



# **Education Policies & Procedures**

**Ucluelet First Nation  
Education Department**

*Adopted in Principal at  
UFN AGM October 2008*

# SECTION

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- 2 School Supplies Policy

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## 1.1 Program Eligibility

### Category

Several types of courses/programs are eligible to be funded through the UFN Post Secondary (P/S) Program:

- A. Regular Post Secondary and trades training courses leading to a certificate, diploma or degree, including but not limited to, e.g., Carpentry, Plumbing, Electrician, Early Childhood Education, Culinary Arts Certificate, Bachelor of Arts (B.A.), Bachelor of Education (B.Ed), Bachelor of Science (B.Sc.), Bachelor of Science in Nursing (B.Sc.N.), Masters of Arts (M.A.) and a Doctor of Philosophy (PhD),
- B. Certificate, diploma and undergraduate programs must meet the following criteria:
  - a. Have secondary level courses as a pre-requisite for entry;
  - b. Be a minimum of one (1) academic year in length;
  - c. Have a certificate, diploma or degree awarded when completed;
  - d. Be an accredited program offered at an accredited institution;
- C. Post Graduate studies that meet the following criteria:
  - a. Have a Bachelor's degree as a minimum requirement.
  - b. Have a diploma or certificate awarded.
  - c. Have a minimum of 75% of their courses recognized as credit toward a degree at a recognized public P/S institution.
  - d. Have met the institutions prerequisites and requirements.

NOTE: Under exceptional circumstances, a student may be considered for entry into a graduate program that does not meet the above minimum standards.

- D. College Preparation. **All new students are asked to write an English assessment test and a Math assessment test, if the chosen P/S programme requires it.** Those students, who score at the grade 11/12 level, must enrol in a preparatory programme for a minimum of four (4) months. A course/seminar in study & writing skills must be taken at this time. This year of studies will be used to improve study and communication skills as well as to introduce the student to the responsibilities that college routines place on him/her.

The number of College Preparation funding months available for students preparing to enter non-science studies shall be eight (8) months and for those students preparing to enter Fisheries, Forestry, Nursing, or General Science studies shall be sixteen (16) months.

The College Preparation studies will be recognized as full time if the student is enrolled in a minimum of three (3) courses. An exception: In the first term only, there is no course load requirement but the student must **enrol** in a study skills course and a writing/composition skills courses at the grade 11 or 12 level.

First time applicants, who have completed English 12, and Math 11, if needed, at a public college, may enrol directly in university/transfer (U/T) courses.

NOTE: Only students entering P/S studies directly from high school with a very strong academic standing will be sponsored for more than the minimum three (3) courses per term during the first year of studies.

- E. Online, Self-paced Courses at a recognized accredited Post-Secondary Institution; tuition only, employed no living allowance.
- F. Post-Graduate Masters Prep. Some students, when applying to post-graduate studies may be asked by the school to do a Masters Prep. A maximum of eight (8) months of UFN P/S funding is available to support these studies. If these studies do not have credit toward the post-graduate degree, the Post-Graduate Incentive funding will not be provided. These funding months will not be deducted from the twenty-four (24) funding months available for the post-graduate studies.
- G. Law students in the articling year are considered to be fully employed and are not eligible to receive UFN Post Secondary funding.

NOTE: Students in paid practicum's or co-operative programs that provide salary or wages will only receive an UFN Post Secondary monthly allowance if it is needed to top up their support to the UFN Post Secondary Allowance level.

- H. Programs offered at a private institution are eligible for funding under the UFN Post Secondary Program when the following conditions are met:
  - a. A minimum of 75% of the courses have transferability to a publicly funded institution.
  - b. Tuition will be paid to a maximum of that charged at a publicly funded BC institution.
  - c. The student is responsible for completing the application to attend a private institution form and obtaining required information in order to have their request to attend a private institution considered for approval.

## Location

Usually, only those undergraduate and post-graduate programmes offered in British Columbia will be funded. If a UFN student wishes to enrol in a programme outside the province, the following conditions will apply:

- A. If similar studies are available in British Columbia, the tuition fees charged in a similar British Columbia public P/S institution for those studies will be available to support the studies outside the province.
- B. Seasonal Travel: funding from the student's home to the closest school in the province with comparable studies will be available. It is the student's responsibility to obtain any additional funding.
- C. Additional tuition costs and/or seasonal travel funding needed to support studies outside the province will only be available from the UFN if a student provides documentary proof that comparable studies are not available in British Columbia.
- D. If a student wishes to enrol in a programme in the United States, all approved UFN P/S funding will be calculated in Canadian funds. It will be the student's responsibility to obtain any additional funding needed elsewhere.

## 1.2 Funding Eligibility

### Length of Funding

#### *Limits*

Although there is room for flexibility, there are also general limits on the amount of funding available, depending on the programme:

- A. College Preparation: eight (8); Fisheries, Forestry & Nursing College Preparation: sixteen (16) months.
- B. Diploma Programme's, e.g. Business, Aquaculture etc.: twenty-four (24) months,
- C. Bachelor of Arts, Science: forty (40) months,
- D. Bachelor of Education / Bachelor's of Science in Nursing: forty-eight (48) months,
- E. Student's are eligible for two (2) of the following:
  - a. Post Degree Program: eight (8) months
  - b. Law school preparation: three (3) months
  - c. Law Degree: thirty-two (32) months
  - d. Master's Preparation: eight (8) months
  - e. Masters Degree: twenty-four (24) months
  - f. PhD preparation: eight (8) months
  - g. PhD: thirty-two (32) months

NOTE: If a student is enrolled in summer school, that time is calculated into the funding time limit.

#### ***Additional Undergraduate Degree***

In specific and exceptional circumstances, UFN P/S students who have been funded for and who have completed a Bachelor Degree, can apply for additional UFN P/S funding to complete a second undergraduate degree.

The student must provide a detailed letter with the P/S funding application that outlines the reasons for wanting to complete a second Bachelor level degree.

The circumstances and conditions that will be considered are:

- A. The student maintained a minimum "B" average throughout all but the first year of the first BA studies,
- B. The student provides clear evidence that the employment opportunities with the first degree are very poor,
- C. The student provides clear evidence that the employment opportunities with the second degree are very good, especially within the student's community,
- D. The student makes the commitment in writing to bring the training home, if the employment opportunity exists at a salary comparable of other employers, and
- E. The student understands and acknowledges that any UFN P/S funding months provided for the second BA studies will be deducted from the potential fifty-six (56) months of funding available from the UFN for a Masters and then Doctorate studies.

NOTE: Requests for additional undergraduate UFN P/S funding will only be considered when all funding requests from students who have not used all their undergraduate funding months have been identified in the years approved P/S budget.

## **Course Load**

### ***Full Time***

Students enrolled in College Preparation or the first year of undergraduate studies, will be considered full time if they are enrolled in a minimum of three (3) courses and/or nine (9) credit/units.

If College Preparation is not required, the new student may register for four (4) courses in each quarter/semester of the first year; and, if the student achieves a B average in the first year, the student may continue with five (5) courses per quarter/semester the next year.

In all funding years following the first one, an undergraduate student will be considered full time if enrolled in a minimum of four (4) courses and/or twelve (12) credit/units per quarter/semester. Funding will include tuition, books, training allowance and seasonal travel, according to the guidelines in Appendix II.

A graduate student in both a qualifying year and their post-graduate studies will be considered full time if enrolled in a minimum of four (4) courses and/or twelve (12) credit/units per quarter/semester. Funding will include tuition, books, training allowance and seasonal travel, according to the guidelines in Appendix II.

### ***Part Time***

If a student is registered in less than the above number of courses, he/she will be considered a part time student and funding will usually be limited to support for tuition, books and supplies only.

NOTE: Courses that are being repeated cannot be considered when calculating the course load.

NOTE: When students have received Medical or Compassionate withdrawals from core courses, required to complete the diploma / degree requirements, they may be repeated and will be considered when calculating the course load. The repeat tuition will not usually be paid by UFN. Exceptional circumstances may be considered.

### ***Withdrawals***

If a student wishes to withdraw from a UFN funded course, this must be discussed with the UFN Education Coordinator prior to withdrawing. If it found that a student has withdrawn from courses without discussing it with the UFN Education Coordinator, UFN P/S support may be suspended.

If a student withdraws, officially or unofficially, from school and does not advise the UFN Education Coordinator, the living support, tuition, and book support for that term must be repaid to UFN before additional UFN P/S support will be considered.

NOTE: at the time of registration, the student should make best effort to register for as many courses as possible; this will ensure that he / she meets the minimum amount of courses required for the year (three courses per year). Example – apply for five courses and withdraw from two or less courses. Student has to be sure that he / she withdraws from the courses and also seeks consultation with the campus counsellor.

### **Medical / Compassionate Withdrawals**

In order to qualify for a medical or compassionate withdrawal, a student must provide the following documentation:

- A. From the Institution:
  - a. Withdrawal from the courses at the institution or;
  - b. Where a withdrawal from the institution cannot be obtained, a letter from the course instructor(s) indicating that the student was performing at a C or better prior to the request for a medical withdrawal.
- B. Medical Documentation:
  - a. A letter from a doctor outlining the medical condition and how it impacts the students ability to be successful in school or;
  - b. Where the condition is psychologically or emotionally based, a letter from a psychological professional or counsellor outlining the condition and how it impacts the student's ability to be successful.

Students are eligible for a maximum of one (1) consecutive semester of medical withdrawals.

Where a student has had a medical withdrawal, the incomplete courses will be counted when calculating their overall GPA for the purposes of determining eligibility for scholarships and appeals.

Where a student has persistent medical conditions that are impacting his/her success in Post Secondary studies, the student will be required to maintain monthly contact with the Post Secondary advisor to obtain support in order to ensure future successes.

## **2.1 Process and Criteria for Eligibility**

Students must have their complete Post Secondary application packages to the UFN Education Coordinator at the UFN Health Centre no later than January 31<sup>st</sup> each year. Applications may be sent via mail or facsimile.

### **First Deadline**

A UFN student's completed application must be received by the UFN Education Coordinator before the January 31<sup>st</sup> application deadline.

NOTE: If the 31<sup>st</sup> day of January falls on a Saturday, Sunday, or Holiday, the deadline shall be the next business day following January 31<sup>st</sup>.

Students are asked to comply with the January 31<sup>st</sup> application deadline so that a draft UFN P/S budget can be developed.

The application package must be first reviewed by the UFN PS Coordinator before it is approved by the UFN Education Committee. Students who meet the First Deadline and are approved for UFN education funding shall be notified no later than April 15<sup>th</sup>. Any student who is denied funding must also be informed of the denial and the reason(s) for any denial no later than April 15<sup>th</sup>. Students whose applications are denied have thirty (30) days to file an appeal.



NOTE: The UFN Education Committee **must** submit, to the Chief and Council, an approved list of applicants and budget by **March 31<sup>st</sup>**.

NOTE: Deadlines for continuing students will be set at the discretion of the Education Coordinator in consultation with the education committee.

NOTE: It is the responsibility of the UFN Education Coordinator to inform students who have not been approved by the UFN Education Committee, that their application for funding has been denied. Only signed and approved applications should be returned to the UFN Education Coordinator.

## **Second Deadline**

Students who miss the January 31st deadline will have an opportunity to submit a late application. Late applications will be accepted until August 1<sup>st</sup>. All applications considered for the second deadline **must** be forwarded to the UFN Education Coordinator.

The application package must first be approved by the UFN Education Coordinator before it is reviewed by the UFN Committee.

Applications received by the second deadline will be considered for funding once all applications received by the January 31st deadline have been reviewed and those that meet the policy guidelines have been approved and a surplus has been identified.

Students will be eligible for funding for the January semester at the earliest.

Applications will be approved subject to the priorities policy.

## **2.2 Application Package**

The application package must include:

- A. A completed and signed UFN Education Application and Student Funding Agreement,
- B. For new students, a photocopy of the student's completed college or university application, showing clearly the programme applied for.
- C. For continuing students, a photocopy of the student's registration details (continuing students transferring to a new school must also include a photocopy of the application to the school),
- D. For new students, a copy of the student's English assessment test results (and Math assessment results, if the programme requires it)
- E. For continuing students, a photocopy of the most recent college/university grades,
- F. From students entering the second year of U/T studies, very specific academic goals and timeline to degree, and
- G. From students entering third year of U/T studies, a copy of the "Record of Degree Completion Requirements" from the school's counselling department.

NOTE: If registration details show a student is taking courses not directly connected with academic goals, UFN P/S funding may be placed on hold.

NOTE: The above are the minimum requirements for the application package. Applicants are encouraged to include letters of reference from school counsellors or past employers or any other information that will assist the UFN Education Committee with the review of the complete application.

### ***Grade 12 Students***

The one exception to the above is that application packages from students presently enrolled in grade 12 will be accepted without the high school transcript. Students are asked to submit information about when their assessments will be taken and submitted to the UFN Post Secondary Education Department.

### ***Summer Studies***

If a student is in a program that is longer than eight (8) months per year because of teacher practicum's, etc. or if a student wishes to continue in school during the summer, it is the student's responsibility to clearly show this on the P/S application form.

## **2.3 Approval of Applications**

### **Approval Criteria**

As the funding for Post Secondary is limited, applications which meet the basic requirements in 1.1, in terms of program eligibility, will not be automatically approved. Among the other factors that may be considered are:

- A. The past academic and employment record of the student,
- B. The commitment of the student to the programme of studies,
- C. The value of the student's training to the community, and
- D. The commitment of the student to bring the training back to the community.
- E. The student should be in good financial standing with UFN. However, if the student is returning to school for the purpose of gaining employment, he / she will enter a Repayment Agreement with UFN through the UFN Education Coordinator.

### ***Funding Priority & Student Selection***

A Priority List will be established each year to assist the UFN Education Coordinator and the UFN Education Committee in determining the approval of student P/S applications and funding. Selection will be based on the following criteria:

- 1. Continuing students will be given first priority.
  - a. Continuing students must have attended classes on a full-time basis and will have successfully completed courses in the previous academic year; and will have maintained a 3.0 Grade Point Average.
- 2. Secondary students (Grade 12) who have been issued a Dogwood Certificate or equivalent (GED) and will have met the course entrance requirements.
- 3. Trades training.
- 4. Students will be required to provide a copy of the "Letters of Probation" to the UFN Education Coordinator.

### **Level 2 (Performance)**

- A. Students in continuing University Transfer (U/T) with a "B" average or better.
- B. Students completing College Prep with "B" average or better.
- C. Students returning who previously had "B" average or better.
- D. First time applicants with English assessment at U/T studies level.
- E. Students continuing U/T studies with "C" average.
- F. First time applicants with assessments at grade 12 level.
- G. First time applicants with assessments at grade 11 level.
- H. Students returning who previously had "C" average.

- I. Continuing students completing the Probation term with “B” average or better.
- J. Continuing students completing the Probation term with grades of “C” in each course.
- K. Returning students who have completed a term on their own with grades of “B” or better (they previously had failed half or more of a term’s courses).
- L. Returning students who have completed a term on their own with grades of “C” or better (they previously had failed half or more of a term’s courses).
- M. Students completing a second Bachelor’s degree.

**Interviews**

The UFN Education Committee will interview all new and probationary students who are applying for P/S funding.

NOTE: See Appendix IV for copies of interview questions.

***Notification***

All students, who submit UFN P/S application packages, will be notified in writing as to whether or not their application is approved.

Notification shall be sent no later than April 15<sup>th</sup> for students who submit their applications by the first deadline, and for students who submit their applications by the second deadline.

Students who are approved for UFN funding shall be notified immediately following the decision of the committee by a telephone call and in writing.

**Minimum Grades**

For students to receive continuing UFN P/S funding, a minimum "C" grade average or grade point average (GPA) of 2.00 must be maintained. The grade point average is calculated using the following scale:

Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Point Value	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0

NOTE: Students should be aware that while a 2.00 GPA will usually ensure continued UFN P/S funding, acceptance into programme’s such as social work, law, medicine or post-graduate studies will be difficult to obtain without a GPA much higher than 2.00.

***Submission of Grades***

All students are asked to have a term's grades into the UFN Education Coordinator no later than the end of the month following the end of the term, as detailed in the Student Funding Agreement. Students in courses that are longer than four (4) months in length are asked to send in interim progress reports on the same schedule.

Students in the first year of funding will initially be sponsored for only four (4) months. These students are asked to send in an interim report on courses in progress no later than ten weeks into the first term.

No sponsorship will be set up for future terms until the report is received and it show that the student is progressing favourably.

## **Probation & Suspension of P/S Funding**

A student will be placed on probation if his/her GPA drops below 2.00 and funding suspended if he/she fails half or more of his/her courses. As a condition of probation, a monthly report from each instructor showing the student's progress and attendance or an interim report, part way through the term, may have to be sent in.

### ***Conditions of Probation***

- A. Funding will be on a month-to-month basis and will be dependent on receiving the monthly reports. Failure to send in reports or reports of continuing failure or absences will result in funding being suspended.
- B. The probation will last one four (4) month term.
- C. If the student does not pass all courses with a C grade or better during the probation term UFN P/S funding will usually be suspended.
- D. Students who are on probation during the semester directly preceding the summer session or were on probation during their most recent semester of studies funded by UFN shall not be funded for the more intense summer term. With passing grades, they will be supported in the following fall term.

NOTE: If there are extraordinary circumstances preventing improvement, the student must provide details in writing before probation can be extended.

### ***Reapplying for Funding***

Students, whose funding has been suspended in the past, may reapply for UFN P/S support. A student, whose UFN P/S support has been suspended because of failing grades and/or unsuccessful probation, will be required to complete four courses and or twelve credit/units in a four (4) month term with a minimum grade of C (2.0), at the university transfer level, before UFN P/S funding can again be considered.

Before students re-apply, they are encouraged to examine the reasons why they were not successful and to deal with the reasons.

The UFN Education Coordinator is available to assist. The students, when reapplying, will be expected, in the letter with the application and during the interview, to provide specific reasons why they will be more successful in their studies.

Students who are reapplying for funding shall not be funded for the more intense summer term. They will be supported in the following fall term.

## **Student Major Projects, Theses and Dissertations**

All Post Secondary Students who complete a Major Project, Thesis or Dissertation are required to submit a copy of their thesis, project or dissertation to the UFN Education Coordinator for the purposes of developing a library of research conducted.

## 3.1 Appeals Process

A student who believes that his / her application needs to be reconsidered has the right to appeal within 30 consecutive days. All appeals must be done on his / her own behalf and cannot be submitted by a family member.

### ***Minimum Appeal Requirements***

The UFN Education Committee will consider the following when reviewing a submission of appeal by a student:

The student should have:

1. Not exceeded their personal funding limit within their choice of studies.
2. Not have any outstanding debts related to their education with UFN.
3. Successfully completed all previously UFN funded courses.

Submission requirements: the student must provide all of the following documents in the Appeals Package:

1. A letter outlining the details of the appeal.
2. Transcripts outlining the most recent grades and attendance.
3. Letter of support (minimum one support letter).
4. A time frame outlining student education plan, including the number of semesters and courses needed to complete the desired outcome.

### ***Appeals Procedure***

The Appeals Procedure is a two-step process that is initiated by the application:

1. The Applicant and the UFN Education Coordinator meet to review the reasons for not approving the initial application.
2. If further discussion, clarification, and resolution are required the applicant has the option to meet with the UFN Education Committee.

## 4.1 Counselling, Tutoring

### **Counselling**

#### ***Program of Study***

Students are strongly advised to meet with the UFN Education Coordinator when planning a post-secondary programme. When students are choosing courses for the first term, the UFN Education Coordinator must review the courses.

Students are advised that entrance requirements, different schools' programmes and potential for employment will all be considered when an application is being reviewed.

#### ***Other***

The UFN P/Secondary Advisor and Counsellor are also available to assist with registration problems and any other difficulties, personal or academic.

## Tutoring

### ***Student Requirements***

Funds for tutoring, in certain situations are available. If a student wishes to receive tutoring funds, he/she must obtain a letter from the instructor that:

- A. States the student has been working to his/her maximum potential, is in danger of failing a course but with tutoring would be successful, and
- B. Gives details as to the amount of tutoring needed, possible tutors and probable budget to the end of the term.

### ***Maximum Amount***

A maximum of \$225 is available per four-month term for tutoring.

Where indicated by the student's instructor that the student requires more than the maximum amount available for tutor support in order to be successful in their studies, a higher amount will be provided.

## 4.2 Students with Disabilities

### **Students with Disabilities**

Overcoming challenges, physical or emotional, ongoing or temporary, with some small amount of additional support or assistance will often lead to academic success. The policy exceptions and additional funding below will hopefully enhance students' access to and success in P/S studies.

#### ***Qualification***

To access any of the provisions or funding below, students are asked to attach a written request with the UFN Post Secondary funding application. The student is also asked to provide documentation as to the type and degree of disability. A provincial disability certificate, if already in place, or a physician's letter with details will be acceptable.

### **Course Load Requirements**

#### ***College Preparation***

During the first two four (4) month terms, qualifying students may enrol in two (2) courses/six (6) credits each term and still be considered full time and eligible for UFN P/S living allowance.

#### ***University Transfer***

Following the first two terms of study, qualifying students may register in three (3) courses and/or nine (9) credits and be considered full time.

NOTE: The student's funding months will be extended to accommodate the lighter course load.

#### ***Graduate Studies***

A graduate student in both a qualifying year and their post-graduate studies will be considered full time if enrolled in a minimum of three (3) courses and/or nine (9) credits/units.

## Daily Travel Support

Public transit may not be accessible to some qualifying students. If a student must use special transportation for which there are extra costs, any difference between the UFN Post Secondary "Daily Travel" support already provided and the actual cost will be available. The student is asked to provide details on need and costs.

## Short Term Disability

With documentation of disability and detailed written request for assistance including costs, support to a maximum of \$450 per four (4) month term

## Tutoring

Funds for tutoring, in certain situations are available. If a student wishes to receive tutoring funds, he/she must obtain a letter from the instructor that:

- A. States the student has been working to his/her maximum potential, is in danger of failing a course but with tutoring would be successful, and
- B. Gives details as to the amount of tutoring needed, possible tutors and probable budget to the end of the term.

A maximum of \$450 is available per four-month term for tutoring.

Where indicated by the student's instructor that the student requires more than the maximum amount available for tutor support in order to be successful in their studies, a higher amount will be provided.

## 4.3 Other Programs

### Social Assistance In the Community of Ittatsoo

The UFN Social Development Department is encouraged to work with the UFN Education Coordinator to deliver an effective and successful program.

#### ***Work Opportunity Program (WOP)***

For students meeting the following minimum requirements, a FN can work with the UFN P/S Education department to develop a WOP through the UFN Social Development program:

1. Student is currently collecting Social Assistance in the community of Ittatsoo.
2. Student qualifies to access UFN P/S funding.
3. Education services that meet the student's needs are available and/or accessible to the student in the community.

NOTE: When UFN chooses to develop a WOP program for the students in the P/S Education program, UFN will top-up the students wages to the level they are eligible for as part of their P/S living allowance.

NOTE: UFN will aim to include as part of the WOP, sections on study skills, financial planning, and other life skills training that will increase the chances that the students will succeed once they must move from their home community.

NOTE: As a minimum requirement, the WOP must include a portion that fulfils the students P/S funding agreement.

### ***Incentive Program***

For students who do not meet the minimum criteria for P/S funding, the FN may choose to use the incentive program in order to assist the student in reaching the level necessary for entry into the program.

## **Away from the Community of Ittatsoo**

### ***Ministry of Human Resources (MHR)***

The UFN Education Coordinator will work collaboratively with the local (MHR) to develop a plan to assist UFN students in their transition from Social Assistance into the Post Secondary system. This will include:

1. Provision of presentations regarding the UFN P/S Education program.
2. Provision of sessions assisting student to prepare for entry into the UFN P/S Education program.
3. Provision of sessions assisting students with their application for P/S funding.
4. Provision of sessions assisting students with their application for entry into a P/S institution.



# Appendix I: Post Secondary Deadlines

## Deadlines

**January 31st:** Deadline for complete Post Secondary application package to be sent to the UFN Education Coordinator.

**March 31st:** A list of applicants that have been rejected by the Education Committee to be provided to the UFN Education Coordinator.

**April 21st:** Approved summer student applicants notified by UFN, by a telephone call and confirmed in writing, of the status of their application.

**May 31st:** Approved continuing Fall / Winter student applicants notified by UFN, by a telephone call and confirmed in writing, of the status of their application.

**July 31st:** Approved New and Returning student applicants notified by UFN, by a telephone call and confirmed in writing, of the status of their application.

NOTE: The above deadlines, with the exception of January 31st and March 31st are approximate and intended only as guides.

## **Appendix II Post Secondary**

### **Allowances**

The information that a student provides on the Post Secondary application is accepted as true. The student signs the Post Secondary application to confirm this. This information is used to determine the funding, especially living support that will be provided to the student.

The UFN Post Secondary budget is very limited; funding must often be taken from other UFN programme's to support all eligible approved UFN Post Secondary students.

If it is found that a student has knowingly provided incorrect information on the Post Secondary application in order to access more UFN Post Secondary support than he/she is eligible for, this funding will be recovered before additional Post Secondary funding is considered.

### **Tuition**

All tuition and registration fees for eligible and approved P/S studies in British Columbia will be paid by the UFN. It is the student's responsibility to provide a letter from the school listing the fees or if paying the fees him/herself, to provide a receipt for reimbursement.

#### ***Maximum Rates***

If a student wishes to take courses/programme at an approved Post Secondary institution and those courses do not receive the full provincial funding, the UFN Post Secondary Programme will provide tuition support only to the level of the fees charged for those comparable, provincially funded courses.

NOTE: Students can request that UFN pay the full tuition amount and deduct the excess monthly from their living support. If the student withdraws from school before the full amount is recovered, the remaining amount must be repaid prior to UFN funding being reinstated.

#### ***Out of Province Schools***

If a student wishes to enrol in under-graduate or post-graduate Post Secondary studies outside British Columbia, the tuition fees charged for comparable studies at public Post Secondary institutions in British Columbia, will be paid by the UFN. Any additional tuition costs for studies outside the province will only be paid if documentary proof is provided that comparable Post Secondary studies are not available in a British Columbia Post Secondary institution.

#### ***Post Graduate Studies***

If a post-graduate student has received all the UFN Post Secondary funding available according to the UFN Post Secondary Policy and the student must continue to be registered when there is a delay in arranging the defence of the studies that tuition will be paid by the UFN.

***Administration***

Once a student's funding has been approved, by the First Nation and the UFN, a tuition sponsorship will be sent to the school.

For continuing students, the sponsorship will usually be in effect for eight (8) months.

New students' sponsorships will initially be for four (4) months. The sponsorships will be extended once it is clear that the student will continue.

***Deposit***

Many schools now require registration or tuition deposits before students can register for classes. At many schools, these registration/tuition deposits are not refundable.

If a student does not begin classes, or does not continue during the next term for which registration or tuition deposits have been paid, the amount paid shall be noted in the student's Post Secondary file and will be recovered from any future UFN Post Secondary support.

***Passport to Education***

Students are required to use their passport to Education towards the cost of their tuition. UFN will pay the balance of the tuition after the full value of the passport has been used.

***Withdrawal***

If a student withdraws either officially or unofficially from school without discussing it with UFN Post Secondary staff, all the funding provided to the student that term (tuition, books and supplies, travel and living allowance) must be repaid before any future UFN Post Secondary support is considered.

## Monthly Living Allowance

This living allowance is available to under-graduate and graduate students enrolled in a full time programme of a minimum of four (4) courses and/or twelve credits or three (3) courses and/or nine (9) credit/hours if enrolled in College Preparation:

### Rates

Unit Type	Monthly Rate* \$	Monthly Rate** \$	Monthly Rate** \$
<b>Singles</b>			
Living on own	890	890	890
<b>Families (with a dependant spouse)</b>			
No dependant children	1415	---	---
1 dependant child	1725	1545	1360
2 dependant children	1990	1795	1595
3 dependant children	2060	1865	1665
4 dependant children	2130	1935	1735
5 dependant children	2200	2005	1805
<b>Families (without a dependant spouse)</b>			
1 dependant child	1415	1260	1125
2 dependant children	1725	1545	1360
3 dependant children	1990	1795	1595
4 dependant children	2060	1865	1665
5 dependant children	2130	1935	1735
6 dependant children	2200	2005	1805

\*Combined Student /Spousal income is less than \$15000 per annum.

\*\*Combined Student/Spousal income is between \$15000 and \$25000 per annum

\*\*\*Combined Student/Spousal income is above \$25000 per annum

For students with family sizes above those listed in the rate table, \$70/month for each additional dependent will be added.

NOTE: Students are required to provide a copy of their spouses (if applicable) and their own most recent T4 and other documentation that demonstrates proof of income.

Students may apply for additional living allowance in order to subsidize the cost of living. The Education Coordinator will work with the student and provide a recommendation to the Education Committee. The Education Committee will review the recommendation and, where the budget permits, grant additional living allowance that does not exceed \$250.

### Dependents

Dependent children must be living with student, be already supported by student, and be under the age of nineteen (19).

### **Child Support**

A child for whom a student is paying court ordered child support cannot be claimed as a dependent.

### **Additional Dependents**

The only dependents that can be added to a student's Post Secondary funding after January 31 are newborns.

### **Adult Dependents**

Spouses/partners with no income can be claimed as dependents only if there are dependent children in the home under the age of six (6).

NOTE: In the situation where there is a spouse in the home who is designated disabled and there are no children under the age of six in the home, the spouse may be claimed as a dependant.

### **Administration**

Funding will be released to a student once the following conditions are met:

- A. A copy of the school's permission to register and registration details are received at the UFN.
- B. Second and subsequent month's allowance will be released to first term students once the student has met with the UFN Education Coordinator.
- C. Third and subsequent month's allowance will be released to first term students once the student has provided an interim progress report for all courses.

If a student's courses extend into the second half of a month, a full month's Living Allowance will be provided. If a student's courses begin in the last half of a month or extend into the first half of a month, 75% of a month's Living Allowance will be provided for that month.

NOTE: If the report shows any difficulties, continued monthly reports and monthly meetings with the UFN Education Coordinator will be required for the release of the remaining support for that term. If the reports continue to show problems, a new tuition sponsorship will not be set up until the term's final grades are reviewed.

### **Childcare**

The cost of childcare is not available through the P/S Programme. Students will be assisted in applying to other agencies for childcare funding.

## **Daily Travel and Seasonal Travel**

Many students must move to another community to attend school. Funding for one return trip from the student's usual home to the nearest quality school offering the programme, for each four (4) month term will be included in the budget for full time students.

### **Rates**

\$100 per semester will be provided to single students to assist with the costs of moving from their home community. Students with eligible dependants will be provided with \$150 per semester.

### ***Administration***

Seasonal Travel support will be provided in the following circumstances:

- A. The student has to move from home to another community to attend school.

Funding, if required, will also be available for one (1) return trip for school interviews and assessments tests when the student is first applying to school.

When a student sets up a long-term residence in the school community, the seasonal travel funding will no longer be available.

### ***Dependants***

Students, with dependants, should indicate on the application if any or all of the dependants will also move. If this information is not provided, seasonal travel funding will be provided for the student only.

### ***Monthly Travel***

In order to assist full time students with the costs of travelling from their home to their school, \$50 per month will be provided to assist with the purchase of a bus pass or other travel arrangements. This will not be paid to those students whose bus pass is provided by the school and paid for by the UFN as part of the tuition.

The cost of a monthly bus pass shall be provided to part-time students at the beginning of the semester to assist with the costs of attending school.

## **Textbooks**

The cost of textbooks and supplies will be included in the budgets for students. For each course, students will be provided with \$100, \$85 for required textbooks (R/T) and \$15 for incidental supplies (I/S). If the total required textbook costs exceed the R/T funding provided, additional funds will be provided.

## **Damage Deposits**

A damage deposit is available on a one-time basis. The student will keep the refund and use it for future deposits. A maximum of \$375 is available for a damage deposit. Additional funding up to the maximum amount will be available if there was an increase in a student's future damage deposits.

The expense of a damage deposit for rental accommodation is available when a student must move for educational purposes. The process for applying is:

- A. Send in a copy of the rental agreement as to amount required or
- B. Send in a copy of the damage deposit receipt and rental agreement when paid.

## **Special Clothing & Equipment**

Special clothing or equipment may be required for some programmes, e.g. Business, Education, or Nursing. A letter from the school, detailing specific needs and costs will be required. The letter must state that the clothing/equipment is a mandatory course requirement. This letter should be included with the application.

The usual maximum in this budget is \$200 per semester. Requests for additional funding for clothing/equipment received after the January 31st deadline are unlikely to be considered.

## **Special Contingency**

Special expenses such as for field trips or practicum's that are required parts of a student's programme may be covered. A letter from the school stating that the trip, etc. is a required part of the programme and detailing the expenses must be sent in. This should be included with the application. Requests for additional funding received after the March 31 deadline are unlikely to be considered.

## **Computer Hardware and Software**

The UFN Post Secondary programme is not able to provide funding for the purchase of computers. A letter to that effect can be proved to the student, which may assist with accessing equipment from another source.

NOTE: In all of the above categories that involve special expenses over and above the set rates, it is the student's responsibility to obtain the necessary information from the school at the earliest opportunity. If this information is sent to the First Nation after the Post Secondary budget is in place, funding cannot be assured for that year.

## **Post Graduate Incentive Allowance**

In recognition of the increased incidental costs of post-graduate studies, and to further encourage educational progress, the following special benefits will be provided to students enrolled in postgraduate studies:

Master's Degree Level: Normally computed assistance plus incentive grant of \$400 per four-month term.

Ph.D. Degree Level: Normally computed assistance plus incentive grant of \$800 per four-month term.

NOTE: A student in a continuous program such as law, medicine or dentistry becomes eligible for the post-graduate incentive (Master's level upon successful completion of four years of university study).

NOTE: The Post-Graduate incentive allowance will not be available for any qualifying term or year that must be completed before a student is accepted into post-graduate studies unless those studies are credited toward the post-graduate degree.

## **Assessments, Preparatory Exams and Licensing Exams**

Each student is eligible to have the costs of one English assessment and one Math assessment covered by the UFN Post Secondary Program to a maximum of \$100 per exam.

Each student is eligible to have the costs of one preparatory exam covered per level of study to a maximum of \$200 per exam (i.e. LSAT, MCAT, and GRA).

Each student is eligible to have the costs of one licensing exam covered per level of study to a maximum of \$300 per exam.

Each student is eligible to have the costs of preparatory material for the above assessments and exams covered to a maximum of \$100 per exam.



## **Appendix III – Applications and Forms**

This appendix provides copies of the Ucluelet First Nation Application forms.

Post Secondary Application  
Textbook Cost Form  
Tutor Support Request Form  
Progress Report Form  
Additional Funding Application

## **Appendix IV: UFN Post Secondary Application Interview Questions**

### **New Applicants**

1. Why do you wish to continue your education?
2. Do you have a specific career goal? How did you arrive at this goal? Have you worked or volunteered in this area?
3. What is your education level? Have you taken any courses or training in the last 2 - 5 years? If so, how successful were you in this work? Were the courses related to your career goal?
4. What is your employment history for the last 5 years?
5. Have you ever lived away from your home community in Vancouver, Victoria or Nanaimo?
6. In order to be successful in college or university courses, the student must be willing to commit all of his/her energies to school. This means giving up most outside interests and activities during the school term. Have you been in this situation in the past? Are you willing to make that commitment?
7. For each hour of class, a minimum of two or three hours of reading and preparing assignments will be required. Do you feel that you are ready, at this time, to make that much of a commitment in time and energy to your studies?
8. The support of family is very important when attending school. Have you discussed your plans with your family? Do you have their support?
9. Do you have any questions?

### **Probationary / Reapplying / On Hold / Pending Students**

1. Why do you wish to continue your education at this time?
2. You have been funded in the past and did not do very well. Please give some reasons why you think that you had difficulties?
3. Why do you think that you will be more successful now? Please give some specific reasons. What have you done since you were last funded to attend school that will help you to be more successful?
4. Do you have a specific career goal now? How did you arrive at this goal? Have you worked or volunteered in this area?
5. Did moving away from your home community have an effect on your success? If so, how do you plan to deal with this problem?

6. In order to be successful in college or university courses, the student must be willing to concentrate all his/her energies on school and to give up most outside interests and activities during the school term. Are you willing to do that?
7. For each hour of class, two or three hours of reading and preparing assignments will be required. Do you feel that you are ready, at this time to make a total commitment of time and energy to your studies?
8. The support of family is very important when attending school. Have you discussed your plans with your family? Do you have the support of your family?
9. Do you have any questions?

## **Appendix V – Appeal Application**

This appendix provides copies of the Ucluelet First Nation Appeal Application.

Post Secondary Appeal Application

## **Appendix VI – Application to Attend a Private Institution**

This appendix provides a copy of the application to Attend a Private Institution.

Post Secondary Application to Attend a Private Institution.

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## Section 2:

# School Supplies Policy

### 1. PREAMBLE

- A. The UFN Student School Supplies Policy was reviewed and approved in principle, by the Chief and Council on August 8, 2008.
- B. This policy outlines the following:
  - S2. Eligibility
  - S3. Procedure
  - S4. Funding levels
  - S5. Additional school supply funding requests
  - S6. Parent / guardian responsibilities
  - S7. Administration of policy
  - S8. Amendments of policy

School Supplies Application  
Statement of Agreement (by Parent / Guardian)  
Payment details

### 2. ELIGIBILITY

- A. Students must be enrolled in Elementary or Secondary school full-time and, if requested, must submit proof of registration.
- B. Students must be under the age of 19.
- C. Student must be a registered member of UFN.
- D. Parent / Guardian must not be receiving any other funding for school supplies from any other agency or institution.
- E. Parent / Guardian must submit completed School Supplies application form to the UFN Education Liaison prior to August 14, 2008, each school year. The final deadline to submit a school supplies application is the first Friday of September, each school year; no exceptions.

### 3. PROCEDURE

- A. Students in Grades Kindergarten to Seven (K – 7), who are attending Elementary School, will be provided with school supplies based on the list provided by their teacher.
- B. Students in Grades 8 – 12, who are attending High School, will be provided with a cheque in accordance with the funding levels outlined in Section 4, below.

### 4. FUNDING LEVELS

- A. Funding levels by student grade level:
  - a. Grades K – 7: supplies provided by UFN based on school supplies list for the year.
  - b. Grades 8 – 10: \$50.00
  - c. Grades 11 – 12: \$75.00
- B. The supplies and / or cheques will be administered and ready for pickup before commencement of Elementary and Secondary classes in the fall.

**5. ADDITIONAL SCHOOL SUPPLY FUNDING REQUESTS**

- A. At this time requests throughout the school year, for additional funds, cannot be accommodated.

**6. PARENT / GUARDIAN RESPONSIBILITIES**

- A. Must submit completed student school supplies application form prior to the Deadline set for the year; only under special or unavoidable circumstances, may an application be approved past the initial deadline - in accordance with Section 2E.

An application or reimbursement of expenses will not be considered following the final deadline and the parent / guardian will be financially responsible for student school supplies.

- B. Must submit proof of purchase by submitting receipts to the Education Liaison.
- C. Students must be registered and attending full-time programs; if students fail to be this requirement, the parent / guardian is responsible for repayment of the full amount paid for school supplies.

If the full amount is not repaid, the student will not be eligible for school supplies funding.

**7. ADMINISTRATION OF POLICY:**

- i. The UFN Education Liaison shall be responsible for the enforcement of this policy.

**8. AMENDMENTS:**

- i. This policy may be amended from time to time to reflect inflation, deflation or other reasons that may affect the school supplies funding program.
- ii. The UFN Education Committee shall have full authority to review and make recommendations for amendment of this policy to the UFN Chief and Council, as they see fit.





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Please review the below questions and circle your answer Yes or No.

1. Have you applied for funding from any other funding sources or do you expect to receive funding from other funding sources?      **Yes**      **No**
2. Do(es) your child(ren) live with you?      **Yes**      **No**
3. Are you currently receiving social assistance from the Ministry of Human Services?      **Yes**      **No**

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**STATEMENT OF AGREEMENT**

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I, the parent / guardian of the above noted student(s), agree to allow the UFN Education Liaison to contact the School that my child(ren) is attending for the purpose of monitoring academic progress and attendance records.

I agree to contact the Education Liaison if my child(ren) begins to show academic difficulties.

I agree to use the school supplies funding from the UFN for school supplies. I further agree that all other school related costs are the responsibility of me, as a parent or guardian of the UFN student.

I agree to give the Education Liaison authorization to verify or obtain funding information from the Ministry of Human Resources, and other First Nation organizations.

By signing below, I agree to the terms and conditions listed within the UFN School Supplies policy and this Statement of Agreement.

---

Signature, Parent / Guardian

Date

---

**OFFICE USE ONLY**

---

---

Received by

Date

---

Reviewed by Education Liaison

Date

---

Approved by Finance Officer or Administrative Manager

Amount: \$ \_\_\_\_\_

CHQ NO: \_\_\_\_\_

BATCH NO: \_\_\_\_\_

GL: \_\_\_\_\_