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T'it'q'et

Post-Secondary Student Assistance Policy

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## **PREAMBLE**

### **First Nations Education is a Right**

Education is recognized as a basic human right under both Canadian and International Law. First Nations' education, as confirmed in the Indian Act, is an inherent aboriginal and treaty right. The Federal Government has the legal responsibility to provide for the education of First Nations people.

### **Authority**

The education program operates by the authority of the T'it'q'et Community. The P'egp'ig'lha Community Committee advises and makes recommendations to the T'it'q'et Council with regard to program planning, implementation, review and evaluation. The Education Coordinator has the authority to administer the post-secondary budget and communicate with students and institutions under the direction of the Administrator and with input from the P'egp'ig'lha Community Committee.

### **Philosophy of Education**

Learning is the major, if not sole, contributor to human change in any society. Educational systems provide important means by which learning may be enhanced, Education, then, as a significant agent of change, can make an important contribution to the human development of the present and future generations of T'it'q'et members. Education can assist individuals in achieving their full potential as human beings by providing them with the knowledge and skills necessary to meet their individual needs while contributing to a healthy, self-sufficient and self-governing community.

### **Purpose of Education Policy**

Educational policies are guidelines for decision-making. Written policies establish standardized procedures ensuring the equitable and consistent administration of programs. The funding allows financial support for tuition, compulsory student fees, required books, and assistance for travel and living expenses.

### **Goals of the T'it'q'et Education Program**

It is the goal of the education program to support a knowledgeable and skilled membership. It is also a goal of the education program to develop the necessary human resources to accomplish efficient self-government at every level of operation from leadership to the general management of band lands and resources.

The goals will be achieved by encouraging and assisting T'it'q'et members in accomplishing their educational goals within the limitations of the financial and human resources available to the community.

To administer the available AANDC post-secondary funding in a manner that promotes and facilitates community and individual self-reliance through education and training.

# **1 PRINCIPLES**

- 1.1 Fairness In Decision-Making And Program Delivery
- 1.2 Accessibility Of Program Benefits By All Status T'it'q'et Members

## **2 PROGRAM DESCRIPTION**

The T'it'q'et Post-Secondary Student Assistance Policy is designed to assist students in completing certificate, diploma and degree programs of study. Under the authority of Council, the program is managed within Administration by the Education Coordinator.

### **2.1 Purpose**

T'it'q'et recognizes the need to identify the community's future government, professional and economic opportunities and requirements.

It also supports the efforts of members who wish to pursue the new opportunities and/or expand upon their current skills and credentials. It is widely held that education and training should continue to play pivotal roles in building a self-sufficient, self-reliant community. With proposed changes in governance, control of social welfare programs, health programs, and economic development, the community will require the services of individuals with a wide variety of training and skills.

These policies set forth guidelines for decision-making and establish standardized procedures, ensuring that students are treated in a consistent and equitable manner.

T'it'q'et self-government will be managed by knowledgeable and skilled personnel, at every level, supported by T'it'q'et Education programs. The post-secondary program will encourage and assist T'it'q'et members, within the limitations of the financial and human resources available to T'it'q'et, in accomplishing their educational goals.

## **3 ELIGIBILITY**

To be eligible to receive post-secondary education financial support, individuals must meet certain criteria surrounding T'it'q'et membership to the First Nation and acceptance into a post-secondary institution. Individuals **MUST** submit documentation that shows that they meet the eligibility requirements.

### **3.1 Student Eligibility Requirements**

- a)* T'it'q'et status members;
- b)* Have been resident in Canada for 12 consecutive months prior to the date of application for funding.
- c)* In good standing with T'it'q'et Administration;
- d)* Acceptance into an accredited post-secondary education program;
- e)* Complete and submit the appropriate forms per Section 5: Application Process;
- f)* Meet all the application deadlines as outlined in Student Responsibility section of these policies;
- g)* Meet with the Education Coordinator to review Student Responsibilities and completed documents;
- h)* Maintain continued academic standing with the institution.

### **3.1.1 Full-time Student Eligibility**

- a)* The student is enrolled in a minimum of 60% of post-secondary courses in the first semester of the first year and a minimum of 80% of post-secondary courses in the second semester of the first year. During all subsequent years, the student must be enrolled in a full program load as defined by institution;
- b)* Guideline: Levels I and II students should be enrolled in no less than four courses per term unless they provide a letter from an academic counselor from their institution explaining the need for a reduced course load; however, maximum student months of funding available still apply (see limits of Support defined below in Financial Support Levels section of these policies).
- c)* The student completes the program of studies in the normal length of time as determined by the institution, plus a grace period of one semester (4 months) for a certificate or diploma, or two semesters (8 months) for a degree;
- d)* Education success should be a higher priority therefore income generating employment of more than sixteen (16) hours per week will result in a change in designation from full-time to part-time student status.

### **3.1.2 Part-time Student Eligibility**

A part-time student is anyone taking at least one course to a maximum of 59% of a full course load;

Guideline: Students who participate in more than sixteen hours of paid employment per week are classified as part-time students. Students who are undertaking a program of studies which does not qualify, according to the criteria established by the institution, as full-time study, are also classified as part-time students by T'it'q'et.

### **3.1.3 Distance Education Students**

In order to be classified as full-time students for funding purposes, in addition to the criteria specified above, Distance Education students must:

- a)* Be physically unable to attend classes, or unable to attend because of family or house payments etc.
- b)* Carry the minimum load as defined by the institution while ensuring program completion within the Limits of Support available (as defined below in the Financial Support Levels section of these policies).

## **3.2 Institution Eligibility**

- a)* Post-secondary institutions that grant certificates, diplomas and/or degrees; and
- b)* Recognized as eligible by the province/territory; or
- c)* First Nations educational institutions affiliated with or delivering post-secondary programs by arrangement with an eligible public post-secondary institution.

### **3.2.1 Institutions Outside of British Columbia**

To determine the eligibility of post-secondary institutions outside of BC, contact the Education Coordinator at the number provided

### **3.3 Program Eligibility**

- a)* Post-Secondary Programs;
- b)* Offered by eligible Post-Secondary institutions;
- c)* Issue a professional diploma or certificate at completion;
- d)* Issue a university degree at completion;
- e)* Issue university transfer credits;
- f)* Prepare students for entry into university, college or other professional development program;
- g)* Require grade twelve graduation or equivalent for admission;
- h)* Are at least one academic year in length, as defined by the institution.

### **3.4 University And College Entrance Preparation Eligibility (UCEP)**

- a)* Provide the prerequisites and/or supporting courses for students to attain the academic level required for entrance into a college or university program;
- b)* May include Adult Basic Education (ABE) courses (not Ministry of Education K – 12 courses); and
- c)* Must be offered in a Canadian post-secondary institution.

#### **3.4.1 University and College Entrance Preparation Requirements**

A statement from the post-secondary institute offering the program which attests that:

- a)* The UCEP program will provide the student with the necessary courses to attain the academic level for college or university entrance, and
- b)* The student will be eligible to be accepted into a regular college or university credit program upon successful completion of the UCEP courses.
- c)* Financial support for the second term UCEP will be subject to receipt of a statement from the institution confirming the successful completion of the first term.

## **4 PRIORITY**

Academic success will be factored into the approval process on an annual basis. In the event that funding is insufficient to meet the educational needs of all applicants, T'it'q'et has established the following set of priorities:

1. Returning students;
2. Students who were eligible for sponsorship in previous years but were placed on a wait list;
3. High school graduates;
4. Mature entry students;
5. UCEP applicants;
6. All other applicants.

### **4.1 Waiting List**

A waiting list will be made each year beginning June 1. A student whose name is on the waiting list will be notified of their position. This waiting list will be affected by factors such as the number of continuing students, number of graduating students, student success, and the amount of funds available for T'it'q'et Post-Secondary Student Assistance Program. If students on the wait list are not sponsored within the academic year, they must re-apply.

## **5 APPLICATION PROCESS**

Application packages must be received by May 1 prior to the fall semester start date. Any applications received late or incomplete will be put onto a waiting list according to date received and eligibility. September enrolment receives priority funding, and if a program begins at another time, approval of sponsorship will be based upon funding availability and eligibility of applicants. Application is not deemed complete until the letter of acceptance is received.

NOTE: For the convenience of continuing students an application package will be provided in January for the upcoming year. Students will be required to re-apply for sponsorship and be interviewed by the Education Coordinator each year.

### **5.1 Deadlines for application**

For September enrolment: May 1  
For January enrolment: October 1  
Summer Session Deadline: March 1 (if funding is still available)

### **5.2 Application package**

- 5.2.1 Letter of Intent - describe your educational goals and definite plans for the next academic year, current level of education, intended course of studies, and how long it will take you to reach your goals. Also, include an outline of the intended courses for the first or next year of the program of studies you intend to follow.
- 5.2.2 Student Funding Contract - outlines the student's contractual responsibilities and it must be signed and returned to the Education Coordinator.
- 5.2.3 Student Authorization/Waiver - this document is necessary to permit education staff to access student records. It is important for funding purposes, and on occasion the Education Coordinator has a need to verify that students are attending and passing classes.

### **5.3 New students**

The following must be submitted to the Education Coordinator.

- a) Photocopy of a recent status card
- b) Completed Post-Secondary application package issued by the Education Department
- c) Letter of acceptance from the academic institution
- d) Proof of Residency (utility bill showing residential address)
- e) Transcripts from previous academic institutions or secondary school
- f) Letter of recommendation from instructor or employer (if available)
- g) Complete, sign and follow through with commitments made in the following forms:
- h) Application for Educational Assistance (Appendices 15-2)
- i) Financial Assistance Agreement (Appendices 15-4)
- j) Release of Transcripts – Permission Agreement (Appendices 15-5)
- k) Statement of Rental Damage Deposit Receipt (Appendices 15-6)
- l) Student Financial Record (Appendices 15-7)

### **5.4 Continuing students**

Continuing students must provide the following:

- 5.4.1 Completed Application for Educational Assistance forms (Appendices 15-2).
- 5.4.2 Letter of acceptance for next academic year.



5.4.3 Official sealed transcript of grades including all courses from the current year or term.

## 6 LIMITS

The T'it'q'et Post-Secondary Student Assistance Policy limits the length of time that students may be funded, depending upon the type of program in which they are enrolled.

### 6.1 Time Limits

6.1.1 Level 1: Community College Certificate (1 Year) or Diploma Program (2 years)

- a) Students may receive financial assistance to complete a maximum of one program at Level 1, the length of which is defined by the institution; and
- b) If a student changes from one program at level 1 to another program at level 1, the total time spent in both programs will be counted for the purpose of the time limit criteria.
- c) Students may receive assistance for up to one additional academic year, if the Dean or Department Head approves a one-year program extension in writing

6.1.1.1 Students Who Are Eligible for Funding for Level 1 Programs

- New students (those who have never taken a post-secondary program before)
- Students who were previously enrolled in, but did not complete a Level 2 program (either because they dropped out or changed program)

6.1.1.2 Students Who Are Not Eligible for Funding for Level 1 Programs

- Students who have completed a program at Level 1, 2 and/or 3 (either with or without AANDC financial assistance).

6.1.2 Level 2: Undergraduate University Degree Programs (up to 5 years)

- a) Students may receive financial assistance to complete a maximum of one program at Level 2, the length of which is defined by the institution; and
- b) If a student changes from one program at level 2 to another program at level 2, the total time spent in both programs will be counted for the purpose of the time limit criteria.
- c) Students may receive assistance for up to one additional academic year, if the Dean or Department Head approves a one-year program extension in writing.

6.1.2.1 Students Who Are Eligible for Funding for Level 2 Programs

- New students (those who have never taken a post-secondary program before)
- Students who have completed a program at Level 1 only, either with or without AANDC financial assistance
- Students who were previously enrolled in, but did not complete a Level 2 program (either because they dropped out or changed program)

6.1.2.2 Students Who Are Not Eligible for Funding for Level 2 Programs

- Students who have completed a program at Level 2 and/or 3 (either with or without AANDC financial assistance)

6.1.3 Level 3: Advanced or Professional Degree Programs (e.g. dentistry, medicine, law, Masters, or Doctoral programs)

- a) Students may receive financial assistance to complete a maximum of one advanced or professional degree program (as defined by the institution); and
- b) If a student changes from one program at level 3 to another program at level 3, the total time spent in both programs will be counted for the purpose of the time limit criteria.
- c) Students may receive assistance for up to one additional academic year, if the Dean or Department Head approves a one-year program extension in writing.
- d) Students may receive assistance for up to one additional academic year, for medical or personal reasons.

#### **6.1.3.1 Students Who Are Eligible for Funding for Level 3 Programs**

- Students who have completed a program or programs at Levels 1 and/or 2, either with or without AANDC financial assistance
- Students who were previously enrolled in but did not complete a Level 3 program (either because they dropped out or changed programs)

#### **6.1.3.2 Students Who Are Not Eligible for Funding for Level 3 Programs**

- Students who have completed a Level 3 program (either with or without AANDC financial assistance).

#### **6.1.4 University and College Entrance Preparation (UCEP) Programs**

Students may be funded for a **MAXIMUM** of one year. Each student file should contain documentation that shows that the student will only be enrolled in a UCEP program for one year.

- Students may be both part-time or full-time students and must be enrolled in a UCEP program of a post-secondary institution
- Students must qualify under the mature student admission requirements of the post-secondary institution they wish to attend
- Students must provide a statement from the post-secondary institution offering the UCEP program that;
  - a) The student can attain the academic level for university or college entrance within the period of one academic year and
  - b) The student will be accepted as a student of a regular college or university credit program upon successful completion of the UCEP program.
  - c) Students cannot have been financially supported previously by DIAND or the Post-Secondary Education Program for any post-secondary program
  - d) All UCEP students who do not complete their course of studies, without approved reason, must reimburse the Education Program for all costs incurred on their behalf. No future post-secondary student financial support will be available until full reimbursement is made

#### **6.1.5 Deferred Studies**

Sponsored students may defer their studies for up to one year. The student must be in good academic standing and have made arrangements with the Education Coordinator.

### **6.2 Funding Limits**

#### **6.2.1 Tuition and Compulsory Student fees**

Funding for tuition can be provided at the following levels.

- a) Students attending Canadian public institutions can receive the normal tuition and compulsory student fees charged by the institution for Canadian students; or
- b) Students attending private or foreign post-secondary institutions can receive the same tuition and compulsory student fees charged by the Canadian institution nearest to the student's place of residence (at time of application) which offers a comparable program; or
- c) If no comparable program is available at an institution in Canada, students enrolled in a foreign institution can receive the actual tuition rate and other compulsory student fees charged by the foreign institution.
- d) Maximum – the actual cost of tuition and compulsory student fees.

### 6.2.2 Books and Supplies

Students can be funded according to the actual cost of books and supplies. Receipts required for books and supplies over \$500.00 per semester not exceeding \$2000/year (as set by AANDC)

- a) Travel costs (can be provided to full-time students ONLY)
- b) The allowable travel amount is calculated according to the distance to the nearest institution offering the selected program.
- c) Maximum –one trip for every 16 weeks of study for a student and his or her dependents, to a maximum of two return trips per academic year.

Rates will match T'it'q'et community meeting vehicle expense travel amounts. (Appendices 15-12)

### 6.2.3 Living Allowances

Full-time students and their dependents can receive funding to help them pay their living expenses while they are attending a post-secondary institution.

**Maximum** – According to the schedule of allowance (Appendices 15-3)

## 7 RESPONSIBILITIES

### 7.1 Student Responsibilities

- 7.1.1 To provide course registration documents to the Education Coordinator at the beginning of each semester, communication through other family members will not be acceptable
- 7.1.2 Before continued funding can be provided, students will be responsible for submitting their school transcripts to the Education Coordinator within sixty days after each completed semester
- 7.1.3 Provide current mailing address, phone numbers and bank account information for direct deposit purposes
- 7.1.4 Provide written notification to the Education Coordinator of program changes (i.e. changing area of study) and provide an updated academic plan
- 7.1.5 At all times maintain a full course load as outlined in the Policy
- 7.1.6 Provide written notice of course or program withdrawal. Withdrawal must be made prior to fee reimbursement deadline and if withdrawal occurs after the fee reimbursement deadline students may be responsible for tuition costs

7.1.7 If the full-time student becomes a part-time student during the course of the semester, the student must inform the Education Coordinator of the change from full-time to part-time status. Part-time students are eligible for the costs related to tuition and books only

7.1.8 Maintain good academic standing as defined by the institution

7.1.9 Address Personal Challenges

Should a student's studies be seriously affected by personal crisis, such as death in the family, accident or sickness, they are advised to notify the Education Coordinator informing them of their situation. Students are encouraged to seek counseling support.

7.1.10 Repayment Provisions

Students are responsible for repaying to the T'it'q'et Administration the amount of funds provided to them for tuition as well as books and supplies for those courses which they do not complete or fail. Students will not be eligible for further education funding until they have repaid this debt to T'it'q'et. Students will be informed, in writing of the level of their indebtedness and the steps necessary for them to be reinstated to in good standing with T'it'q'et. This requirement to repay costs will be waived if students can demonstrate that:

- a) A good attempt was made to complete and pass the course; to establish that students demonstrated commitment to study, written verification by an instructor, a tutor, or a personal or academic counselor is required;
- b) There was illness in their immediate family;
- c) There was death in their immediate family;
- d) Students had health related problems which made conscientious study impossible;
- e) There were events beyond the control of students which made study impossible; or
- f) Students complete and pass the courses on their own.

7.1.11 Failure To Complete Course

Full-time students who do not complete their course of studies, without reason, must reimburse the Education Program for all costs incurred on their behalf. No future Post-Secondary Student Support assistance will be available until full reimbursement is made. All reasons for leaving a Post-Secondary Educational Institution must be brought before the Education Coordinator within 30 days of leaving the said institution. Refer to Section 8.2.

## **7.2 Education Coordinator Responsibilities**

The Education Coordinator has the authority to administer the post-secondary budget and communicate with students and institutions under the direction of the Administrator and with input from the P'egp'ig'lha Community Committee. The Education Coordinator will;

7.2.1 Ensure that the education program is administered according to existing policies

7.2.2 Provide Educational Counseling and assist students in their applications for admission to a post-secondary education program as requested

7.2.3 Assist students in gaining access to post-secondary education

7.2.4 Encourage and support students throughout their educational journey

7.2.5 Ensure that the levels of funding obtained for the T'it'q'et Post-Secondary Student Assistance program is the maximum available from all funding sources

7.2.6 Support the fair distribution of funds available so that they will benefit the greatest number of status T'it'q'et members

7.2.7 Coordinate with and report regularly to the T'it'q'et Administration to reduce duplication

- 7.2.8 Confidentiality - All students' records and correspondence will be held in confidence. Personal information regarding sponsored students, including the names of those being sponsored, will not be available to the public without consent, in writing, from students
- 7.2.9 Publicize program criteria, deadlines and other data through brochures, notices and other means as deemed appropriate
- 7.2.10 Review and update student eligibility and continued eligibility
- 7.2.11 Communicate in a timely manner with students who have applied for funding, whether or not they meet the eligibility requirements
- 7.2.12 Coordinator will discuss potential funding proposals with staff before submissions
- 7.2.13 Report on financial status and participation rates within the program at least two times annually

### **7.3 P'egp'ig'lha Community Committee Responsibilities**

Ensure that quality service is provided within the program by meeting regularly with the Education Coordinator to share a responsibility for fulfilling the following tasks:

- 7.3.1 Establish and update the selection criteria based on individual and community self-sufficiency and self-government aspirations
- 7.3.2 Review proposals for funding with Education Coordinator
- 7.3.3 Review budgets annually
- 7.3.4 Provide advice and recommendations to T'it'q'et Council for changes in program and policy
- 7.3.5 The T'it'q'et Community Committee will review any student dissatisfaction with a decision reached by the Education Coordinator, and attempt to resolve the issue, before the issue goes to an Appeal Process
- 7.3.6 Ensure that the level of funding obtained for the T'it'q'et Post-Secondary Student Assistance program is the maximum available from all funding sources.
- 7.3.7 Support the fair distribution of funds available so that they will benefit the greatest number of T'it'q'et members.
- 7.3.8 Support administration of the post-secondary education program according to these guidelines, without political or administrative interference in the decision-making process.

### **7.4 Chief And Council Responsibilities**

This program operates by the authority of the T'it'q'et under the direction of the T'it'q'et Council. The T'it'q'et Community Committee advises and makes recommendations to the T'it'q'et Council with regard to program planning, implementation, review and evaluation. The role of the Chief and Council is to honour the T'it'q'et Education philosophy and community principles and to:

- 7.4.1 Support the post-secondary operations
- 7.4.2 Provide T'it'q'et Council Resolutions as required for continued funding for Post Secondary programs and services
- 7.4.3 Promote establishment and ongoing support for the P'egp'ig'lha Community Committee involvement in all post-secondary program and policy planning, implementation and updating
- 7.4.4 Support teamwork amongst T'it'q'et staff and the P'egp'ig'lha Community Committee in the ongoing development, implementation and evaluation of Post-Secondary programs and services
- 7.4.5 Ensure that the financial records for this program are made available to the community as well as all funding sources on an annual basis
- 7.4.6 Set policies and approve budgets, and monitor the implementation of T'it'q'et programs

## **7.5 Administrator Responsibilities**

- 7.5.1 Administer the Education Program
- 7.5.2 Ensure that there is adequate support services for the education program
- 7.5.3 Ensure cooperation with other community programs and services
- 7.5.4 Represent the day to day interests of T'it'q'et Council in the administration of Education Program

## **7.6 T'it'q'et Administration Responsibilities**

The Administration oversees the program on behalf of T'it'q'et community and Council and will:

- 7.6.1 Ensure the program staff are evaluated
- 7.6.2 Report on financial and personnel aspects of the program, to the T'it'q'et, as required or requested

## **8 SPONSORSHIP CATEGORIES**

### **8.1 Categories and amount of assistance**

Bearing in mind the distinctions between the students by level and student status, there will be different categories and amounts of funding for which those students will be eligible. Categories of funding may include the following:

#### **8.1.1 Tuition**

- a) Tuition assistance includes students' fees for registration, tuition, and the actual cost of books and supplies that are listed as required by the post-secondary institution.
- b) The cost of tuition and registration fees will be paid to the institution in which the student is enrolled

#### **8.1.2 Living Allowance (full-time students only)**

- a) Living allowances are to assist with normal daily living expenditures such as food, lodging, and local travel. Living allowances are not expected to cover personal debts incurred prior to or during attendance at post-secondary institutions. This includes, but is not limited to, credit card payments, vehicle loans and expenses and outstanding personal debts.
- b) If a student withdraws from a course during a term, thus resulting in less than a 60% course load, the living allowance will be discontinued.
- c) Dependents of a student may only include the student's spouse and those children of the student and the student's spouse, and must be living in the same residence as the student.

#### **8.1.3 Book Allowance**

Book allowance will be provided for all students based on actual amounts. Requests from students enrolled in specialized programs that require more expensive books, supplies, and/or equipment will be considered on an individual need basis.

#### **8.1.4 Travel allowance (full-time students only)**

#### **8.1.5 Seasonal Travel**

Students who must travel over a hundred kilometers and are living away from home are eligible for reimbursement of travel costs twice each year to and from the closest public post-secondary institution offering their program of study. (Appendices 15-12)

#### **8.1.6 Orientation Travel**

The Education Coordinator will review and approve requests for travel (per appendix 15-12) and meals for the student to attend an orientation with the post-secondary institute. Only 1 orientation will be approved for post-secondary student assistance policy. This will be considered as a day trip

#### **8.1.7 Daily Travel**

Daily travel is considered part of the living allowance, which is paid only to full-time students.

#### **8.1.8 Tutoring Assistance**

All costs must be pre-approved by the Education Coordinator on written recommendation from the institution. Students who require tutoring in any of the courses leading to the completion of their programs advise the Education Coordinator and get permission to employ the services of a tutor, pay the fee, and submit all receipts to the Education Coordinator for reimbursement. After receiving approval from the Education Coordinator, students may also choose to have the tutor invoice the Band directly.

#### **8.1.9 Damage Deposit (full-time students only)**

Full time students are entitled to a one-time-only payment for rental damage deposit, and must fill out and sign the statement of receipt. (Appendices 15-6)

#### **8.1.10 Internet Assistance (full-time students only)**

Students may request Internet assistance to a maximum of \$15.00/month.

### **9 TERMINATION OF FUNDING**

#### **9.1 Termination Of Funding**

The Education Coordinator will terminate educational assistance to a student, based on the following:

- 9.1.1 Change of status from full-time to part-time without informing the Education Committee;
- 9.1.2 Poor class attendance;
- 9.1.3 Failure to meet the minimum grade expectations required by T'it'q'et or their post-secondary institute;
- 9.1.4 Misuse of funding;
- 9.1.5 Failure to submit required documents such as transcripts;
- 9.1.6 Withdrawal from a program without notification to the Education Coordinator;
- 9.1.7 Violation of the express or implied conditions of this program or the program of studies amounting to insubordination or willful disobedience.
- 9.1.8 Suspensions shall be in effect for not less than one semester and not more than five calendar years.
- 9.1.9 The Education Coordinator or the Administrator has the power to revoke or change the conditions of any suspension, subject to these guidelines.

9.1.10 Upon reinstatement following any period of suspension, a student must be placed on academic probation for at least the first semester, in accordance with the guidelines concerning academic achievement.

## **9.2 Academic Probation**

9.2.1 Students placed on academic probation by their educational institution will normally not be sponsored for one academic year or until they are accepted by an educational institution back into an academic program as a full-time student. Such students will not be guaranteed sponsorship by virtue of changing their program of studies or institution.

9.2.2 Students who receive failing or incomplete marks on 50% or more of their courses will be placed on academic probation by the Education Coordinator. Students may be removed from full sponsorship until they successfully complete the courses (or their equivalents) which they failed or failed to complete. Students placed on academic probation may also be required to participate in a study skills program offered by their education institution.

## **10 CONTINGENCY FUNDING**

### **10.1 Emergency Travel Allowance**

10.1.1 In the event of a death or illness in the immediate family (father, mother, brother, sister), full-time students are eligible to receive one trip at the same rates as outlined under Seasonal Travel.

### **10.2 High Rent Allowance**

10.2.1 Married students with a dependent spouse and two or more dependents, as well as single parents with two or more dependents, qualify for high rent if their place of study is located in a high rental area. The high rental areas are determined annually by Canada Mortgage and Housing Corporation's rental survey.

### **10.3 Student Advances**

10.3.1 There will be no student advances. Due to direct depositing, student advances will not be accommodated. Budgeting is the student's responsibility.

## **11 STUDENT APPEAL PROCESS**

### **11.1 Dissatisfaction With Decision Will Be Handled Through The Following Steps:**

The appeal process shall be made available to all T'it'q'et members on request. A separate Appeal Board is formed for each individual appeal. Appeal Boards are disbanded upon completion of their duties for each individual appeal.

11.1.1 Students will review their case with the Education Coordinator.

11.1.2 If the student is not satisfied with the decision of the Education Coordinator, student will take his/her case to the P'egp'ig'lha Community Committee.

11.1.3 Students must show evidence that they have made an effort to resolve their problems through meetings with the P'egp'ig'lha Community Committee prior to submitting a formal application for an appeal. If the student is not satisfied with the decision of the P'egp'ig'lha Community Committee, an Appeal Process will begin.



## **11.2 The Appeal Process Is As Follows**

- 11.2.1 The student will make a written application for an appeal.
- 11.2.2 An Appeal Board will be formed by the T'it'q'et Council to hear each specific case. The Appeal Board will be formed in a manner consistent with T'it'q'et Conflict of Interest guidelines.
- 11.2.3 Appeals will be heard by an impartial Appeal Board consisting of:
  - a) A P'egp'ig'lha Community Committee member;
  - b) A T'it'q'et Council representative; and
  - c) A community representative agreeable to the student appealing and the two existing appeal board members.
- 11.2.4 Board Members chosen to sit on the Appeal Board will not be:
  - a) Members of the complainant's immediate family; and
  - b) Immediate family of one another.
- 11.2.5 The student may be accompanied by someone to assist in presenting his/her case.
- 11.2.6 The appeal meeting will not be open to the public.
- 11.2.7 Appeals shall be made prior to budget deadlines and related to the current school year.
- 11.2.8 The Appeal Board shall meet and make a decision within thirty (30) days of receiving a written application for an appeal.
- 11.2.9 Appeal applications shall be made in writing.
- 11.2.10 The ruling of the Appeal Board will be in writing and be presented to the T'it'q'et Council and be binding on all parties.
- 11.2.11 The T'it'q'et Council will notify the Education Coordinator, the P'egp'ig'lha Community Committee and the individual concerned regarding the results of the appeal
- 11.2.12 Appeal decision records will be maintained in a secure file by the Education Coordinator.

## **12 INCENTIVES**

There are no incentives in the Post-Secondary Education program.

## **13 POLICY AMENDMENTS**

### **13.1 Amendment process**

- 13.1.1 Recommendations for amendments to this policy can be submitted by any T'it'q'et member and are to be submitted to the Education Coordinator by December 31 of each year.
- 13.1.2 Any policy amendments approved by T'it'q'et Council will take effect at the beginning of the next fiscal year.
- 13.1.3 A quorum must be available to make changes.
- 13.1.4 Changes made will be posted in the Band monthly newsletter and sent to current students who are attending post-secondary schooling.

**13.2 Policy amendments**  
**2010**

Previous policy was reviewed and revised by subcommittee of council because of issues that have arisen in the Administration of the previous policy

This policy was approved by T'it'q'et Council

DATE: \_\_\_\_\_

Council Member:

Print Name

Signature

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## 14 APPENDICES

### 14.1 DEFINITIONS

Definitions of policy terms help to keep the policy interpretation consistent. Agreement on the meaning of terms is particularly important as the students may encounter a wide range of definitions at their educational institutions.

**Academic Plan:** the program credit requirements. Each semester, students are to comply with course requirements/prerequisites to complete their certificate, diploma or degree in a timely manner. All registered courses must coincide with the program requirements.

**Academic Probation:** a period of time during which a student is under strict academic guidelines, usually because of low or failing grades

**Academic Year:** is as defined by the post-secondary institution, and is usually at least eight months in duration

**Canadian Public Institution:** is a post-secondary institution that receives the majority of its funding from federal and provincial governments

**Certificate:** certification for completion of a college program, usually one year program

**Contingency Funding:** financial support provided to students for costs related to emergencies. Emergencies eligible for contingency funding include individual or family illness, accident or bereavement.

**Dependent Spouse:** a person who is married to the student or a person who has lived with the student as a partner for a period of at least one year prior to application for educational support. The dependent spouse is dependent upon the student as defined by Revenue Canada and does not receive an income in excess of that allowed for a dependent by Revenue Canada.

**Dependents:** any minor aged person who relies on a student for support and is living full-time with that student.

**Diploma:** refers to diploma received for completion of a college diploma program, usually 2 years in length

**Distance Education Students:** Students participating in a post-secondary education program by means of a distance education or correspondence approach.

**Education Coordinator:** The person responsible for the administration of the Post-Secondary education program on behalf of the band government.

**Full-time Student:** a student, who in each term or semester takes a minimum of 60% of the course load of the program as defined by the department and the institution.

**Full Program Load:** the total number of courses required in any given year to complete a program in the normal length of time prescribed by the post-secondary institution

**High rental areas:** The high rental areas are determined annually by Canada Mortgage and Housing Corporation's rental survey.

**Home:** Student living with parents.

**Internet:** students may request internet assistance to a maximum of \$15.00/month.

**Immediate Family:** immediate family includes grandparents, grandchildren, father, mother, sibling, spouse (including common-law), child, ward of the student, sister-in-law, brother-in-law, father-in-law, mother-in-law and other relatives permanently residing in the student's household or with who the student permanently resides.

**Medical Release:** a student who is required, for medical reasons, to be absent from classes for more than one week, is required to provide the Band Education Manager, within 10 days of the onset of the illness or medical condition, with a note or certificate from their doctor or medical institution that provides details of their illness or reason for absence from classes. Failure to do this may result in the student being required to reimburse the Band for all educational funds that have been provided to the student in the semester during which the absence took place.

**Normal Program Length:** the length of time normally required to complete a program as outlined in the course of studies

**Part-time Student:** a student who takes less than 60% of the required course load as outlined by the department and institution in a term (semester).

**Post-Secondary Education:** College, university or professional programs of study that require grade twelve graduation or equivalent for admission.

**Post-Secondary Institution:** certificate, diploma and degree granting institutions which are recognized by a province and include educational institutions affiliated with or delivering accredited post-secondary programs with transferable credits by arrangement with a public post-secondary institution.

**Private Post-Secondary Institution:** a Canadian or foreign post-secondary institution that receives the majority of funding from sources other than governments.

**Program of Studies:** includes all post-secondary programs at least one academic year in duration, leading to a certificate, diploma or degree offered by an accredited post-secondary institute

**Proof of Canadian Residency:** Students must be a Canadian resident for the past 12 consecutive months. Documents that can be used as proof: Rental receipt, BC Hydro bill, Telephone bill, student records.

**Semester:** refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually run from September to December (fall), January to April (winter) and then a variety of spring and summer semester schedules

**Sponsorship:** provision of financial support to an individual for attending a post-secondary institution. This support may include tuition, books, living allowance, tutoring, and travel allowance, as applicable.

**Spouse:** is a person who has lived with the student as a husband or wife for a period of not less than one year prior to application for educational aid. If the "spouse" is legally married to the student, no time factors are relevant or applicable.

**T'it'q'et Post-Secondary Student Assistance Policy:** The policies which govern the administration of the post-secondary education (as defined above) funds received by the T'it'q'et from the Department of Indian Affairs.

**T'it'q'et Members:** Registered T'it'q'et members according to AANDC.

**UCEP:** term used by the federal government for "University and College Entrance Preparation Program"

**Waiting List:** the Selection Committee will create a wait list of 10 students each year. Students whose names appear on the wait list will be notified as spaces become available. This selection of students only occurs if a currently sponsored student withdraws from his/her studies.

APPLICATION FOR EDUCATIONAL ASSISTANCE

**(Confidential When Completed)**

**Part A – Student Information (please print clearly)**

New Student UCEP       Level I    Level II    Level III       Application Date

			Y	M	M	D	D
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Continuing UCEP       Level I    Level II    Level III   
 1 year extension

Student Name (Last, First, Initial.)		Male <input type="checkbox"/>	Date of Birth	Status Card Number
		Female <input type="checkbox"/>	Y Y Y Y M M D D	
Previous Address	City	Postal Code	Previous Number ( ) -	
Current Address	City	Postal Code	Current Number ( ) -	
Email Address		Message Number ( ) -	Emergency Number ( ) -	
Spouse Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes (circle one): Employed / Unemployed		# Dependents (include spouse if unemployed)		

**PART B – Educational Current and Background**

Please attach to this form record of marks obtained on courses.

High school and Post-Secondary Institution(s) attended. Begin with most recent institution	Location	Degree/Diploma/ Certificate	Date Obtained or Expected Graduation Date (year /month/day)	Attached Marks ✓

**PART C – Educational Plan**

Name of Post Secondary Institute	Location	Attendance Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		Date of Graduation
Program	Length of Program # year(s)	Year of Study /	Term of Planned Attendance	
			Start date	End Date
COURSES TAKEN FOR SECONDARY CREDIT		COURSE NUMBER	COURSE CREDITS	
1				
2				
3				
4				
5				
6				

**Part D –Student Estimated Costs**

FISCAL YEAR	20	/		FISCAL YEAR	20	/	
Tuition				Tuition			
Books And Supplies				Books And Supplies			
Regular Living Allowance				Regular Living Allowance			
Seasonal Travel				Seasonal Travel			
Other Costs				Other Costs			
Total Costs				Total Costs			
Student Months				Student Months			

**Part E - Residency Declaration**

I, \_\_\_\_\_, certify that I have been resident in Canada for 12 consecutive months prior to this date.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Attach Proof to this page (Appendices 14-1). See Section 5.

Declaration: I declare that the information provided by me on this form is complete and correct and is given in order to validate my entitlement to Post-Secondary Student Assistance. I agree to advise T’it’q’et of any changes in my: Marital Status, Family Size, Income, or any other occurrence that may affect my status concerning benefits. I further consent to the administering authority verifying any of the information provided on this form by any source.

NOTE: EDUCATION ASSISTANCE BENEFITS ACQUIRED UNDER FALSE PRETENSE OR MISREPRESENTATION MAY LEAD TO SUSPENSION OF EDUCATIONAL ASSISTANCE.

I have read the Post-Secondary Student Assistance Policy and fully understand the conditions under which I am receiving post-secondary assistance, and agree to comply with the conditions as set out in the policy.

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**DATE**

Please be aware that all forms must be signed and submitted prior to the start of a semester. (per section 5.1)

You will be contacted within the next 4 – 6 weeks with your application status.

<b>For Office Use Only</b>		<b>Date Application Complete</b>	YYYY/MM/DD
Eligible for funding Yes <input type="checkbox"/> No <input type="checkbox"/> Reason: Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>	Priority <input type="checkbox"/> Position # <input type="checkbox"/> Acceptance Letter Received Yes <input type="checkbox"/> No <input type="checkbox"/>	Allowance Category: _____	

14.2

SCHEDULE OF ALLOWANCES

	* High Rent Supplement	Current Monthly Allowance
a. Single Student	0	900
b. Single Student living at home		456
c. Student with Employed spouse	0	900
With one dependent	0	975
With two dependents	0	1050
With three dependents	0	1125
additional		\$50 per
d. Student with Dependent spouse	0	1050
With one dependent	0	1150
With two dependents	100	1250
With three dependents	150	1350
additional		\$75 per
e. Single Parent		
With one dependent	100	1200
With two dependents	100	1300
With three dependents	150	1400
additional		\$75 per

\* High Rent Supplements apply to students in the Categories D and E residing in the following cities: Kamloops, Kelowna, Vancouver.

The division of dependents between the student and the student's spouse for the purposes of calculating the student's living allowance shall be as follows:

If the spouses annual income is:

- Level 1 \$3000.00 or less Spouse is a dependent of the student
  - Level 2 \$3000.01 - 7,600.00 All children are dependents of the student
  - Level 3 \$7,600.01-12,000.00 One child is the dependent of the spouse; all others are dependents of the student
  - Level 4 \$12,000.01 - 15,000.00 Two children are dependents of the spouse; all others are dependents of the student
  - Level 5 \$15,000.01 - 20,000.00 Three children are dependents of the spouse; all others are dependents of the student
  - Level 6 \$20,000.01 and over All children are dependents of the spouse
- If claiming dependents, the student is required to provide a copy of the spouse's pay stubs.

14.3

FINANCIAL ASSISTANCE AGREEMENT

I, \_\_\_\_\_ do hereby agree to the following terms and conditions in the event that I receive funds from T'it'q'et for educational purposes:

- 1. I understand that I am to attend classes on a regular basis, satisfy all course requirements, and meet and maintain a minimal acceptable grade point average for the academic institution being attended;
2. I understand that I will be required to repay the costs of tuition, books and supplies to T'it'q'et, for courses that I fail to complete, before any further funding will be given to me;
3. I understand that, subject to the discretion of T'it'q'et, I may be denied further educational funding if I do not meet and maintain the established academic requirements;
4. I understand that I must submit an official transcript of my marks to the T'it'q'et education coordinator no later than 60 days after receiving them;
5. I also understand that in the event that I receive education funds under false pretenses, I may, subject to the discretion of T'it'q'et, be liable to repay the full amount or any designated portion of the total amount;
6. I understand that my application for assistance is subject to the availability of the post-secondary educational funding;
7. I also understand that I must meet the eligibility criteria established by the T'it'q'et Post-Secondary Student Assistance Policy and Programs.
8. I agree to advise T'it'q'et of any changes in my: Marital Status, Family Size, Income, or any other occurrence that may affect my status concerning benefits.

APPLICANT NAME:

\_\_\_\_\_

POST-SECONDARY INSTITUTION:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

APPLICANT SIGNATURE

DATE

EDUCATION COORDINATOR SIGNATURE

DATE

Failure to follow T'it'q'et Post Secondary Student Assistance Policy will result in Termination of Funding.



14.4

RELEASE OF TRANSCRIPTS

In the event that I do not submit official transcripts of marks within six weeks as per my financial assistance agreement, I agree that the band may obtain a copy of my transcripts directly from my school.

NAME OF STUDENT: \_\_\_\_\_ STUDENT # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

This statement gives my permission to:

\_\_\_\_\_

Name of institution

\_\_\_\_\_

Address

To release a copy of my official transcripts, progress reports, final marks, and monthly attendance to, my sponsor:

T'it'q'et Administration  
Attention: Education Coordinator  
Box 615  
Lillooet BC  
V0K 1V0

\_\_\_\_\_

SIGNATURE OF STUDENT

\_\_\_\_\_

DATE

**14.5**

**STATEMENT OF RENTAL DAMAGE DEPOSIT RECEIPT**

I, \_\_\_\_\_, \_\_\_\_\_,  
STUDENT NAME BAND NUMBER

I acknowledge receipt of my one-time-only rental damage deposit from T'it'q'et Post-Secondary Student Assistance Program in the amount of \$ \_\_\_\_\_.

I understand that this damage deposit is non-refundable to T'it'q'et Post-Secondary Student Assistance Program and, because of this, I will not expect to claim any future damage deposit.

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
DATE

**14.6**

**STUDENT FINANCIAL RECORD**

NAME: \_\_\_\_\_

BIRTHDATE: \_\_\_ / \_\_\_ / \_\_\_

ADDRESS: \_\_\_\_\_

BAND NO. \_\_\_\_\_ INSTITUTION: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ NUMBER OF DEPENDENTS: \_\_\_\_\_

BANK: \_\_\_\_\_ ACCT. NO. \_\_\_\_\_ TRANSIT # \_\_\_\_\_

MONTH	LIVING ALLOWANCE	SEA/TRAVEL	BOOKS/SUPPLIES	DAMAGE DEPOSIT/OTHER	TUITION
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROGRAM COMPLETION DATE: \_\_\_\_\_

## 14.7

## POST SECONDARY INSTITUTION IN BC

POST-SECONDARY INSTITUTE	CITY	PHONE NUMBER
British Columbia Institute of Technology	Burnaby	604-434-1610
Camosun College	Victoria	250-370-3000
Capilano College	North Vancouver	604-984-4966
College of New Caledonia	Prince George	250-562-2131
College of the Rockies	Cranbrook	250-489-2751
Douglas College	New Westminster	604-527-5400
Emily Carr Institute of Art & Design	Vancouver	604-844-3800
Institute of Indigenous Government	Vancouver	604-602-9555
Justice Institute of British Columbia	New Westminster	604-528-5588
Kwantlen University College	Surrey	604-595-2015
Langara College	Vancouver	604-323-5456
Malaspina University College	Nanaimo	250-755-8753
Nicola Valley Institute of Technology	Merritt	250-378-3300
North Island College	Campbell River/ Courtenay/ Port Alberni	1-800-715-0914
Northern Lights College	Dawson Creek	250-784-7527
Northwest Community College	Terrace	250-635-6511
Okanagan University College	Kelowna	250-862-5419
Royal Roads University	Victoria	250-391-2511
Selkirk College	Castlegar	250-365-7292
Simon Fraser University	Burnaby	604-291-4356
Thompson River University	Kamloops	250-828-5000
Thompson River University	Kamloops/ Williams Lake/ Lillooet	250-828-5000
University College of the Fraser Valley	Abbotsford	604-853-7441
University of British Columbia UBC Okanagan opens Sept. 2005	Vancouver	604-822-5111
University of Northern British Columbia	Prince George	250-960-6300
University of Victoria	Victoria	250-721-8423
Vancouver Community College	Vancouver	604-443-8421

14.8

APPLICATION FOR APPEAL

Select one of the following:

- T'IT'Q'ET K-12 PROGRAM
- T'IT'Q'ET OCCUPATIONAL SKILLS PROGRAM
- T'IT'Q'ET POST-SECONDARY STUDENT ASSISTANCE PROGRAM

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: (    ) \_\_\_\_\_

WHAT ARE YOU APPEALING?

\_\_\_\_\_

YOUR REASONS FOR APPEALING:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF STUDENT

I, \_\_\_\_\_, confirm that I am the Parent/Guardian of the above named minor child.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**RECORD OF APPEAL**

**DATE OF APPEAL MEETING:** \_\_\_\_\_

**FINAL BINDING DECISION:**

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**APPEAL BOARD MEMBER NAMES:**

**APPEAL BOARD MEMBER SIGNATURES**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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**PRINT NAME**

**SIGNATURE OF STUDENT**

_____	_____
-------	-------

\_\_\_\_\_  
**DATE**

## 14.10 MEDICAL WITHDRAWAL FORM

### Student Information

Full Name: \_\_\_\_\_ Status Card Number: \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

I consent to the release information from my physician or counsellor to the T'it'q'et Education Coordinator.

I understand that this information will be used to determine my eligibility for Education Assistance in the future.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date:

Name of Physician: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

When was this medical condition first diagnosed? \_\_\_\_\_

Given the student's medical condition, would he/she have been able to continue full-time studies and complete the rest of the study period.      Yes                      No

If No, briefly explain why.

\_\_\_\_\_  
\_\_\_\_\_

Did you advise the student to withdraw from full-time studies due to his/her medical condition?

If Yes, what was the date: \_\_\_\_\_

If No, indicate the dates of illness: \_\_\_\_\_

Print Name (Physician) : \_\_\_\_\_

Physician Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**14.11 PERSONAL EDUCATION PLAN FORM**  
*Post Secondary*

New Student \_\_\_\_\_ Application Date: \_\_\_\_\_

Previously Funded \_\_\_\_\_

Status Card Number: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Student Information:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Residence:  On Reserve  Off Reserve

Previous Courses:	Name of Institution:
_____	_____
_____	_____
_____	_____

Education Plan:

Long Term Career Goal:  
\_\_\_\_\_

Short Term Education / Training Goal:  
\_\_\_\_\_

Required Educational Qualifications for Long Term Career Goal: \_\_\_\_\_  
\_\_\_\_\_

Upgrading  
Requirements: \_\_\_\_\_

Name of Program: \_\_\_\_\_ Length of Program: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Address of Institution: \_\_\_\_\_