

Hagwilget Village Council

Post Secondary Education
Student Sponsorship Policy
for the

2021-2022

Academic Year

Liz Robins

M.Ad.Ed., B.A., Cert.Ed., Cert.T.A.L., Dip.K.S.P.D.

Education Officer

P.O. Box 460, New Hazelton, BC V0J 2J0

Phone: (250) 842-6258 Extn. 204

Fax: (250) 842-6924

Email: education@hagwilget.com

Hagwilget First Nation Government

Post-Secondary Student Sponsorship Policy

This Policy is approved by the Hagwilget Village Council and may be amended by a Band Council Resolution.

1. STATEMENT OF PURPOSE

This policy seeks to advise and assist Hagwilget Indian Band membership in accessing Post-Secondary Education opportunities for which Hagwilget Village Council (HVC) enters into a limited funding Agreement with Indigenous Services Canada (ISC).

HVC believes, in formalizing policies for the delivery of Post-Secondary Education Support Services to Hagwilget membership, all members will be treated fairly, equitably, transparently and with accountability.

A further objective of this policy is to promote and foster community pride. It is the hope of HVC that sponsored students will offer a personal commitment and desire to contribute to the development of the Hagwilget Indian Band, and the community of Hagwilget / Tse-Kya, as a prospering, business-oriented, community, grounded in the culture and traditions of the Wet'suwet'en and Gitksan peoples. As such, HVC reserves the inherent right to exercise its discretion in the selection process to give priority consideration to members residing on Tse-Kya Lands and who undertake working for direct benefit to the Hagwilget Indian Band and Tse-Kya Community in the areas that meet the identified needs of the Band and the Community.

2. DEFINITIONS:

“Academic Good Standing” means successful attendance and completion leading to credit towards a formal credential, certificate, diploma or degree for each period of study. For the purposes of this policy, this means that a student’s marks must be high enough to allow them to continue in their program of study. In addition, HVC requires that student maintain a **“C+”** average per semester, which is roughly equivalent to a 2.0 grade point average.

“Academic Probation” means a state in which additional conditions are placed upon a student as a result of that student falling below Academic Good Standing requirements. When a student is placed on Academic Probation, these additional conditions must be fulfilled in order for the student to be funded for his/her next semester of study on a probationary basis.

“Academic Year” is the length of an academic year for a Program of Study as defined by the Post-Secondary Institution.

“Dependent” is a person who is: A. Under 19 years of age; B. Relies on the student for support; and, C. Resides with the student on a full-time basis.

“Dependent Spouse” means a person who is married to the student or has lived with the student as a partner, in a marriage-like relationship, for a period of at least one year prior to the student’s

application for Post-Secondary Education support. This person is dependent upon the student and does not receive an annual income in excess of the level of income allowed for a dependent spouse by Canada Revenue Agency.

“Full-time student” means a student who is enrolled in a minimum of 12 course credits per semester. Exceptions to the 12 credit per semester requirement are as follows: A. Students with designated learning disabilities and/or Special Educational Needs may qualify for full-time student status if they attend and undertake an appropriate course load for a Program of Study as determined by an eligible Post-Secondary Institution. Funding for students with designated learning disabilities will be determined on a case-by-case basis; B. Programs with a set course schedule (cohort) considered full-time by the respective institution.

“Not In Good Academic Standing” means non-completion or failure to meet the requirements of a program of Study. For the purposes of this policy, this means that a student has received two (2) or more “Fails” for two (2) consecutive semesters. This term also applies to a student who does not meet the requirements of his/her Academic Probation, and to a student who fails the same course a second time.

“Part-time student” means a student who is enrolled in 11 credits or less per Semester, for a Program of Study at an eligible Post-Secondary Institution.

“Post-Secondary Institution” means an accredited institution that grants certificates, diplomas and/or degrees and is a Post-Secondary Institution recognized by a provincial or territorial Ministry of Education, or is recognized to deliver Post-Secondary Education programs by arrangement within a Post-Secondary Institution.

“Practicum” means a supervised and mandatory (required for graduation) portion of an educational program emphasizing the practical application of previously learned theory, methods, skills, professionalism, orientation and ethics in a specialized area of study which does not exceed more than 20 percent of the total program. Students must be supervised and evaluated by the employer while doing productive work (not merely observing) where no remuneration is received.

“Program of Study” or “Program” means a program that is: A. Delivered by a Post-Secondary Institution; B. Requires the completion of secondary school studies or the equivalent as recognized by the Post-Secondary Institution; and,

“Semester” means a distinct study period, lasting at least 12 to 17 weeks which forms part of a longer program, as defined by a Post-Secondary Institution.

3. ELIGIBILITY

Post Secondary Education is a program of studies offered by a post-secondary institution that includes at least one academic year as defined by the institution (generally at least 8 months in length), and for which completion of secondary school studies, or its equivalent as recognized by the Post Secondary institution, is required.

3.1 Student Eligibility

All students who are funded must meet eligibility requirements outlined as follows:

- a. Be a registered status Indian, as defined by The Indian Act;
- b. Be a Member of the Hagwilget Village, and have a **current** status card, a photocopy of which must be in the student's file;
- c. Be a resident of Canada for at least twelve [12] consecutive months prior to the date of their funding application;
- d. Be in financial good-standing with HVC (not in default / having any outstanding amounts owing / not defunded in the past academic year);
- e. Be accepted into an eligible program of study (i.e., certificate, diploma, degree, or University College Entrance Program (UCEP) at an eligible PSE institution;
- f. For continuing students, maintain continued academic good-standing with the eligible PSE institution.

3.2 **Institution Eligibility**

To be an eligible Canadian Post Secondary institution, the institution must:

- a. Grant **certificates, diplomas** and/or **degrees** and must be recognized by a provincial or territorial Ministry of Education; Public Post Secondary institutions are considered to be recognized by Canadian provinces or territories; some private Post Secondary institutions may be considered to be eligible institutions if they are registered with the Canadian province or territory's registration agency;
- b. Be listed on the list of eligible Canadian institutions published by ISC for Post-Secondary Student Support Program funding.

A list of eligible Canadian post-secondary institutions (2021 list) can be found here:

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

To be an eligible foreign Post Secondary institution, the institution must:

- c. Grant **certificates, diplomas** and/or **degrees** and must be recognized by a provincial or territorial Ministry of Education;
- d. Offer a Program of Study recognized in Canada as an acceptable post-secondary program;
- e. Offer a program of Study not offered at an institution in Canada;
- f. Be listed on the list of eligible foreign institutions published by ISC for Post-Secondary Student Support Program funding.

A list of eligible foreign post-secondary institutions (2019 list) can be found here:

<https://tools.canlearn.ca/csigs-scpse/cln-cln/reea-mdl/reea-mdl-1-eng.do?nom-name=inter>

3.3 **Program Eligibility**

Students must be enrolled in a Program of Study that is eligible according to ISC National Guidelines requirements. Eligible programs include both Post Secondary programs and University College Entrance Preparation Programs (UCEP).

Eligible Post Secondary programs:

- a. are offered by an eligible Post Secondary institution (see section 3.2 above);
- b. are at least one academic year in length as defined by the institution (for example, a university academic year is usually 8 months);
- c. for part-time students, programs must be the equivalent to one academic year; and
- d. have entrance requirements that include completion of secondary school studies, or equivalent, as defined by the Post Secondary institution. (This does not necessarily mean

Grade 12 graduation; the entrance requirements could be English 12 or Math 11, or an acceptable assessment of English or math skills.) Students must meet the program's requirements.

Eligible University and College Entrance Preparation Programs (UCEPP):

HVC expects all students applying for sponsorship to possess the academic standing necessary for post-secondary entrance requirements (i.e., Level 1 / entry-level / first year university or college courses). Students applying for assistance through UCEPP must obtain from the relevant post-secondary institution offering the program a statement which attests that:

- e. the UCEP program will provide the student with the necessary courses to attain the academic standing necessary for university or college entrance; and
- f. the student will be eligible to be accepted as a student of a regular university or college credit program upon successful completion of the UCEPP course of studies.

Eligible Distance Learning or E-Learning Programs:

Distance or e-learning programs may be considered for sponsorship pending the submission of an 'Exception Letter' which outlines a unique circumstance and/or opportunity for attending this type of program accompanying the required application forms and supporting documentation.

3.4 Application Eligibility

Students must submit a **complete** application package by 5 p.m. Pacific Standard Time by the date specified in the HVC PSSSP Sponsorship Application Package (see Appendix -Form ED_1.1) for the appropriate academic year.

- a. A new application is required each year. Students are advised to review the application package carefully in case there are any changes to the process or required documentation.
- b. Application packages may be requested from the HVC Education Division by mail, fax, or e-mail, as specified in the HVC PSSSP Sponsorship Application Package (see Appendix -Form ED_1.1) for the appropriate academic year.
- c. Application packages should be submitted marked 'Attention: Education Officer' by any of the above means, to arrive by the indicated deadline.
- d. Illegible applications will not be considered complete. It is the responsibility of the student to verify that all elements of their application were received and readable. Students are strongly advised to utilize the Post-Secondary Funding Application Checklist (see Appendix -Form ED_1.5) to aid in ensuring their application package is complete.
- e. The Education Officer will review all applications received and will determine whether the application meets the eligibility criteria as stated in this policy. If the application is considered complete, the date it was received will be identified. Applications determined to be incomplete will be marked as such.
- f. Where possible, every effort will be made to inform students that an application is incomplete; where additional information and documentation is provided, the Education Officer will include this in the student's application, recording the date that the application package is considered complete.
- g. Where a student is determined to be ineligible for PSSSP funding, the Education Officer will inform the student of this finding in writing. The student may appeal this finding (see Section 13).

4. LIMITS

4.1 Time Limits

ISC has established National Guidelines that set limits on the length of time that students may be funded, depending on the type of program in which they are enrolled. There are no time limits for funding of tuition, compulsory fees and required textbooks. However, the National Guidelines recognize four levels of Post Secondary programming for the purpose of defining time limits for funding of living allowances, travel, incentives, tutoring and counseling. To be considered for continued support under these levels, a student must be in good academic standing with their Post Secondary institution and with HVC.

Assistance can be provided at four levels of Post Secondary education:

Level 1: Community college certificate (1 year) OR diploma (2 year) programs

Level 2: Undergraduate University programs

Level 3: Advanced or professional degree programs, e.g., dentistry, medicine, Masters and

Level 4: Doctoral Programs

- a. Financial assistance for tuition, compulsory student fees and required books may be provided to students enrolled at all four levels.
- b. Assistance for travel and living expenses may be provided to students to complete one program at each level.
- c. Exceptionally, Level 2 may include assistance, at the bachelor level, for an additional degree which has as a prerequisite an undergraduate degree.
- d. The duration of assistance will accord with the official length of the program as defined by the Post Secondary institution in which the student is enrolled, as long as the student is in good academic standing at the institution as per the institution's definition of "satisfactory academic standing".
- e. For all UCEPP students, the maximum time limit for financial support will be **one academic year** (as defined by the institution offering the program) or in the case of part-time students, the equivalent of one academic year. At the end of the first semester (or term, or part of the academic year, as defined by the institution offering the program), financial support for the next term will be subject to receipt of a statement from the institution confirming the successful completion of the first semester with proof of grades.
- f. Students may be assisted in Level 1 studies after dropping out of Level 2 studies if not previously funded for Level 1.
- g. Students who have completed a Level 2, 3 or 4 program, with or without assistance from this program, are ineligible for program assistance for lower levels.
- h. Student support will not exceed the time limits set out in the paragraphs below. Where students change programs within one of the levels or temporarily pause their studies, the

academic years or semesters used for each program within each level will be counted for assistance purposes.

- i. Students who become eligible for assistance and who have previously completed a portion of post-secondary studies without assistance from this program may receive assistance for the balance of their program of studies but will not be reimbursed for previous expenses.
- j. If the demand from eligible student applicants exceeds the funding available, selection priority criteria will apply as per local policies.
- k. Students receiving funding from the PSSSP must declare support received from this program as a source of income when applying for social assistance.
- l. Students must be in good standing at the Institution, which means that they must have marks that are high enough to allow them to continue in their program of student. See section 4.1 Definitions of Good Academic Standing.

Time Limits at each Level

UCEP	8 Months
Certificate:	12 Months
Diploma:	24 Months
Bachelor Arts/Science:	46 Months
Bachelor of Education:	56 Months
Masters:	24 Months
Doctorate:	24 Months
Law Degree:	36 Months

4.2 Extensions

Students are eligible to apply for extensions to their funding as follows:

- UCEP - 2 Months
- Certificate Program - 2 Months
- Diploma - 4 Months
- BA / BSc - 8 Months
- B Ed or BSW - 10 Months
- Graduate Programs - 4 months

- a. Students must submit in writing that they can meet the extension and complete their program in the requested amount of time as well as provide written documentation to this effect from the college or university of attendance. Legitimate proof must be on file from a medical or other professional stating the reason why an extension is necessary.
- b. If a student is enrolled in summer school, that time is calculated into the funding time limit.

4.3 Funding Limits

Assistance may be provided to:

- a. Students attending Canadian public institutions requesting the normal tuition and compulsory student fees charged by the institution for a Canadian student; or

- b. Students attending ISC approved private or foreign institutions requesting the same tuition and compulsory student fees charged by the Canadian institution nearest to the student's place of residence (i.e., residence at a time of application) which offers a comparable program; or
- c. Students enrolled in an ISC approved foreign institution requesting the actual tuition rate and other compulsory student fees charged by the foreign institution where no comparable program is available at an institution in Canada.
- d. Financial assistance for tuition, compulsory student fees and textbooks may be provided to students enrolled in all four Levels subject to the maximum limits.
- e. ISC National Guidelines state that a student may only receive full sponsorship (living allowance, tuition, books and required materials) for one program at each Level. However, they can receive tuition and textbook support for another program at that same level if funding allows.
- f. Students are eligible for living allowances if they are enrolled in full-time studies. A 'full-time' student is required to be enrolled and active in 4 courses or courses eligible for 12 credits per semester. Students enrolled in part-time studies (active in 1, 2 or 3 courses) may be funded at the discretion of the Hagwilget Village Council.
- g. The duration of assistance and living expenses will be in accordance with the official length of the program as defined by the Post Secondary institution in which the student is enrolled, while the student is in good standing at the institution, and not exceeding the maximum length of funding outlined above.
- h. A high cost of living subsidy may be provided at the discretion of HVC utilizing all available data to assess geographical inflation index and dependant on available financial resources and number of students sponsored.
- i. Tuition support at an ISC approved private or foreign institution may be limited to the cost of the equivalent program at a Canadian public institution and will be payable in Canadian Dollars.

4.4 Maximum Amounts Payable

Eligible expenditures for the Post Secondary Student Support Program and UCEP are:

- a. tuition and other compulsory student fees, books, and required supplies; travel and living expenses for funded students.
- b. Funding may also be used to provide tutorial, guidance, and counseling services for eligible students enrolled in PSE programs.
- c. Living allowance amounts are set at the discretion of HVC and there is no entitled amount; all amounts are based on the amount of funding received and number of students who are anticipated to be funded.

- d. HVC Post-Secondary Sponsorship funding will not exceed the BC Student Aid Program living allowance Rates.

Information on BC Student Aid can be found here:

<https://studentaidbc.ca/apply/eligibility#:~:text=The%20monthly%20student%20living%20allowances,established%20by%20the%20federal%20government.>

The maximum amount payable by HFNG per year to one student from the federal Post-Secondary Student Support Program cannot exceed the following:

- e. The **actual cost of tuition and other compulsory student fees, required textbooks, course materials and supplies to a maximum of \$10,000 per year**. Requests for amounts in excess of \$10,000 may be considered; such sponsorship applications must be accompanied by documentation providing reasons for the exception.
- f. For a student in a UCEP, a community college, diploma or certificate program, or an undergraduate university program, **the maximum amount payable per year cannot exceed \$53,000, this sum to include any and all student costs including tuition, fees, books and materials, living allowance, travel, and incentives**. On an extraordinary and justified basis, the maximum amount payable per year for a student in an advanced or professional degree program (i.e., dentistry, medicine, Masters or Doctoral programs) for amounts in excess of \$53,000 may be considered; such sponsorship applications must be accompanied by documentation providing reasons for the exception. Under no circumstances can the amount payable per year to one student exceed \$60,000.
- h. Part-time students and students undertaking distance or online studies may receive assistance for tuition, student fees, required textbooks and materials, and may be eligible for living allowances or travel expenses etc. Maximum amounts payable will be determined at the discretion of HVC on a case-by-case basis, based on the amount of funding received and available, and number of students who are anticipated to be funded.
- i. A student who fails the same course a second time may enrol in the course a third time, but the tuition and textbook costs associated with the course will be the responsibility of the student, not HVC. HVC will only pay for one attempt at a previously failed course.

4.4 **Scholarships and Bursaries:**

Students are encouraged to apply for scholarships and bursaries to assist with the expenses of being a student. All Scholarships and Bursaries received must be disclosed to the HVC.

HVC will consider each student's financial picture. To ensure equity and availability of funding, a percentage of scholarships and bursaries over \$5,000 may be applied directly to the tuition amounts due for the student.

4.5 **Incentives**

HVC may provide eligible students one Strategic Studies Scholarship or one Academic Achievement Scholarship or one incentive payment in an academic year. Recipients of the scholarship will be determined by HVC and based on availability of funding. **Incentives are awarded based on the availability of funding and are not guaranteed.**

- a. **Academic Achievement Scholarships** may be available to students in Level 1 and Level 2 programs, attending full time who achieved a grade average of B or higher in their program. Students may be eligible for the scholarship upon successful completion of each year of their program of studies, and awarded at the beginning of the next school year.
- b. **Strategic Studies Scholarships** may be available in Level 2 in order to encourage students to engage in studies that directly contribute to First Nations achieving self-government and economic self-reliance, the administering organization may offer incentive scholarships. Students enrolled as fulltime students in a program of studies in the areas of commerce, public or business administration, physical science, mathematics and computer sciences, forestry and engineering may be eligible. Eligibility for the scholarship will be conditional upon successful completion of one year of the program of study and continuation in it. The scholarship will be awarded annually at the beginning of each year and thereafter in accordance with the length of the program.
- c. **Incentives for students enrolled in Level 3 or 4 programs.** Students enrolled as full-time students in a Level 3 or 4 degree program may receive an incentive, subject to a maximum of \$1,500. This incentive will only be provided once. Students will be eligible for this incentive upon commencement of the second year of the degree, or upon successful completion of the degree. Students must be in good academic standing.
- d. Students may also apply in writing for engaging in additional studies, workshops, or courses that directly relate or contribute to their program of study. Students are limited to requesting assistance with fees related to **one** course or workshop per academic year (not stated in their application for sponsorship), excluding travel.

5. ELIGIBILITY PRIORITIES & SPONSORSHIP DECISIONS

5.1 Priorities

A Priority List is established each year due to the high demand for Post Secondary Student Support Program funding. It is prioritized on the following basis:

- a. **First Priority**
 - Continuing Students enrolled at a post-secondary institution the previous academic year on a full or part-time basis, and remaining in good academic standing.
- b. **Second Priority**
 - Grade 12 Graduated Students who meet the entrance requirements for entry into their specified college or university program. **Any applicant who is requesting tuition, fees and textbooks only. (Not applying for living allowance support.)**
 - Grade 12 Graduated Students who meet the entrance requirements for entry into their specified college or university program **and requesting tuition, fees, textbooks, and living allowance support.**
- c. **Third Priority**
 - New Students not previously funded by HVC. **Any applicant who is requesting tuition, fees and textbooks only. (Not applying for living allowance support.)**

- New Students not previously funded by HFNG **and requesting tuition, fees, textbooks, and living allowance support.**

d. **Fourth Priority**

- Applicants who have been previously funded by Hagwilget Village and are still eligible, but withdrew or did not successfully complete an academic year. These students must provide a written Educational Plan that demonstrates their willingness to work with a Student Advisor / Counsellor Services at their Post Secondary institution, and the HVC Education Division; they must confirm that they are prepared for, and committed to complete the program.

e. **Community Commitment**

- HVC will prioritize members living in Tse-Kya or agreeing to return to Tse-Kya to work, as well as education in the following areas that will meet the needs of Tse-Kya and the local community:

Language revitalization, Natural Resources, Teaching, Early Childhood Education, Nursing, Medicine, Law, Trades, Emergency Services / Response, Social Work, Mental Health & Addictions, Conservation, First Nation Governance, Administration, and Engineering.

f. **WAITLIST (Deferred Students)**

Deferred students are students who have met all eligibility requirements for PSSSP funding but are unable to be sponsored due to financial constraints. Deferred students will be placed on a waitlist in the order in which their application was received. As additional funding becomes available, waitlisted students will be sponsored in the sequence in which they were waitlisted in accordance to the selection criteria as defined in this Policy. Given the limited window for Fall registrations at most post-secondary institutions, deferred students are encouraged to apply for alternate sources of funding with the support of the HVC Education Division.

5.2 **Sponsorship Decisions**

The Education Officer will verify the approximate cost of sponsorship requested by each student.

- a. Where there are more student applications than PSSSP funding available from ISC, the Education Officer will present the list of eligible students to HFNG accompanied by a rationale for recommending sponsorship, and reasons for recommending deferral or wait-listing students.
- b. The Education Officer will inform students in writing of the sponsorship decision. Students approved for PSSSP funding will receive a Letter of Sponsorship specifying the amount of funding approved, and providing a breakdown of costs approved for tuition, fees, books and supplies, living allowance and travel.
- c. A student may appeal a sponsorship decision (see Section 13).
- d. Students approved for PSSSP funding will receive a Student Sponsorship Agreement (see Appendix -Form ED_1.2). In order for PSSSP funding to be released to the student, or to the post-secondary institution, a signed Student Sponsorship Agreement must be received by the Education Officer and recorded in the student's file.

- e. In addition to the HVC Authorization for Release of Information, included in students' application packages (see Appendix -Form ED_1.3), students must obtain, sign and submit appropriate consent forms from their post-secondary institution.

6. REPORTING

HVC has high expectations for all students. Satisfactory academic standing is a requirement of PSSSP funding. Students must be in good academic standing (see Section 2) at their institution. The student must maintain the required grade point average per semester in order to continue to receive funding for their program.

6.1 Seasonal Progress Reports

- a. All PSSSP funded students are required to submit a transcript of marks for completed courses according to the schedule below:
 - For the Fall Term courses (September-December) by January 31st
 - For the Winter Term courses (January-April) by May 31st
 - For the Spring Term courses (April-June) by July 31st
- b. Progress reports for summer semester courses may be required at the discretion of the HVC Education Division (see also section 9). If required, they are due:
 - For the Summer Term courses (June-August) by September 30th
- c. Failure to submit a required transcript to the HVC Education Division by date indicated above will result in a hold of the following month's living allowance until the progress report is received.

6.2 Monthly Progress Reports

Monthly progress reports must be completed and transmitted (faxed or scanned / emailed) to the HVC Education Division. It is the responsibility of the student to ensure that this is done, and to ensure that the institution they attend is aware of the purpose of monthly progress reports to monitor student attendance and success in each class.

- a. Newly funded students (first-time recipients of PSSSP funding) are required to submit monthly progress reports for each of the classes they are registered in for their first semester of funding.
- b. Students placed on academic probation (see Section 2 and Section 6.3) are required to submit monthly progress reports for each of the classes they are registered in for their first semester of funding.
- c. Continuing students in good academic standing (see Section 1) are not required to submit monthly progress reports.
- d. Failure to submit a required monthly progress report to the HVC Education Division by the 15th of each month will result in a hold of the following month's living allowance until the progress report is received.

6.3 Academic Probation

If a student falls below the 'good academic standing' requirements (a **"C+"** average – see Section 2) during one semester, his/her case will be reviewed by the HVC Education Officer who will examine the evidence provided by the student for not being in good academic standing. HVC Education Division recognizes that there may be unforeseen or extenuating circumstances that can be taken into consideration during this process.

- a. Evidence of unforeseen or extenuating circumstances will be evaluated and a decision made at the discretion of the HVC as to whether the evidence is sufficient for the student to be funded for his/her next semester on a probationary basis.
- b. If it is determined that the evidence is sufficient, the student will be placed on academic probation.
- c. If it is determined that the evidence is insufficient, the student's funding will be terminated (see section 7.3).
- d. A student placed on academic probation will be required to sign an agreement between the student and HVC Education Officer stating that he/she agrees to attend regularly and submit all course requirements. The agreement will also state that unless the student achieves a passing grade on all courses in the following semester they may be removed from full sponsorship and will be asked to take an entire year off from their studies.
- e. A student placed on academic probation will be required to submit monthly progress reports in order to receive his/her next month's living allowance (see section 6.2).
- f. A student placed on academic probation must pass all courses of that semester in order to guarantee eligibility for funding for the next year.
- g. If the student is not successful during the probation semester (i.e., if their average is not a "C+") then their funding will be suspended during the following year.
- h. Upon reinstatement following any period of suspension, a student will be placed on academic probation for one full academic year.
- i. A student placed on academic probation, or his/her institution, may request that the HVC Education Division provide appropriate monthly progress forms.
- j. A student who receives two (2) or more "Fails" in any course for two (2) consecutive terms will be required to suspend their studies and take one full year off (see section 4.4 i.).
- k. A student who fails to meet any condition of his/her agreement whilst placed on academic probation will be required to suspend their studies and take one full year off. He or she may lose up to one full year of PSSSP funding (see section 10).

7. FUNDING

Hagwilget Village Council (HVC) enters into a limited funding Agreement with Indigenous Services Canada (ISC) in order to provide funding to Hagwilget Village post secondary students.

7.1 Payments to Post Secondary Institutions

Provided all conditions and responsibilities listed in the Student Sponsorship Agreement are met and ISC funding is in place and available, Hagwilget Village Council will pay Post Secondary institutions:

- a. Tuition fees and required student fees up to the maximum amount stated in the student's letter of sponsorship;
- b. Costs for books and other required course materials up to the maximum amount stated in the student's letter of sponsorship.

7.2 Payments to Students

Provided all conditions and responsibilities listed in the Student Sponsorship Agreement are met, Hagwilget Village Council will pay student costs for:

- a. Books and other required course materials up to the maximum amount stated in the student's letter of sponsorship;
- b. School supplies up to the maximum amount stated in the student's letter of sponsorship
- c. A monthly living allowance up to the maximum amount stated in the student's letter of sponsorship. Living allowance is payable only for months when the student is engaged in studies as declared on their application for sponsorship. It is the responsibility of the student to provide accurate information regarding his/her personal financial institution, branch and account details. Payment of living allowances may only be made via direct transfers to students' accounts.

7.3 Termination of Funding

HVC Education Division recognizes that there may be unforeseen or extenuating circumstances that can be taken into consideration during the process of reaching a decision to terminate funding. Evidence of unforeseen or extenuating circumstances will be evaluated and a decision made at the discretion of the HVC. HVC will terminate PSSSP funded sponsorship under the following circumstances:

- a. If a student is not in good academic standing: the student has two (2) or more "Fails" for two consecutive terms in a row.
- b. If a student does not inform HVC or the HVC Education Officer in advance of any change in enrollment status. This means any change from full-time to part-time enrollment, or part-time enrollment in fewer courses, or any other change in status that affects the student's eligibility for a living allowance.
- c. If a student is registered as a student and receives a monthly living allowance, but then stops attending or quits their program and does not inform HVC or the HVC Education Officer before the living allowance is issued for that month. In this situation, the

student must pay back the wrongfully issued monthly living allowance. It is the student's responsibility to arrange repayment of the amount owed before any future funding will be provided by HVC.

- d. If a student fails to submit required documents such as course timetables, evidence of enrolment status, official transcripts, or progress reports etc. This documentation is required by ISC in order for a student to be deemed eligible for PSSSP funding. HVC is required to hold all such requested documents in the student's file in order to continue funding a student.

8. SPECIAL EDUCATIONAL NEEDS

Where a student is designated as having a learning disability or identified as having special educational needs (SEN) by an ISC eligible Post Secondary institution:

- a. HVC will follow the institution's policies regarding SEN students.
- b. HVC will adhere to the institution's definition of special educational needs, and the institution's declaration of an appropriate program course load for the SEN student.
- c. HVC will keep a record in the student's file regarding their special educational needs.

9. SPRING AND SUMMER STUDIES

HVC will only sponsor students for May-August courses pending available PSSSP funds. Priority will be given to the Programs of Study undertaken September- April of the academic year. Where studies during the period May-August are funded:

- a. The student must complete and submit an application form and be approved by the HVC Education Division prior to registration in Spring and Summer Semester courses;
- b. A full-time course load remains a requirement for full living allowance payments during the Spring/Summer semesters; a student must be registered in 4 courses to receive full living allowance;
- c. Students may receive a pro-rated living allowance for months in which they are registered in fewer than 4 courses. These living allowance amounts are set at the discretion of HVC and there is no entitled amount; all amounts are based on the amount of funding received and available, and the number of students who are anticipated to be funded.

10. DEFERRAL OF SPONSORSHIP

In accordance with ISC National Guidelines, students are eligible to apply to HVC Education Division for a one year deferral of their sponsorship. This policy supports students who have just graduated from a program, and would like to take a year off before laddering into the next level program. It

also supports students who know it is in their best interest to take a year off for personal reasons (taking care of a family member etc.).

- a. A one year deferral entitles the student to take a one year break from their studies without losing their Priority #1 standing. When the student returns after taking one year off, they are eligible to receive sponsorship for the next year based on their Priority #1 standing;
- b. A deferral request must be submitted by May 31st prior to the academic year that the student wishes to defer his/her sponsorship.
- c. A deferral request must be made in writing, accompanied by official transcripts demonstrating that the student is in good academic standing.

11. TUTORING, COUNSELLING OR OTHER ADDITIONAL SUPPORTS & SERVICES

Based on the availability of funds, HVC may fund tutoring services or counselling services under the following conditions:

11.1 TUTORING SERVICES

- a. A student who requires tutoring in any course leading towards the completion of his/her program of studies is required to advise the HVC Education Officer and obtain permission to employ the services of a tutor. The student should complete a Request for Additional Support (see Appendix -Form ED_1.4) and submit the request along with supporting documentation.
- b. A student cannot hire an immediate family member to be a tutor.
- c. The tutor must invoice the HVC Education Division directly for services rendered. The invoice must include: Date, Time, Total Number of Hours and Materials - i.e., textbooks used with page numbers and an explanation of subject matter covered.
- d. HVC will pay private tutor fees for a student to a maximum of \$200.00 per academic year. Negotiation of tutor rates is the responsibility of the student. For example, the cost breakdown could be \$20.00 x 10 hours or \$25.00 x 8 hours or \$50.00 x 4 hours. Students should advise their tutor that payment of an invoice could take up to two weeks to process.

11.2 COUNSELLING SERVICES

- a. A student who needs to access counselling or other mental-health services additional to or to supplement those offered by the Student Counselling Service at their institution, is required to advise the HVC Education Officer and obtain permission to engage the services of a counsellor or other mental-health professional. The student should complete a Request for Additional Support (see Appendix -Form ED_1.4) and submit the request along with supporting documentation.
- b. A student cannot hire an immediate family member to be a counsellor.

- c. The counsellor must invoice the HVC Education Division directly for services rendered. The invoice must include: Date, Time, Total Number of Hours and the nature of the service.
- d. HVC will pay private counsellor fees for a student to a maximum of \$200.00 per academic year. Negotiation of counsellor rates is the responsibility of the student. For example, the cost breakdown could be \$20.00 x 10 hours or \$25.00 x 8 hours or \$50.00 x 4 hours. Students should advise their counsellor that payment of an invoice could take up to two weeks to process.

11.3 **OTHER SUPPORTS OR SERVICES**

- a. A student who requires funding supports in addition to the amount stated in their Letter of Sponsorship is required to advise the HVC Education Officer and obtain permission prior to making any financial commitment. The student should complete a Request for Additional Support (see Appendix -Form ED_1.4) and submit the request along with supporting documentation.
- b. A student cannot hire an immediate family member to carry out support services.
- c. The service provider or the student must present an invoice to the HVC Education Division for any services rendered. The invoice must include: Date, Time, Total Number of Hours and the nature of the service.
- d. HVC will pay additional student supports to a maximum of \$200.00 per academic year. Students should advise service providers that payment of an invoice could take up to two weeks to process.

Any service for which the student has not obtained prior authorization from the HVC Education Officer remains the responsibility of the student.

12. **ELIGIBLE POST SECONDARY STUDENT EXPENSES**

Based on availability of funds, other student expenses may be considered on receipt of a Request for Additional Support (see Section 11), appropriate supporting documentation, and under the following conditions:

- a. **Moving Costs**- Students are eligible for moving costs up to a maximum of \$300.00 per academic year after written approval by the Education Officer is given and receipts are provided. To be eligible for a moving allowance a student must be moving from city to city for the **sole purpose** of attending a school that is out of their town. For example, a Hazelton student could be eligible for a moving allowance if he/she is moving to attend a Post Secondary institution in Vancouver or Prince George etc.
- b. **Seasonal Travel**- Students are eligible for a one-time payment of up to \$250.00 for seasonal travel during their studies. The choice of transportation to be funded is at the discretion of the HVC Education Division. Students may request additional transportation funding accompanied by proofs that the travel is a requirement of their program of study.

- c. **Special Clothing**- Students are eligible for special clothing at a maximum of \$300.00 per academic year; students must provide documented proof that such clothing, shoes or PPE is required by their program of study.
- d. **Emergency Contingency Funding**- \$300.00 may be provided based on the discretion of the HVC to be used for bereavement (for immediate family only), emergency support, family illness or accident.
- e. **Textbooks and Required Supplies**- The cost of textbooks and required program supplies will be paid for full-time students to a maximum of \$2,000.00 per academic year; part-time Students are eligible for up to \$1,000.00 per academic year for books and required program supplies. Documentation is required for exceptional funding requests that exceed these amounts.
- f. **Other Fees**- Hagwilget Village will reimburse students for required program costs; for example, registration fees, medical immunizations, graduation gown rental, criminal record checks, etc. up to the amount stated in each student's letter of sponsorship.
- g. **Childcare**- Childcare assistance is included with the Living Allowance (if paid). There are no extra funds set apart for childcare. Affordable Childcare Benefits are available through the Ministry of Child & Family Development. HVC Social Development Officer may assist students with the process of applying.
- h. **Medical costs**- Medical costs are included with the student's Living Allowance (if paid). There are no extra funds set aside for medical costs. Students should ensure that they record their Indian Status upon registration with a Canadian post-secondary institution and select the option to 'opt out' of medical coverage plans. PSSSP funding will not be available for federal, provincial or private Student medical, dental or other health related fees. Students may request non-PSSSP funding assistance with medical costs; such funding is not guaranteed.
- i. **HVC will not cover** costs for Transcripts, Student Parking, Certification Documentation, or Licensing Renewals. These costs are the responsibility of the student.

13. **APPEAL PROCESS**

To ensure fairness and equitable treatment of all Hagwilget membership and students under PSSS Program funding, and in the promotion of accountability and transparency, the Hagwilget Village Council has an appeal process in place.

Where a student believes he or she has been unfairly denied access to Post-Secondary Student Support Program funding opportunities by the HVC, the student has the right of appeal, with the exception that there is no right to appeal against refusal of assistance because funds are not available or because the student and / or institution and / or program does not meet the eligibility criteria set out in this policy. Indigenous Services Canada (ISC) will not accept appeals from students regarding decisions made by Hagwilget Village Council and its Education Division.

The appeal must be in accordance with the following process:

- a. **Step 1-** The student must make a Formal Written Appeal addressed to the Attention of the HVC Education Officer specifically stating in detail the reason(s) for submitting an appeal with all supporting documents; the HVC Education Officer will respond to the student within 7 business days with a written decision;
- b. **Step 2-** If the student upon receiving the written decision of the HVC Education Officer maintains they are unfairly denied access to PSSSP funding opportunities he or she may proceed to Step 2 of the appeal process by directing the appeal to the attention of the HVC Director of Operations.
- c. The Director of Operations shall, within 10 business days of receipt of Step 2 appeal, direct the appeal and all supporting documentation of both student and HVC Education Officer to an Appeal Committee comprised of the Chief Councillor, one Council member, and Director of Operations to request an Appeal of the decision made by the HVC Education Officer.
- d. The student will be asked to sign an Authorization and Consent releasing all Post Secondary Education information to the HVC Council for their review and determination of funding concerning the appeal.
- e. The student will have the option to appear personally or by representative; if Legal Counsel is to appear then HVC Legal Counsel will also appear. The deliberation of the Appeal Committee will be conducted in-camera absent the appealing student and his or her Representative
- f. **Step 3-** The Appeal Committee will, in a timely manner, provide their written decision and will notify the student in writing. The decision of the Appeal Committee will be final and carried out immediately.

14. **DISCRIMINATION AND HARASSMENT POLICY**

Under the Canadian Human Rights Act, Hagwilget Village Council is committed to providing an environment that affirms and promotes the dignity of human beings of diverse backgrounds and needs.

- a. This policy prohibits discrimination and harassment and affirms that all members, students, employees, staff and visitors have the right to equally participate in activities and programs without facing any form of abuse.
- b. Discrimination means abusive, unfair, or demeaning treatment of a person or group of persons on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, and sexual orientation.