student for their program of study
- official transcript fees
- application fees
- living expenses, including for dependents if applicable
- expenses associated with travel home, including for dependents if applicable
- supplemental tutorial, guidance and counseling services
- child care, as needed
- scholarship and incentive payments
- administration costs (as outlined in [section 7.1.1, Administration costs](#))

Retroactive funding is not permitted for studies in a previous fiscal or academic year.

Travel support for students

Travel support does not include moving expenses such as the removal of household effects.

Recipients are encouraged to:

- ensure students seek economical means for travel
- set maximum rates for which students are to be funded

Recipients may choose to refer to the rates set for government travel in the National Joint Council Travel Directive to determine eligible travel costs.

Living allowances

- Living allowance rates will be determined by the recipient. Recipients may choose to refer to the living allowance maximums set by the Canada Student Loans and Grants to determine eligible living costs
- The living allowances will be paid in Canadian dollars regardless of the location of the institution
- Living allowances are paid for Christmas and study breaks. Additional time may be allowed for students to settle into accommodations at the place of study at the beginning of the academic year and to move out at the end of the academic year
- The recipient may provide students an advance of the living allowance, for example rent advances
- Where a student is provided an advance, the recipient may spread the adjustment over the payment periods of the academic year and make the appropriate deductions from the living allowance for each payment period

7.1.1 Administration costs

Administration costs must not exceed 15% of the sub-total amount requested before administration costs.

Eligible administration costs include only the actual costs associated directly to administer PSSSP and UCEPP. These may include, but are not limited to:

- salaries and benefits of personnel directly employed in the administration and delivery of the funding. In the case of multiple responsibilities, the portion of the salary to be included under administration costs should be proportional to the amount of time spent fulfilling PSSSP or UCEPP duties
- materials and resources required for the management of funds
- rent and utilities
- printing and communications costs, including web presence
- travel and accommodation
- the collection, maintenance and reporting data and information in accordance with program and financial reporting requirements
- costs associated with ensuring that personal information is appropriately managed and safeguarded during its collection, retention, use, disclosure and disposal

Further distribution of funds by ISC's funding recipients: when a funding recipient further transfers to a third party, funds that were received under these programs, the 15% allowed for administration costs must be divided between the parties, as agreed to between the parties.

The total administration costs retained by all parties must not exceed 15% of the sub-total amount requested before administration costs.

For travel and accommodation: recipients are encouraged to seek economical means for travel.

Recipients may choose to refer to the rates set for government travel in the National Joint Council Travel Directive to determine eligible travel costs.

7.1.2 Eligible tuition

Tuition support may be provided under the following conditions:

- students attending eligible post-secondary institutions, including compulsory student fees charged by the institution for a student
- Canadian public post-secondary institutions:
 - the student will provide documentary evidence of tuition, registration and mandatory student fees
 - in exceptional circumstances, tuition support may be paid directly to the student as opposed to directly to the post-secondary institution
- private and foreign post-secondary institutions:
 - support purposes, students may enroll in any private post-secondary institution recognized by the provincial or territorial ministry of education or in an acceptable program of studies in a foreign institution identified in [section 6.2, Eligible institutions](#)

8. Local guidelines

Recipients may issue local program guidelines provided they are consistent with the terms and conditions of the PSSSP and UCEPP and the requirements set out in these guidelines.

Requirements for local guidelines are listed below. All initial recipients commit as part of the funding agreement to providing prospective applicants with ready access to the local guidelines.

Recipients who choose not to issue local guidelines must nonetheless deliver a clear application process for the students applying that includes determining their eligibility and prioritizing the allocation of the resources.

Recipients must make available up to date local guidelines and information about the processes for students applying for financial support and publish these online throughout the year.

Local guidelines may also include rates and allowances for amounts payable to students, provided that they do not exceed the maximum amount payable set out in [section 7.1 Eligible expenditures](#) and [section 9.1 Maximum amount payable to students](#).

8.1 Potential selection priorities

Listed below are some examples of priority selection criteria that recipients may consider using in their local operating guidelines:

- continuing students: students already being funded through PSSSP or UCEPP
- high school graduates
- deferred students: eligible but not funded in the past due to limited funding
- recent post-secondary education graduates who wish to further their studies
- new students already studying at a post-secondary level
- returning students
- part-time students
- students with a strong academic standing

8.2 Appeal process

To ensure fairness and equitable treatment under the PSSSP and the UCEPP, recipients must have an appeal process in place that is accessible to students and publicly available.

- The appeal process must include:
 - the existence of an impartial appeal board
 - specific time frames for the appeal hearings to be set and decisions made
 - a governance process confirming that the recipient will abide by the appeal board's decision
- When an application is approved, rejected or deferred, students must be informed in writing if their application for support was approved or the reasons for rejecting or deferring the application
- Where a student is convinced that the local or national program guidelines are not being fairly applied to their situation then the student shall have access to an appeal hearing
- There is no appeal against refusal of assistance because funds are not available
- The appeal board's ruling must be consistent with the intent of the PSSSP and UCEPP National Program Guidelines
- The appeal board's decision is final
- A student may not appeal to ISC the administrative decisions and appeal rulings made by the local appeal process

9. Funding

9.1 Maximum amount payable per student

The maximum amount payable per full-time student under PSSSP or UCEPP cannot exceed \$53,000 per year.

The actual amount of funding will depend on the overall amount of funding in the program and the number of recipients selected.

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 in excess of \$53,000 up to a maximum of \$90,000 per year.

Such awards may be:

- granted by special request on a case-by-case basis only as determined by the recipient
- considered when a graduate student has extraordinary circumstances that warrant overriding the standard policy on maximum amounts payable

Part-time students, as defined by their post-secondary institution, may receive assistance for tuition and fees and the cost of books and supplies.

Part-time students may be awarded assistance for living allowances or travel, typically at a prorated amount, as determined by the recipient.

This is a maximum allowable payment per student. No student is **automatically entitled** to this amount.

The maximum amount was established to ensure that the most extreme circumstances could be funded as necessary.

The actual amount of funding available to a student will depend on the overall amount of funding available in the program and for each recipient.

9.2 Funding approaches

Transfer payments to funding recipients of the PSSSP and UCEPP may be made using fixed, flexible or block contribution, or a grant, depending on the eligibility of the recipient and of the service to be delivered.

Set funding may be used if the recipient so wishes.

ISC regional officers can advise on the eligibility of these funding approaches as well as on the requirements related to the management of the funds.

The funding approach used to transfer funds to a recipient is identified in the recipient's signed funding agreement.

The following specific program directions for the management of transfer payments complement the directions provided in the recipient's signed funding agreement and are to be read in conjunction with the funding agreement.

Set contribution funding

Reallocation of funding:

Reallocation of funds is not allowed with transfer payments made using set contribution.

Fixed contribution funding

Reallocation of funding:

During the fiscal year, recipients may reallocate funds between the PSSSP functional area and the UCEPP functional area. Reallocation of funds toward the administration post-secondary functional area is not allowed.

Unexpended funding:

Recipients may retain unexpended funding from a fiscal year, to expend in the 1 year period immediately following the fiscal year for which it was provided, on eligible activities and expenditures outlined in these guidelines.

Flexible contribution funding

Reallocation of funding:

During the fiscal year, recipients may reallocate funds between the PSSSP functional area and the UCEPP functional area. Reallocation of funds toward the administration post-secondary functional area is not allowed.

Unexpended funding:

Recipients may retain unexpended funding remaining at the end of each fiscal year, to expend in a subsequent fiscal year to further achieve results toward the program objective.

10. Reporting requirements and monitoring and oversight activities

10.1 Reporting requirements

The reporting requirements for program and financial reports and their respective due dates are listed in the recipient's funding agreement. Details on these requirements are available in the Reporting Guide.

Recipients must report on all funds received and expended, including the use of unexpected funding they were allowed to retain to use in another fiscal year. Consult section 9.2 Funding approaches for details on the use of retained unexpected funds.

Recipients who have access to the ISC Services Portal can access the reporting forms by opening a session on the portal. Recipients who do not have access to the portal should contact their regional office.

All recipient reporting requirements are subject to monitoring and oversight activities to determine the accuracy of the information provided to ISC.

10.2. Monitoring and accountability

Activities audits, evaluations and targeted program or strategy reviews may be conducted in collaboration with the recipient, for example desk and on-site reviews, to ensure that the program or strategy outcomes and objectives are being met and opportunities for continuous improvement with a goal to improve results for Indigenous peoples are being identified.

11. Personal information

ISC's collection and use of personal information and other records for the purposes of targeted program reviews, for example, desk and on-site reviews, will be limited to what is necessary to ensure the programs delivery requirements are met.

ISC is responsible for all information and records in its possession. The confidentiality of the information will be managed by ISC in accordance with the *Privacy Act*, R.S.C., 1985, c. P-21 and other related policies on privacy.

Recipients are responsible for the protection of personal information as per applicable provincial privacy statutes and regulations and the recipient's policies up to the point that the personal information it is transferred to ISC.

12. Accountability

ISC is committed to providing assistance to recipients in order to help them effectively carry out their obligations under these guidelines and their funding agreements.

Regional offices and other ISC contacts are available to answer questions and provide guidance related to ISC programs and funding.

Recipients must:

- deliver the programs in accordance with the provisions of their signed funding agreement and the delivery requirements outlined in these guidelines
- ensure that the necessary management controls are in place to manage funding and monitor activities
- exercise due diligence when approving expenditures
- ensure expenditures are in accordance with the eligible expenditures set out in these guidelines

ISC is accountable to provide funding to First Nations in a timely manner through contributions payments under the First Nations Post-Secondary Education Strategy.

13. Contact information

To find out more about the programs, visit:

- [Post-Secondary Student Support Program](#)
- [University and College Entrance Preparation Program](#)

The regional offices contact information can be found on the [regional offices](#) page.

You can also write to:

Education Branch
Indigenous Services Canada
10 rue Wellington
Gatineau QC K1A 0H4
Email: education-education@sac-isc.gc.ca

To learn more about education programs, consult the [National Program Guidelines](#) or click on the View instructions button on the first page of the Annual Register of Post-Secondary Education Students' data collection instrument.

Annex 1: Glossary

Academic year

defined by the post-secondary institution.

Band

defined by the *Indian Act*.

Canadian public institution

a post-secondary institution that receives the majority of its funding from federal and provincial governments.

CÉGEP

an abbreviation of Collège d'enseignement général et professionnel. CÉGEPs operate in Quebec.

Dependent

a person who is dependent upon the student as defined by Canada Revenue Agency and who does not receive income in excess of income allowed for a dependent spouse by Canada Revenue Agency.

Dependent spouse

a person who is married to the student or a person who has lived with the student as husband or wife for a period of at least one year prior to application for educational support. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by Canada Revenue Agency.

Full-time students and part-time students

defined by the post-secondary institution. Note that short term intensive summer programs may qualify at full time.

Post-secondary education

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

Post-secondary institutions

degree, diploma, and certificate granting institutions that are recognized by a province or territory in Canada or abroad. They include educational 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

a Canadian or foreign post-secondary institution which receives the majority of its funding from sources other than governments.

Program of studies

includes all post-secondary programs, at least, leading to a certificate, diploma or degree. Programs less than one academic year which are prerequisites to post-secondary programs of at least one academic year are included.

Recipient

an administering organization in receipt of funds intended to finance the PSSSP and UCEPP in accordance with the national program guidelines. This may be:

- band councils of recognized First Nations
- organizations designated by band councils
 - bands or settlements
 - tribal councils
 - education organizations
 - political or treaty organizations engaged by or on behalf of First Nations
- other First Nations organizations which have responsibility for the administration of the program or a portion of it.

Semester

a part of the academic year, as defined by the post-secondary institutions. Semesters usually cover the periods from September to December, January to April, and May to August. The number of semesters, period and length are defined by the individual institutions.

Student

an individual who has successfully applied to be funded under the PSSSP or UCEPP and fulfills the conditions of the programs in order to receive financial support to successfully attain a recognized post-secondary education credential.

Treaty or status Indian and Indian

a person whose name has been entered in the Indian Registry maintained by ISC as defined by the *Indian Act*.