



WEST MOBERLY FIRST NATIONS

POST SECONDARY STUDENT SUPPORT POLICY

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VISION

The vision of the West Moberly First Nations Education Department is: "Lifelong learning"

OBJECTIVES

The objective of the Post-Secondary Student Support Policy (PSSSP) is to provide financial and advisory support to West Moberly First Nations membership to achieve their education goals.

GENERAL INFORMATION

Historically, (ISC) Indigenous Services Canada (formerly INAC -Indian and Northern Affairs Canada and AANDC Aboriginal Affairs and Northern Development Canada) administered the Post-Secondary Student Support Program since inception (1968). AANDC transferred delivery of this program to First Nations in the late 1970's.

West Moberly First Nations (WMFN) has been providing support to its membership to access post-secondary education for many years. WMFN continues to negotiate agreements with the oil and gas, mining, and other industries to benefit both organizations. WMFN has identified Education as one of its priorities for industry to financially support. WMFN has several agreements that provide additional monies to the PSSSP budget and are administered through the Employment, Trades, and Career Training (ETCT) Policy. Therefore, WMFN is not solely reliant on ISC funding, which is the norm for many other First Nations.

This policy is a living document subject to revision as the requirements of the membership changes. This policy will be reviewed periodically by the Education Manager and Chief and Council to ensure that the needs of the members are being met in an equitable and unbiased manner. Suggestions by WMFN members to improve the effectiveness of this policy are welcome and encouraged.

DEFINITIONS

Academic year - As defined by the educational institution and can vary from program to program.

Academic probation - A period of time during which the student is under strict academic guidelines because their current grades do not meet the required standard set by their academic institution. Academic probation will be closely monitored by the Education Manager.

Conflict of Interest - Those covered by this policy must refrain from taking part, or exerting influence, in any transaction in which their own interests, including direct or indirect interests resulting from their immediate family or business relationships, may conflict with the interests of WMFN. (See the definition of Immediate Family later in this section.)

Continuing Student –

- Any student who has completed grade 12 or upgrading and is entering a post-secondary institution
- Any student who attended a post-secondary institution the year previous and has maintained the required C+ average in each course and has been accepted into the next year's program.

Common-law Spouse - A person who has resided with another person for at least twelve continuous months in a marriage-like arrangement.

Dependent Child –

- A child under the age of 18 who resides full-time in the sponsored student's home
- A child under the age of 18 for whom the sponsored student usually pays regular child support.
- A child over the age of 18 who is attending school on a full-time basis (70% or more attendance in all classes), OR who has a permanent disability and resides full-time in the sponsored student's home

Dependent Spouse – A common-law spouse or spouse who will have no other income (excluding BC Family Allowance) if the spouse is caring for child(ren) under the age of six

ETCT Education Program Policy – Employment, Trades and Career Training Education Policy developed by West Moberly First Nations

Full-time Studies/Student - a student who is considered a full-time student by the education institution or organization delivering the program of study.

General Emergency – an unforeseen combination of circumstances or the resulting state from an event(s) that impacts life, health, or property. (e.g. flood, earthquake, fire, violence, pandemic).

Good Academic Standing – A student meets or exceeds the minimum acceptable standards of academic performance required by the enrolling institution.

Good Financial Standing - A person who does not owe money to West Moberly First Nations, unless there is a written repayment agreement in place that has been honoured for the preceding 6 consecutive months (or as otherwise defined by the WMFN Interpretation Policy).

Immediate Family – A WMFN Member’s spouse (including common-law and same sex spouse), parents, children, siblings, grandparents, grandchildren and includes in-law, adoption, and step relationships, and any relative permanently residing in the employee’s household or with whom the employee resides. (As defined in the WMFN Interpretation Policy.)

Indigenous Services Canada (ISC) – The federal government ministry responsible for the support of Aboriginal peoples (First Nations, Inuit and Métis) or as the agency is renamed from time to time.

Member - Any person who is registered on the most current WMFN Registry List (or as defined by the WMFN Interpretation Policy).

Part-time Studies/Student - A student who is enrolled at a post-secondary institution but is not considered full-time by the institution.

PSSSP Education Policy – Post-Secondary Student Support Program education policy developed by West Moberly First Nations in accordance Indigenous Services Canada’s National Post-Secondary Policy. Its purpose is to provide federally sourced financial and advisory support to WMFN membership to achieve their education goals.

Spouse - A person that is married or has been in a common-law relationship for more than 12 continuous months.

Transcripts - A record of a student’s grades and Grade Point Average (GPA) from a post-secondary institution. **Official Transcripts** are copies of a sponsored student’s entire permanent record of grades earned at a post-secondary institution, and usually bear that organization’s official seal and signature. **Unofficial transcripts** are copies of a sponsored student’s recent grades that have been received by a sponsored student from their program provider, but which are not considered to be an official transcript of grades by that organization.

UCEPP – University and College Entrance/Preparation Program

WMFN – West Moberly First Nations: a First Nations Community located in northeastern British Columbia, Canada.

PROGRAM INFORMATION

1. FUNDING AVAILABILITY

Financial sponsorship of the educational programs discussed in this policy is entirely dependent upon the availability of funding from ISC for the Post-Secondary Student Support Program and the University and College Entrance Preparation Program. Such support will be provided within the limits of the WMFN financial resources received annually for the purposes described in this document.

2. ELIGIBLE APPLICANTS

To be eligible to receive Post-Secondary Student Support or University and College Entrance Preparation Program, an applicant must:

- a) Be a registered First Nation Member.
- b) Have been a resident in Canada for twelve consecutive months prior to the date of application.
 - 1) Exemptions to the 12-month residency requirement:
 - i) Students who are normally resident in Canada but who for the purpose of attaining post-secondary education (whether through PSSSP, through another funding program, or at their own expense) have been living outside of Canada for all or part of the year prior to the application for support. For students attending these post-secondary institutions outside Canada, the residency requirement applies only to their first year of studies.
 - ii) Employees of the federal or provincial governments appointed to foreign posts and the dependent children who accompany the employees abroad.
 - iii) Students who, under the authority of provincial or territorial child welfare legislation, were placed outside of Canada in a foster home, an institution (for example, a group home), or through an adoption and have returned to Canada.
- c) Be in Good Financial Standing with West Moberly First Nations as defined by the WMFN Interpretation Policy. If the debt to WMFN is due to a previous education funding default, the Education Manager will review such circumstances to ensure the applicant's probable success.
- d) Have been accepted into an eligible educational institution and program as defined in Section 3 & 4 of this policy.
- e) Maintain satisfactory academic standing within that institution (as per the institution's definition of satisfactory academic standing).
- f) UCEPP students must also obtain from the post-secondary institution offering the program a statement that attests the UCEPP program will provide the student with the necessary courses to attain the academic level for university or college entrance and that the student will be eligible to be accepted as a student at a regular university or college credit program upon successful completion of the UCEPP course of studies.

3. ELIGIBLE INSTITUTIONS

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

- a) Recognized by a province or territory (in Canada or abroad).
- or
- b) Educational institutions recognized to deliver post-secondary programs by arrangement with an eligible post-secondary institution.

If the program of studies is in a foreign institution, the student must provide evidence that it is recognized in Canada as an acceptable post-secondary program of studies.

Links to lists of eligible Canadian and International institutions are included in Appendix B

If the institution does not have the necessary criteria, the student must include in their application a letter regarding why they wish to attend that particular institution. The Education Manager will either apply through the ISC process to have the institution accepted for sponsorship or refer the WMFN applicant to the ETCT sponsorship policy. (The decision of which strategy to pursue will depend on the expectations of ISC approval and be at the discretion of the Education Manager.)

4. ELIGIBLE PROGRAMS

Under the PSSSP and UCEPP, eligible programs must:

- a) Be offered by eligible institutions as defined in Section 3 of this document.
- b) Require Grade 12 (or equivalent).
- c) UCEPP programs must provide the student with the necessary courses to attain the academic level for university or college entrance.

Delivery method may be in-classroom, e-learning, distance learning, or virtual learning as long as it meets all eligibility criteria. Alternative delivery methods (e-learning, distance learning, virtual learning) may require additional reporting and compliance requirements (see 16 e).

5. ELIGIBLE SPONSORSHIP COSTS

a) Eligible costs for WMFN sponsorship consideration include:

- Tuition and other mandatory student fees
- Required books
- Required supplies and/or materials as listed in course calendar/description
- Official transcript fees
- Living Allowance for full-time studies
- Tutoring
- Emergency travel expenses
- Student relocation travel expenses

b) **Application and pre-enrollment fees**

Applicants typically apply to more than one education institution and may be charged fees for each application. Generally, these *application fees* are not eligible for sponsorship by the PSSSP program because most such expenses occur prior to the applicant's approval for sponsorship.

However, an application fee or other mandatory fees charged by an educational institution where an applicant is later granted formal admission is eligible for reimbursement under this program. Such a fee will be considered a payment made in advance by the sponsored student toward their mandatory student fees. Once an applicant has been formally accepted to an educational institution, a receipt issued by that institution for this fee may be submitted to the WMFN Education Manager for reimbursement.

c) **Tuition and other mandatory student fees**

- 1) Eligible costs include actual tuition costs and mandatory fees from the educational institution or organization
- 2) Applicants who attend an eligible private educational institution or organization will be eligible for sponsorship of tuition costs and mandatory student fees; however, such sponsorship will not exceed the cost of tuition and mandatory fees charged for a comparable program at an eligible public educational institution or organization located in the province or region in which the applicant normally resides.

d) **Required books, supplies and/or materials**

Eligible costs include books, supplies and/or materials that are required for the program. Optional books and general school supplies (pens, paper, backpack, binders etc.) are the responsibility of the student.

e) Living allowance

Living allowances are expected to cover normal daily living expenditures such as food, lodging, and local travel. Living allowances are not expected to cover personal debts incurred prior or during attendance at post-secondary institutions. This includes, but is not limited to, credit card payments, vehicle loans, personal debts, bank loans or business loans.

Only applicants accepted as *full-time students* for eligible PSSSP programs are eligible for living allowance support.

Living allowance rates

- 1) Living allowances will normally be direct deposited to student bank account on the first of the month. However, when this is not possible, the Education Manager will arrange for a cheque to be issued to the student for the period in which direct deposit to their bank account is not possible.
- 2) If a student begins or ends a program part way through a month, the part of their living allowance that is not allocated for accommodation will be pro-rated.
- 3) If UCEPP students are not maintaining attendance requirements as defined by the institution, the part of their living allowance that is not allocated for accommodation will be pro-rated.
- 4) The living allowance rates are calculated using the Canada Student Loan (CSL) rates which are periodically updated. WMFN living allowance rates will be reviewed annually (see Appendix A).
- 5) Advances are not available except in the event of emergency travel as outlined in section 5.
- 6) Qualifying criteria for eligible Dependents are outlined in the Definitions section of this policy. Requirements for notification of change in status of dependents is outlined in Section 16.
- 7) Social Assistance: Students receiving funding from the PSSSP or UCEPP must declare support received from this program as a source of income if applying for social assistance. All applications will be cross-referenced with the WMFN Social Assistance Department to avoid duplicate funding. If an applicant received social assistance for the month that they are applying for a living allowance, the amount sponsored through the PSSSP or UCEPP program will not exceed the difference between the sponsored living allowance and the amounts received from the Social Assistance Department. Furthermore, an applicant cannot receive the dependent amount if they are also receiving Social Assistance or Guardian Finance Aid (GFA).

f) Tutoring

Tutoring assistance may be available if a student feels that they require tutoring to be successful in their studies. The student must receive permission from the Education Manager to employ the services of a tutor and all costs must be pre-approved by the Education Manager. Upon approval, a student must submit a copy of the tutoring contract to the Education Manager and arrange for the tutor to forward all tutoring invoices to the WMFN Education Manager for payment. Sponsored tutoring costs per student may not exceed \$600 per semester.

g) Travel Expenses

1) Student Relocation Travel

The following support for student relocation travel expenses is available full-time students attending an PSSSP program funded under this policy:

Reimbursement for the actual cost of one return trip to the eligible student's permanent place of residence from the enrolling institution for every 16 weeks of full-time studies (not more than two round trips per academic year) for the student. Additional costs for transporting a student's dependents are eligible for reimbursement, provided those dependents accompany the student on the sponsored trips. Where a program qualifies for reimbursement of two round trips during an academic year, one of these may be applied to holiday travel costs between an eligible student's place of study and their permanent place of residence, as long as this occurs during a semester break of sufficient duration.

Students must submit original receipts to the Education Manager within a month of returning to school following the eligible trip. If receipts are not submitted within this timeframe, the student will not be eligible for reimbursement.

Note: Daily travel costs between a student's residence and the institution delivering their PSSSP program are considered normal cost of living expenses and will be included in student's budget calculation for their PSSSP funding application. However, for those students who do not qualify for living allowance funding, applications for the support of such daily travel expenses may be considered at the discretion of the Education Manager if a student's access to their PSSSP funded program would be prevented without such assistance.

2) Travel for Required Exams

Students taking classes through distance education or e-learning who are *required* to travel to another location to complete their required exams are eligible for travel support. However, modifications such as taking the exam in the local school under the supervision of a teacher or school principal should be first examined to minimize travel costs.

3) Emergency Travel

Financial assistance may be available to students for costs related to emergency situations. Emergency situations which may be eligible for assistance include circumstances in which a student or their immediate family has been affected by bereavement, life-threatening or incapacitating accidents, or illness or a General Emergency.

Applications for emergency travel funding must be made to the Education Manager by email, mail, or fax, by the affected student or someone acting on their behalf. If a written request is not practical due to urgency associated with the emergency or a temporary lack of access to written communication services, the Education Manager may accept a request for emergency travel by phone, provided the identity of the eligible student involved in the emergency can be verified. A written copy of the request must be forwarded to the Education Manager as soon as possible.

Subject to approval by the Education Manager, advances may be given for emergency travel. Recipients must submit original travel receipts to the Education Manager within one month of resuming their funded program or within one month of withdrawing from it, if that occurs.

If receipts are not submitted, the amount allocated will be deducted from the next living allowance installment. If there are no installments scheduled, the amount allocated will be considered Accounts Payable to WMFN and subject to the Good Financial Standing policy.

4) Eligible Travel Costs:

Sponsored students and their dependents may receive assistance for: bus fare, airfare, ferry fare, and/or other approved methods of transportation associated with eligible travel. Gasoline expenses resulting from the use of a personal vehicle may also be an eligible expense for such travel. Total travel costs may not exceed the *most reasonable and economical* method of travel available.

The total funding available for eligible travel costs per fiscal year may not exceed a maximum amount established by Council and the Education Department when the annual WMFN Education Department budget is approved. No other monies will be available to students for this purpose once this fund has been expended. A notice will be sent to all PSSSP sponsored students when the fund for the current fiscal year has been depleted and any future travel costs incurred by the student will be the responsibility of the student.

6. SPONSORSHIP PRIORITIES

First Priority	WMFN members who are continuing full-time PSSSP or UCEPP sponsored students or who are returning for the next portion of their program requirements for certification (e.g. following a co-op or required internship). Students must have maintained Good Academic Standing during the previous term or terms of their program. If a student's grade transcripts are not available when their funding application is reviewed, a written confirmation from the associated program director verifying that they have maintained Good Academic Standing will suffice.
Second Priority	WMFN members who have graduated from high school with a Dogwood Diploma in the last 2 academic years
Third Priority	WMFN members who are continuing full-time students who have not been previously sponsored by WMFN and have maintained Good Academic Standing in the previous semester or previous two semesters where applicable
Fourth Priority	WMFN members who wish to study part-time
Fifth Priority	WMFN members who want to attain their Adult Dogwood
Sixth Priority	WMFN members who have had continuous employment, who have not received previous sponsorship and who have not received Social Assistance in previous last twelve months
Seventh Priority	WMFN members who have received previous sponsorship and who have been in the workforce for more than three years and wish to change careers
Eighth Priority	WMFN members who have not been in the workforce on a continuous basis
Ninth Priority	WMFN members who have previously been funded by PSSSP but did not complete their program

After all previous priorities have been considered and only when there is available funding through ISC, applications from the tenth and eleventh priority will be considered. Furthermore, all such applications will be presented to Chief and Council for approval.

Priority for determining these applications will be applicants who are entering a field that will assist with WMFN capacity.

Tenth Priority	Registered Status Indians who are not registered with WMFN but are a spouse or a dependent of a WMFN Member. The applicant must: <ol style="list-style-type: none">Have lived with the WMFN Member for more than two continuous years prior to the date of applicationHave proof of relationshipDemonstrate that the applicant's Nation denied them for funding within the previous nine months of applying to WMFN
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Eleventh Priority Registered Status Indians who are not registered with WMFN. The applicant must demonstrate that the applicant's Nation denied them for funding within the previous nine months of applying to WMFN

7. APPLICATION DEADLINES

Applications must be received by **MAY 15** for funding through the PSSSP and UCEPP for program/course sponsorship starting in September (or later) of a given year and finishing by the end of August of the following year.

Note: Non PSSSP and UCEPP funding will be subject to the Employment, Trades, and Career Training (ETCT) Policy. Please consult this policy for application deadlines.

8. ANNUAL MAXIMUM FUNDING FOR SPONSORED PROGRAMS

- a) The total maximum sponsorship per year per applicant for full-time PSSSP programs is \$50,000 (including living allowance and travel where applicable).
- b) Maximum sponsorship for required books and supplies is not to exceed \$2000 per year.

9. LIMITS OF ASSISTANCE

Assistance can be provided for:

- University / College Entrance Preparation (maximum 24 months subject to confirmation of successful completion of previous term)
- Four levels of post-secondary education:

Level 1	Certificate / Diploma
Level 2	Undergraduate Degree Program
Level 3	Graduate Degree / Advanced or Professional Degree
Level 4	Doctoral Degree

Students may be eligible for more than one program at each level and in any order.

Students who became eligible for assistance and who have previously completed a portion of post-secondary studies without assistance from WMFN will not be reimbursed for previous expenses.

For UCEPP students, the maximum time limit for financial support will be two academic years (as defined by the institution offering the program) or in the case of part-time students, the equivalent of two academic years or a maximum of 24 months. At the end of each term (or part of the academic year, as defined by the institution offering the program), continued financial support will be subject to receipt of a statement from the institution confirming the successful completion of the first term.

10. PSSSP PROGRAM EXTENSIONS

Students may receive funding for up to one additional year to extend their qualifications within their chosen field of study. This request must be made to the Education Manager in writing by mail, fax or email in accordance with PSSSP Program application requirements outlined in this policy.

This request must include a written recommendation from the Program Administrator, Dean, or Department Head of the student's program. Requests will be approved at the discretion of the Education Manager based on available funding and prior student success in the sponsored program.

An applicant who qualifies to be considered for a program extension according to the above criteria will be evaluated as a First Priority candidate, providing that the requested term occurs immediately following the final scheduled term of their sponsored program. Otherwise, they will be evaluated as detailed in Seventh and Eighth priorities in Section 6, Sponsorship Priorities.

11. DISTRIBUTION OF PSSSP FUNDS ON BEHALF OF APPROVED APPLICANTS

Tuition, books, and other mandatory student fees for PSSSP Program approved applicants will normally be paid directly to the education institution in which the student is enrolled. However, if there are compelling reasons why an approved applicant must pay such fees themselves or via a third party sponsor, they may request a reimbursement of that payment by submitting a written request to the Education Manager along with receipts and an explanation of the reasons involved. In such a case, the Education Manager will provide the student with a written reply to their request within ten working days of receiving it.

12. APPLICATIONS

a) Application Access

Applications are available from the Education Manager's WMFN office and from the Education bulletin board located outside the Education office. The application can be submitted in person, by mail, fax or email.

b) Required Application Content

The following must be submitted in full with required signatures and by the required deadline. The Education Manager is available to assist with the application process; however, the Education Manager will not complete any part of the application for the potential student.

- 1) PSSSP funding application form
- 2) Photocopy of status card, both sides of the card is required
- 3) Documentation as detailed below for the indicated types of institutions or programs:
 - i) University, College or Technical School
 - A copy of an acceptance letter from the eligible institution or organization which identifies the applicant and the program in which they have been accepted.
 - ii) University and College Entrance/Preparation Programs (UCEP):
 - A copy of an acceptance letter from the eligible institution which identifies the applicant and the program in which they have been accepted.
 - Official documentation from the post-secondary institution which states that:
 - the program will provide the applicant with the courses required for entrance into university or college
 - the applicant will be eligible for acceptance into a regular college or university credit program upon successful program completion.
- 4) A copy of an official transcript for previously sponsored year (continuing students only).
- 5) Program costs including tuition, school fees, books and/or supplies.
- 6) A personal (family) budget (for applicants that are eligible for living allowance)
- 7) A letter of intent including:
 - A description of education plan including career and education goals
 - Employment trend and job availability in chosen field
 - Your previous experience in chosen field
 - A timeline indicating start and end dates
 - Program courses and associated program costs and
 - A projected monthly budget of income and expenses while attending school

13. APPLICATION APPROVAL PROCESS

- a) Applications will be reviewed within 10 working days after being received by the Education Manager to determine:
- 1) Completeness (including all application content). If an application is not complete, the Education Manager will contact the applicant regarding required information.
 - 2) Eligibility of the educational institution or organization in accordance with Section 3 of this policy.
 - 3) Eligibility of the program in accordance with Section 4 of this policy.
- b) Approval process:
The Education Manager will:
- 1) Request, by written memo to the WMFN Finance Department, verification that the student/applicant is in Good Financial Standing with WMFN.
 - 2) Request, by written memo to the WMFN Social Assistance Department, information to determine whether the student/applicant is or has received social assistance recently.
 - 3) Prioritize applicants according to the PSSSP priorities in Section 6 to determine how many students current funding can support.
 - 4) Project the budget for the fiscal year using the costs provided by the applicant and incorporate this information into an overall Post-Secondary budget.
 - 5) Contact applicants who have not previously received funding support through this program to make an appointment for a telephone, virtual, or in-person interview with the Education Manager.
 - 6) Determine whether WMFN will support the applicant for funding by referencing the applicant information and applying Sponsorship Priorities (Section 6) and Limits of Assistance (Section 9) of this policy.
 - 7) Notify all applicants by letter and/or email whether they have been accepted for funding and include any reasons for sponsorship approval or denial.

14. APPROVED STUDENTS

Applicants approved for funding will be sent a confirmation of sponsorship outlining WMFN sponsorship and student expectations.

15. APPEALS PROCESS

See West Moberly First Nations Appeals Policy.

16. STUDENT REQUIREMENTS WHILE ENROLLED IN A FUNDED PROGRAM

While the student is enrolled in a funded program, the student must communicate with the Education Manager regarding the following items:

a) Sponsorship Deadlines

It is the student's responsibility to inquire with the institution's registration department regarding the deadlines for sponsorship forms to be submitted to the school. Students must notify the Education Manager by email or fax regarding sponsorship forms to be submitted from WMFN to the institution at least three weeks prior to the deadline.

b) Book Requirements

It is the student's responsibility to inquire with the institution's bookstore regarding the required books and/or supplies for the program. The student must identify all the books required and the total cost of books that include applicable taxes. This information is to be emailed or faxed to the Education Manager at least two weeks prior to the start of each semester.

c) Grades/Transcripts

Sponsored students must submit copies of Unofficial Transcripts to the Education Manager following the completion of each semester.

Upon completion of a program, sponsored students must request an Official Transcript be sent to the Education Manager from the educational institute.

If the student does not submit the transcripts, the student may be ineligible for further sponsorship including living allowance, tuition, and books until the transcripts are submitted.

d) Contact Information, Dependents, Marital Status Change

- 1) Students are required to inform the Education Manager (preferably in writing via email) of any change in contact information, dependents or marital status. Any changes must be submitted within 30 days of the change.
- 2) Changes to dependents or marital status may increase or decrease the living allowance for a student. Verification will be required when adding a dependent.
- 3) Changes in marital status or in the number of dependents which result in a change in the calculation of a student's living allowance will be deemed to be in effect during the month immediately following the month in which the change occurred.
- 4) Students that misrepresent the status of dependents will be responsible to pay back living allowances collected in error.

e) Required Grades and Attendance

- 1) Students are required to maintain Good Academic Standing for the duration of their sponsorship. Good Academic Standing will be calculated according to the institution or training organization in which the sponsored student is enrolled.
- 1) UCEPP and alternative delivery method students will be closely monitored for student success. Monitoring of attendance, assignment submission, and/or module/unit completion will be required, as necessary. Details will be discussed with the Education Manager at the time of application interview or at any time during the

contract as required to support student success and written in the WMFN Student Sponsorship Agreement.

f) Personal Crisis or General Emergency

In circumstances where personal difficulties or a General Emergency are seriously impairing a student's academic performance, the student shall notify the Education Manager immediately to discuss the situation. Options will be discussed with the Education Manager in accordance with this policy on a case by case basis.

If exceptions to a student's academic responsibilities (as defined in Section 16 of this policy) are sought by a sponsored student as a consequence of a personal crisis or General Emergency, a written request from the student must be submitted to the Education Manager for consideration along with official documentation verifying the nature and duration of the crisis (when possible). Assistance may also be available for students requiring financial support for travel expenses which are associated with a personal crisis or General Emergency as explained in Section 5 of this policy.

g) Change in Program Course Load

It is the student's responsibility to inform the Education Manager of anticipated course changes prior to registration or during a semester in which they are enrolled. The student must discuss changes with the Education Manager who may request that the student to see a program advisor from the education institution in which they are registered. A revised course outline must be submitted when requesting a course change demonstrating how the course change will affect the original program outline.

h) Course Failure

Funding will be provided the first time the student is required to repeat a course within a program. Funding to repeat additional failed courses is at the discretion of the Education Manager. If the student fails a course, they must provide the Education Manager with a written plan for successful completion of the course and reasons supporting continued funding.

However, if failure of a course is due to a serious accident or illness, other personal crisis, or extenuating circumstances, please reference section 16.

i) Renewing an Application

1) Full time students, who have received sponsorship for a multi-year program, must submit a new application each year of their program in accordance with the application requirements explained in Section 12 as well as with all sections of this policy dealing with PSSSP program funding requirements.

2) A renewal application will include:

- i) PSSSP Program application form
- ii) Updated Information Release Consent Form
- iii) Transcript of previous term(s)
- iv) Updated information of other supporting documents as appropriate

17. ACADEMIC PROBATION OR SUSPENSION (Full Time Students)

- a) Students that have been placed on Academic Probation by the academic institution must achieve Good Academic Standing within the period of time permitted by their program provider or their PSSSP funding will be terminated. Students that must re-take failed courses, are responsible for paying the costs involved and are not eligible for reimbursement under the PSSSP program.
- b) Full-time sponsored students placed on academic suspension by their post-secondary institution will not be eligible for sponsorship for one academic year or until they are accepted by the institution back into an eligible program as a full-time student, whichever is less. In either case, the application requirements for renewal of an PSSSP sponsorship apply (see Section 16.i).

18. SUSPENSION OR TERMINATION OF FUNDING

Suspension or termination of student sponsorship can be issued for:

- a) Fraud
- b) Failure to comply with the Student Requirements While in School (Section 16).
- c) Partial or full withdrawal from a sponsored program without prior notification to the Education Manager
- d) Breach of any of the PSSSP policies

19. PENALTIES

Students who have failed a semester will be responsible for repaying WMFN all sponsored costs related to the semester. However, if failure is due to a serious accident or illness, or other personal crisis, please reference section 16.

20. PSSSP POLICY AMENDMENTS

Amendments to this policy will only apply to new PSSSP contracts signed after the amendment is approved by WMFN Council.

21. OTHER POTENTIAL SOURCES OF FUNDING

WMFN may not be able to fund all potential applicants. Additional sources of funding include the WMFN Employment, Trades, and Career Training policy (ETCT) and external funding sources.

Possible external sources of funding are included in Appendix C.

REVIEWED & APPROVED

This WMFN Education Policy (PSSSP) has been reviewed and approved by a quorum of Council on June 11, 2007, coming into force on June 11, 2007:

Councillor: Clarence Willson

Councillor: Brandi Scott

Councillor: Betty Brown

Councillor: Kori Dokkie

This policy has been reviewed and amended by a quorum of Council:

Dates:

May 1, 2013

May 6, 2020

June 1, 2021

September 28, 2023

APPENDIX A - LIVING ALLOWANCE RATES

Note: the following are the current living allowance rates. These are calculated using the Canada Student Loan (CSL) rates and they are subject to annual review.

<https://studentaidbc.ca/>

**PLEASE CONTACT THE EDUCATION MANAGER FOR
INFORMATION REGARDING WMFN LIVING OUT RATES.**

APPENDIX B - ELIGIBLE INSTITUTIONS

Eligible Canadian Institutions:

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

Eligible International Institutions:

<https://www.sac-isc.gc.ca/eng/1433334714906/1531402394547>

APPENDIX C - OTHER POTENTIAL SOURCES OF FUNDING

CANADA STUDENT LOANS

The mission of the Canada Student Loans Program (CSLP) is to promote accessibility to post-secondary education for students with a demonstrated financial need by lowering financial barriers through the provision of loans and grants, and to ensure Canadians have an opportunity to develop the knowledge and skills to participate in the economy and society.

For more information on CSLP, visit <http://www.aved.gov.bc.ca/studentaidbc/>

NORTH EAST NATIVE ADVANCING SOCIETY (NENAS)

Employment oriented training programs eligible for funding and available to all First Nation, Status, Non-Status and Inuit individuals who reside in Northeast B.C.

10328-101st Avenue

Fort St John, BC

V1J 2B5

Phone: 250 787 0887

Fax: 250 785 0876

Email: nenas@nenas.org

ITA - INDUSTRY TRAINING AUTHORITY

Trades training, apprenticeship applications and testing.

<http://www.itabc.ca/>

Phone: (778) 328-8700

Toll Free in BC - 1-866-660-6011

Fax: 778 328 8701

Email customerservice@itabc.ca

8th Floor – 8100 Granville Avenue

Richmond, BC V6Y 3T6

ISC ABORIGINAL BURSARY ONLINE SEARCH

The purpose of the Aboriginal Bursary Online Search is to provide Aboriginal students with a valuable tool to facilitate their pursuit of post-secondary studies. These awards are made available by various organizations and institutions. Bursaries may be searched by regions, disciplines, providers and key words.

<http://www.aadnc-aandc.gc.ca/eng/1351185180120/1351685455328>

To apply for bursaries the organizations that are awarding them must be contacted. Contact information is provided on the Web site.

<http://www.studentawards.com/>

This website directs applicants to thousands of scholarships, bursaries and cash awards.

INDIGENOUS SKILLS AND EMPLOYMENT TRAINING PROGRAM (ISET)

The ISET Program provides funding to Indigenous service delivery organizations that design and deliver job training services to First Nations, Inuit, Métis and urban/non affiliated Indigenous people in their communities.

<https://www.canada.ca/en/employment-social-development/programs/indigenous-skills-employment-training.html>

INDSPIRE

Indspire (formerly the National Aboriginal Achievement Foundation) offers financial assistance (scholarships and bursaries) through three major categories: Post-Secondary Education, Fine Arts and Cultural Projects and Health Careers

<https://indspire.ca/events/>