

Hagwilget Village Council

POST-SECONDARY STUDENT SUPPORT PROGRAM APPLICATION PACKAGE

PSSSP SPONSORSHIP APPLICATION

HVC EDUCATION DIVISION

FORM HVC_ED_1.1

This application package should be completed by Hagwilget Band Members who are seeking financial assistance to pursue an educational program in either a post-secondary college or university.

Applicants are strongly advised to make use of the PSSSP Application Checklist (HVC Form ED_1.5) as this is the checklist that will be used in determining whether an application is complete. **Only complete applications will be processed.**

The information on pages 1 – 4 is drawn from *HVC Post Secondary Education Student Sponsorship Policy*. The complete policy is available to all applicants on request.

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.

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/cslgs-scpse/cln-cln/reea-mdl/reea-mdl-1-eng.do?nom-name=inter>

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;
- 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.

Application Eligibility

Students must submit a **complete** application package by 5 p.m. Pacific Standard Time by the date specified in this Sponsorship Application Package.

- 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.
- 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.
- 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.

There is no GUARANTEE you will receive funding. Your application will be reviewed and considered for funding. The selection process is based on the following priorities:

- 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 HVC **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.

Deadline for Applications:

**February 28th for continuing students and for new students starting in May or July
May 31th for new students starting in September**

Applications must be received by 5p.m. PST of the appropriate deadline date; application packages should be mailed, e-mailed or faxed to:

Attn: Education Coordinator
Hagwilget Village Council
Box 460
New Hazelton, BC V0J 2J0

E-mail: education@hagwilget.com
Fax: 250-842-6924

Notification of funding decisions will be sent to all applicants by **July 31st 2022.**

INSTRUCTIONS:

COMPLETE ALL PAGES: PAGE 5 TO PAGE 8.

SIGN 'Release of Information' (HVC FORM ED_1.3) and 'Residency Declaration' (HVC FORM ED_1.6) AND INCLUDE WITH YOUR APPLICATION DOCUMENTSATION.

USE THE APPLICATION CHECKLIST (HVC FORM ED_1.5) TO ENSURE ALL REQUIRED DOCUMENTS ARE INCLUDED WITH YOUR APPLICATION.

PERSONAL INFORMATION

Name: _____

Hagwilget Band Number (Status Card #): _____

Date of Birth: _____

Social Insurance Number: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

FAMILY INFORMATION

Marital Status: Married (Common-Law) Single

Spouse's Name: _____

Spouse employed: YES NO SEASONAL

Number of Children: _____
 (Under 18 yrs of age) All birth certificates provided? YES NO

Name: _____ Age _____

Name: _____ Age _____

Name: _____ Age _____

Name: _____ Age _____

EDUCATION INFORMATION

Did you receive a Passport to Education? Yes: _____ No: _____

If YES, what amount did you receive? \$ _____

Highest Grade Completed: _____
 (High School, College, University)

Year Completed: _____

PREVIOUS EDUCATION / TRAINING

Program / Course	Year	Institution	Completed:	Yes	No
_____	_____	_____			
_____	_____	_____			
_____	_____	_____			
_____	_____	_____			
_____	_____	_____			

Circumstances for **not** completing program: _____

All Transcripts provided? YES NO

Program(s) sponsored by Hagwilget Band? YES NO

CAREER OBJECTIVES

Consultation/
appointment with a
career counsellor or
advisor?

No

Yes

 If YES, name & telephone number of counsellor

Occupation / Career Goal:

EDUCATION PLAN

Number of years to complete:

1 2 3 4 5 6

Is your program
(Please circle **one**)

Certificate Diploma
Bachelors Masters

Start date / First year:

Completion date / Last Year:

Name of Institution:

Name of Program:

Date of Birth:

Social Insurance Number:

Courses – Fall Semester WITH DATES:

Courses – Winter Semester WITH DATES:

Courses – Spring / Summer Semesters
(if applicable) WITH DATES:

All program and course outlines provided?

Yes

No

STUDENT COSTS

Please ensure that costs for tuition, students fees, books and supplies come directly from the institution to ensure that correct funding amounts are in available and place.
Please, **DO NOT SUBMIT GUESTIMATES!**

Tuition	Student Fees	Books & Materials
_____	_____	_____
_____	_____	_____

Living Allowance request	Dependents	Number of months
Yes No	Yes No	_____

Any additional information not covered in your Letter of Intent?