

Okanagan Indian Band

Post-Secondary Student Support Policies

Table of Contents

EDU 3.01.OKIB – Applicant Eligibility	1
EDU 3.02.OKIB – Sponsorship	9
EDU 3.03.OKIB – Travel Allowance	13
EDU 3.04.OKIB – Incentive Awards	15
EDU 3.05.OKIB – Academic Probation	18
EDU 3.06.OKIB – Withdrawals	21
EDU 3.07.OKIB – Appeals	24

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.01.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Applicant Eligibility	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	Nov 22, 2021

**Section 3 – Post-Secondary Student Support Program
EDU 3.01.OKIB – Applicant Eligibility**

1 PURPOSE

1.01 The purpose of this Statement of Policy and Procedure is to improve the employability of Band members by providing funding to access education and skills development opportunities at the Post-Secondary level according to Indigenous Services Canada (ISC) guidelines for the Post-Secondary Student Support Program (PSSSP).

2 SCOPE

2.01 This Statement of Policy and Procedure applies to all OKIB members (616) seeking sponsorship for post-secondary education funding.

3 DEFINITIONS

3.01 **Academic Level** means the degree of education as defined by the PSSSP which include:

- Level 1: Community college, CEGEP diploma and certificate programs;
- Level 2: Undergraduate University programs (certificate, diploma, degree);
- Level 3: Advanced, graduate or professional degree programs; and
- Level 4: Doctoral programs.

3.02 **Academic Year** means the program year as defined by the post-secondary institution.

3.03 **Applicant** means a member of the OKIB membership list (616) seeking sponsorship for post-secondary education funding.

3.04 **Band Member** means a person whose name has been entered in the Indian Registry maintained by Indigenous and Northern Affairs Canada as defined by the *Indian Act*.

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

3.06 **CEGEP (Collège d'enseignement général et professionnel)** means the public post-secondary education collegiate institutions exclusive to the education system in the province of Quebec in Canada.

3.07 **Eligible Expenditures** means:

- actual cost of tuition and other compulsory students' fees charged by the institution;

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.01.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Applicant Eligibility	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	Nov 22, 2021

- books and supplies required by the student for their Program of Study;
- initial professional certification and examination fees;
- childcare;
- tutors, guidance and counselling services; and
- the total annual eligible expenses do not exceed the maximum set out in the federal PSSSP guidelines

3.08 **Eligible Post-Secondary Institution** means a degree, diploma or certificate granting institutions that are:

- Recognized by a Province or Territory in Canada or Aboard; or
- Educational institutions recognized to deliver post-secondary programs by arrangement with an eligible post-secondary institution.

3.09 **Eligible Programs** means a program of studies:

- of which the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution or the Provincial/territorial Ministry of Education, is required; and
- offered by a post-secondary institution that is at least **one** academic year in duration (as defined by the institution); and
- delivered at an Eligible Post-Secondary Institution as defined in paragraph 3.08 in this statement of policy and procedure.

3.10 **Full-time Student** means a student who is taking a full course load, as determined by the Institution, and that will allow the student to graduate within the time-line that is considered normal for that degree or diploma and is approved by the OKIB Education Department within the student's annual OKIB Post Secondary Application Form.

3.11 **Good Academic Standing** means having a GPA of 2.1 or higher.

3.12 **Mature Student** means an Applicant who is **twenty-one** years of age who has graduated from a Secondary School with a Dogwood certificate or an equivalent certificate.

3.13 **Part-time Student** means a student who meets part-time criteria as defined by the post-secondary institution.

3.14 **Permanent Disability** means a function limitation caused by a physical or mental impairment that restricts the ability of a person to perform daily activities necessary to participate in studies at a

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.01.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Applicant Eligibility	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	Nov 22, 2021

post-secondary level or in the labour force and is expected to remain for the person’s expected natural life.

- 3.15 **Program of Studies** means all post-secondary programs, at least **one** academic year in duration, leading to a certificate, diploma or degree. Programs less than **one** academic year, which are prerequisites to post-secondary programs of at least **one** academic year, are included.
- 3.16 **Post-Secondary Education** means a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent are a prerequisite.
- 3.17 **Continuing Student** means a student who is continuing their chosen Program of Study as identified on the application sponsored by OKIB under the PSSSP guidelines.
- 3.18 **Semester** means a distinct study period lasting at least **twelve to seventeen** weeks which forms part of a longer program, as defined by the post-secondary institutions.
- 3.19 **Sponsorship** means the financial support received from OKIB under the PSSSP to attain a post-secondary diploma, degree or certificate.
- 3.20 **Student** means an Applicant who has successfully applied for funding under the PSSSP and fulfills the conditions of the programs in order to receive financial support to successfully attain a post-secondary diploma, degree or certificate.

4 POLICY

- 4.01 A grade 12 student may defer their studies for **one** year from the date of graduation without losing their priority status for Post-Secondary sponsorship eligibility, provided a deferral is submitted by **February 28th** to the Post-Secondary Education Coordinator.
- 4.02 **One** time only, students may submit a request to the Education Coordinator for approval to transfer into a different discipline provided either of the following conditions are met:
 - The request is made prior to the end of their second year, provided that a minimum of **four** courses will be applied as credits to the new program; or
 - The student is in their first year of study.
- 4.03 An Applicant can apply for trade’s foundation if the program and institution meet the PSSSP eligibility requirements.
- 4.04 The delivery of a Program of Studies may be in classroom, e-learning, distant learning, or virtual learning if it meets all the criteria for Eligible Programs.

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.01.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Applicant Eligibility	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	Nov 22, 2021

- 4.05 An Applicant with an outstanding debt to the Band will be required to complete a Repayment Agreement Form and maintain payments in good standing to apply for post-secondary funding.
- 4.06 The eligible expenditures do not include optional bus passes or an allowance for any mode of transportation except where the cost is applied in the tuition and compulsory fees as a mandatory requirement by the Post-Secondary Institution.
- 4.08 Applicants with a Permanent Disability may take **two** courses and receive the benefits of Full-Time Students and are required to complete a Permanent Disability Form.
- 4.09 Students with dependent children are eligible for a childcare supplement of \$300 per month per family.

Academic Levels

- 4.10 The Applicant is required to submit a New Student Application Form for each Academic Level.
- 4.11 Students will only be able to access assistance for each Academic Level **one** time. The exceptions to this policy are outlined in the PSSSP guidelines which include:
 - (a) Students may be assisted in Level 1 studies after dropping out of Level 2 studies if not previously funded for Level 1;
 - (b) Level 2 may include assistance for an additional degree at the bachelor level which has as a prerequisite an undergraduate degree or undergraduate courses.
- 4.12 Students may be assisted for up to **one** additional academic year per level if such an extension is approved in writing by the post-secondary institution's dean or department head and Education Coordinator.

Residency

- 4.13 To be eligible for post-secondary sponsorship the Applicant must be an Okanagan Indian Band member.

Deferrals

- 4.14 A continuing student may request to defer their studies **one** time provided;
 - They are in good academic standing;
 - Submit their most recent transcripts;
 - Approval in writing by the department head; and
 - Approval the Education Coordinator.

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.01.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Applicant Eligibility	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	Nov 22, 2021

- 4.15 A continuing student with an approved **one-year** deferral is required to submit a Continuing Student Application Form by **February 28th**.

Applications

- 4.16 Applications are valid for **one** academic year; each year Continuing Students are required to submit a Continuing Student Application Form to maintain sponsorship for the following Academic Year.
- 4.17 The Applicant must submit the completed application with the required documents to be considered by the Selection Committee, these documents include:
- Photocopy of a valid status card;
 - Completed Post-Secondary application package;
 - Letter of acceptance from an Eligible Post-Secondary Institution indicating that they have been accepted into a degree, diploma or certificate program;
 - Transcripts from previous Eligible Post-Secondary Institutions or High School
 - Detailed letter of intent with Program Information, including tuition fees, length of program, and prerequisites;
 - Void Check or Direct Deposit Slip attached;
 - Signed student contract;
 - Consent to Release Information Form; and
 - Academic outline as confirmed by academic advisor within **one** month of the program start date.
- 4.18 Completed applications must be received by the following deadlines. Applications submitted by mail shall be deemed to have been received on the date postmarked on the envelope.
- (a) Intersession / Summer Session - May to August
- **January 30** – Deadline date for New/Continuing Student
 - First week of April – Send out student/institute sponsorship letters
- (b) Fall Semester – September to December
- **February 28** – Deadline date for New/Continuing Student
 - 1st week of June – Send out student/institute sponsorship letters

Selection Committee

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.01.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Applicant Eligibility	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	Nov 22, 2021

- 4.19 The Selection Committee shall be comprised of the following OKIB employees:
- Supervisor, Manager, or Division Director except the Finance Director;
 - Director of Education, Language and Culture; and
 - Post-Secondary Coordinator.
- 4.20 The student funding priority is established for the Selection Committee as follows:
- (a) First Priority – Applicants who are currently funded through PSSSP, are in Good Academic Standing and meet the requirements of the application;
 - (b) Second Priority – Applicants who have achieved a Dogwood certificate or equivalent certificate graduate diploma from a secondary school;
 - (c) Third Priority – Applicants who were approved by the Education Coordinator to defer in the previous year or were on the waitlist from the previous year due to lack of funding;
 - (d) Fourth Priority – Applicants who have funded their Program of Studies independently for a minimum of **one** year and are not eligible for reimbursement for these costs prior to the date of the application;
 - (e) Fifth Priority – Applicants identified as Mature Students who have been out of Secondary School for **four** years or other students;
 - (f) Sixth Priority – Applicants applying for part-time education for tuition and book allowance;
 - (g) Seventh Priority – Applicants with a history of not completing or failing courses.
- 4.21 Applicants who did not receive sponsorship will be placed on a waitlist and are required to submit an updated application annually. These applicants will be considered during the next intake based on priorities set out in this statement of policy and procedure

Private and Foreign Institutions

- 4.22 A student may enroll in any private post-secondary institution recognized by the provincial or territorial Ministry of Education or in an acceptable program of studies in a foreign institution.

List of Eligible Canadian Institutions <https://www.sac-isc.gc.ca/eng/1429541743524/1531402273996>

List of Eligible International Institutions <https://www.sac-isc.gc.ca/eng/1433334714906/1531402394547>

- 4.23 The student will provide documentation that identifies the most comparable program in the nearest Canadian Public Institution to the Applicants place of residence. The documentation must include registration, tuition, and mandatory student activity fees of the Canadian Public Institution.

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.01.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Applicant Eligibility	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	Nov 22, 2021

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.01.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Applicant Eligibility	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	Nov 22, 2021

Appeals

4.24 An applicant may appeal the decision of the Selection Committee as outlined in the *EDU 3.07.OKIB – Appeals Policy*

5 RESPONSIBILITY

5.01 The Applicant is responsible for submitting complete applications prior to the submission deadline; incomplete applications will not be processed.

5.02 The Education Coordinator is responsible for processing completed applications for the Selection Committee, planning the Selection Committee meeting, notifying Applicants of the results, and the sponsorship budgets and destroying files after seven years.

5.03 The Selection Committee is responsible for reviewing completed Post-Secondary application packages using the priority levels and criteria outlined in this Statement of Policy and Procedure in an unbiased manner.

6 PROCEDURE

6.01 The budget for funding Post-Secondary applicants must be within the amount identified in annual PSSSP Contribution Agreement.

6.02 The Education Coordinator shall maintain all applications in a confidential filing system until **seven** years after the Applicant has completed their Program of Studies and the following measures will be made to secure personally protected information:

- All files will be stored in a locked cabinet; and
- All files will be destroyed after **seven** years.

6.03 The Education Coordinator shall send out an annual letter to the Grade 12 students by the last week of **January**, encouraging them to apply for post-secondary education and outlining the timeline to defer studies.

6.04 The Education Coordinator shall send a letter to students who request a deferral confirming the deferral was approved and reminding the student to apply by the **February 28th** deadline of the next year.

6.05 The Education Coordinator will send the list of selected Applicants to the Finance Department to confirm there are no debts or Repayment Agreements are in place and in good standing for those with outstanding debts.

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.01.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Applicant Eligibility	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	Nov 22, 2021

Selection Committee

6.06 The Selection Committee will consider the following criteria when assessing the applications:

- Acceptance to an Eligible Post-Secondary Institution and Program of Studies;
- Submission of transcripts in good standing;
- The level of priorities set out in paragraph 4.23 of this Statement of Policy and Procedure;
- Repayment Agreements in good standing;
- Submission of application within deadlines
- Academic history; and
- When applications exceed funding the date of receipt shall be a consideration with priority being placed on the earliest dated application.

6.07 The Selection Committee shall meet by **mid-March** to review the applications.

6.08 The Applicants will be notified in writing if their application was approved, denied or deferred, no later than **two** weeks after the Selection Committee decision-making process including the reason the application was denied.

6.09 The Education Coordinator shall send out a third-party sponsorship letter annually to the Post-Secondary Institutions in June.

6.10 The Education Coordinator shall provide an annual report by the deadline provided, to ISC.

7 ATTACHMENTS

**CONSENT TO RELEASE INFORMATION FORM
NEW STUDENT APPLICATION FORM
PERMANENT DISABILITY FORM
REPAYMENT AGREEMENT FORM
CONTINUING STUDENT APPLICATION FORM**

8 REPEALS

Education Department Post-Secondary Policies-approved Feb. 7, 2006

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.02.OKIB
	Post-Secondary Education	Drafted:	Sept. 10,2020
Subject:	Sponsorship	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

EDU 3.02.OKIB – Sponsorship

1 PURPOSE

1.01 The purpose of this Statement of Policy and Procedure is to implement the Post-Secondary Student Support Program (PSSSP) for sponsorship to OKIB students.

2 SCOPE

2.01 This Statement of Policy and Procedure applies to all selected Students under *SPP EDU 3.01.OKIB – Eligible Applicants* for post-secondary education.

3 DEFINITIONS

3.01 **Academic Probation** means a student with a GPA of 2.0 or lower and is required to comply with a higher level of accountability to maintain sponsorship by OKIB.

3.02 **Book Allowance** means the funding provided for the mandatory books and other written material.

3.03 **Child** means a son or daughter by birth, adoption or through legal guardianship.

3.04 **Dependent** means a person who is dependent upon the student and may include:

- A dependent spouse; and/or
- Child(ren) under the age of **eighteen** years under the legal guardianship of and resides with the Applicant.

3.05 **Dependent Spouse** means a person who is married to the student or a person who has lived with the student as husband or wife for a period of at least **one** year prior to application for post-secondary education support. This person is a dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by Canada Revenue Agency.

3.06 **Living Allowance** means the funding provided in Canadian dollars to a sponsored student as set out in the paragraph 4.08 of this statement of policy and procedure.

3.07 **Semester** means a distinct study period lasting at least **twelve to seventeen** weeks which forms part of a longer program, as defined by the post-secondary institutions.

3.08 **Sponsorship Suspension** means the discontinuance of funding including tuition and book allowance based on the minimum level of academic performance not being achieved by the student.

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.02.OKIB
	Post-Secondary Education	Drafted:	Sept. 10,2020
Subject:	Sponsorship	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

- 3.09 **Spouse** means **two** people who have entered into a marriage in good faith or have cohabitated in a marriage-like relationship for a period of at least **twelve** consecutive months prior to application for post-secondary educational support.
- 3.10 **Student** means an individual who has successfully applied to be funded under the PSSSP and fulfills the conditions of the programs in order to receive financial support to successfully attain a post-secondary diploma, degree or certificate.
- 3.11 **Tuition** means all costs essential for registration/access into program including registration, course and student fees.

4 POLICY

- 4.01 Applications are valid for **one** academic year; each year Continuing Students are required to submit a Continuing Student Application Form to maintain sponsorship for the following Academic Year.
- 4.02 A Book Allowance of \$500 will be provided for full-time students at the beginning of the semester. If the required books and supplies exceeds \$500, students can apply for additional funds not to exceed a total of \$1,000 per semester. All original receipts must be submitted to the Education Coordinator.
- 4.03 Student Sponsorship may be affected when a student is placed on Academic Probation which may result in a suspension of sponsorship according to *SPP EDU 3.05.OKIB – Academic Probation*.
- 4.04 Sponsored Students are eligible to receive a living allowance, full-time students are eligible for the maximum amount; part-time students are eligible for a pro-rated amount based on the number of classes attended.
- 4.05 The student level of priority for Living Allowance is established as follows:
 - (a) First Priority: Academic Levels 1 and 2;
 - (b) Second Priority: Academic Level 3 and 4, based on availability of funding.
- 4.06 Where **two** students are married to each other, and have dependents, **one** of them will be designated as the recipient of the dependent child supplement.
- 4.07 Students must provide a void cheque to receive a Living Allowance by direct deposit and no advances will be provided.

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.02.OKIB
	Post-Secondary Education	Drafted:	Sept. 10,2020
Subject:	Sponsorship	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

4.08 The Living Allowance shall be distributed according to the following Post-Secondary Living Allowance Rates table:

Post-Secondary Living Allowance Rates		
	Category	Allowable Rate
1.	Single Student	\$1300
2.	Married Student with Spouse	\$1300
Additional \$200 per Dependent Child		

4.09 A student may be required to provide one of the following documents to establish dependents that are eligible for dependent living allowance rates:

- Birth certificate; or
- Custody order.

4.10 Any changes to the number of Dependents for Students receiving Living Allowance must be reported within **ten** business days of the Dependents change in residence. After the **ten** days any funds provided to the Student for a claimed Dependent that no longer resides with them will be required to be repaid.

4.11 Should a student receive a scholarship or bursary, the amount will not be deducted from the student’s entitlement to tuition, book and living allowances sponsorship. OKIB will not reimburse students for tuition scholarships.

5 RESPONSIBILITIES

5.01 The Education Coordinator is responsible for arranging direct deposits, the budget, notifying the students if their Sponsorship is being suspended or revoked, and establishing Repayment Agreements.

5.02 The Student is responsible for submitting transcripts, course outlines, void cheques, original detailed receipts, and notification of a change in Dependents.

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.02.OKIB
	Post-Secondary Education	Drafted:	Sept. 10,2020
Subject:	Sponsorship	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

6 PROCEDURE

- 6.01 The budget for funding Living Allowance must be within the funding as provided for in the annual PSSSP Contribution Agreement.
- 6.02 The Education Coordinator shall send to the Accounts Payable a direct deposit spreadsheet outlining the Living Allowance payments by **20th day** of each month.

7 ATTACHMENTS

- Book and Supplies Form**
- Continuing Student Application Form**
- Repayment Agreements**
- Tutoring Form**

8 REPEALS

Education Department Post-Secondary Policies-approved Feb. 7, 2006

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.03.OKIB
	Post-Secondary Education	Drafted:	Sept. 10,2020
Subject:	Travel Allowance	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

EDU 3.03 OKIB – Travel Allowance

1 PURPOSE

1.01 The purpose of this Statement of Policy and Procedure is to provide a travel allowance for sponsored students.

2 SCOPE

2.01 This Statement of Policy and Procedure applies to all selected Students under *SPP EDU 3.01 OKIB – Eligible Applicants* for post-secondary education.

3 DEFINITIONS

3.01 **Student** means an Applicant who has successfully applied for funding under the PSSSP and fulfills the conditions of the programs in order to receive financial support to successfully attain a post-secondary diploma, degree or certificate.

4 POLICY

4.01 Students taking classes through distance education or e-learning who are required to travel to another location to complete their required exams, may be eligible for a travel allowance at a the OKIB travel rate, if denied accommodations to take the exam at a local institution.

4.02 If a student is travelling by vehicle, travel for students shall be provided at the established rate of \$1,000.00 annually if **one** of these conditions are met;

- The distance exceeds 800 km return trip;
- The required program of studies is not offered at the Canadian post-secondary institution nearest the students home;
- The Program of Studies is not available in Canada; or
- The student cannot gain admittance to the Canadian post-secondary institution nearest the student’s home.

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.03.OKIB
	Post-Secondary Education	Drafted:	Sept. 10,2020
Subject:	Travel Allowance	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

5 RESPONSIBILITY

- 5.01 The student is responsible required to submit a Travel Approval Form.
- 5.02 The Education Coordinator is responsible for administrating the travel allowance funding.

6 PROCEDURE

7 ATTACHMENTS

Travel Approval Form

8 REPEALS

Education Department Post-Secondary Policies-approved Feb. 7, 2006

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.04.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Incentive Awards	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

EDU 3.04.OKIB – Incentive Awards

1 Policy

1.01 The purpose of this Statement of Policy and Procedure is to recognize outstanding academic achievements of post-secondary Sponsored Students.

2 Scope

2.01 This Statement of Policy and Procedure applies to all Full-Time, Sponsored Students under the Post-Secondary Student Support Program (PSSSP).

3 Definitions

3.01 **Incentive Award** means the allocated funding that will be divided equally among the students that meet the criteria outlined in this statement of policy and procedure

3.02 **Full-time Student** means a student who meets full-time criteria as defined by the post-secondary institution, which may include short-term intensive summer programs or minimum of **four** courses.

3.03 **Permanent Disability** means a function limitation caused by a physical or mental impairment that restricts the ability of a person to perform daily activities necessary to participate in studies at a post-secondary level or in the labour force and is expected to remain for the person’s expected natural life.

3.04 **Program of Studies** means all post-secondary programs, at least **one** academic year in duration, leading to a certificate, diploma or degree. Programs less than **one** academic year, which are prerequisites to post-secondary programs of at least **one** academic year, are included.

3.05 **Semester** means a distinct study period lasting at least **twelve to seventeen** weeks which forms part of a longer program, as defined by the post-secondary institutions.

3.06 **Student** means an Applicant who has successfully applied for funding under the PSSSP and fulfills the conditions of the programs in order to receive financial support to successfully attain a post-secondary diploma, degree or certificate.

4 Policy

4.01 The budget for the Incentive Awards shall be up to a maximum of up to **five** percent of the PSSSP funded student population.

4.02 To be eligible to receive an Incentive Award the Sponsored Student must be:

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.04.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Incentive Awards	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

- Registered in a full-time, academic year commencing in September for **two** consecutive Semesters September – December, January – April or May – August;
- Enrolled in a minimum of **four** classes in each of the **two** Semesters;
- Be achieving a GPA of B plus or higher; and
- Must be enrolled to continue the Program of Study in the next academic year.

4.03 Students with Permanent Disabilities attending school as a Full-Time Student according to paragraph 3.33 of the EDU 3.01.OKIB – Applicant Eligibility Policy are eligible for an incentive award.

4.04 The Incentive Awards shall be awarded to the students in the certificate, diploma and bachelor programs. Students in the Masters or Doctoral programs will be considered where there are funds available.

4.05 Incentive awards for students in Academic Levels 1 and 2 shall be divided equally to a maximum of \$1000.00 per award.

4.06 Incentive awards for students in Academic Levels 3 and 4 shall be divided equally to a maximum of \$1,500.00 per award.

4.07 The student must submit the final transcripts by **May 15th**.

5 RESPONSIBILITIES

5.01 The student is responsible for submitting the application prior to the deadline with supporting documentation.

5.02 The Education Coordinator is responsible for budgeting for and administering the Incentive Award funding.

6 PROCEDURE

6.01 The Education Coordinator will include Incentive Award funding within the annual budget as provided for in the annual PSSSP Contribution Agreement.

6.02 The Education Coordinator will maintain a database of successful recipients for up to **seven** years.

6.03 The Education Coordinator shall send an email to the student with the Incentive Application, **first week of February**.

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.04.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Incentive Awards	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

6.04 The Education Coordinator will review the student's transcripts and the GPA to determine eligibility for an incentive award.

6.05 An email will be sent to the applicants to notify them whether or not they qualified for an incentive award.

6.06 The incentive awards will be distributed in **July**.

7 ATTACHMENTS

Incentive Award Application

8 REPEALS

Education Department Post-Secondary Policies-approved Feb. 7, 2006

STATEMENT of POLICY and PROCEDURE			
Section:	Education Development	Policy No.	EDU 3.05 OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Academic Probation	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

EDU 3.05.OKIB – Academic Probation

1 POLICY

- 3.01 The purpose of this Statement of Policy and Procedure is to set out the expectation of students who are not maintaining the required GPA to graduate.

2 SCOPE

- 2.01 This Statement of Policy and Procedure applies to all students sponsored under the Post-Secondary Student Support Program (PSSSP).

3 DEFINITIONS

- 3.01 **Academic Probation** means a student with a GPA of 2.0 or lower and is required to comply with a higher level of accountability to maintain sponsorship under the PSSSP.
- 3.02 **Living Allowance** means the funding provided in Canadian dollars to a sponsored student
- 3.03 **Semester** means a distinct study period lasting at least **twelve** to **seventeen** weeks which forms part of a longer program, as defined by the post-secondary institutions.
- 3.04 **Sponsorship** means the financial support received from OKIB under the PSSSP to successfully attain a post-secondary diploma, degree or certificate.
- 3.05 **Sponsorship Suspension** means the discontinuance of funding based on the minimum level of academic performance not being achieved by the student.
- 3.06 **Student** means an Applicant who has successfully applied for funding under the PSSSP and fulfills the conditions of the programs in order to receive financial support to successfully attain a post-secondary diploma, degree or certificate.

4 POLICY

- 4.01 A student will be placed on Academic Probation if their GPA drops below 2.00.
- (a) The Academic Probation will last **one** term or a minimum of **four** months;
 - (b) As a condition of Academic Probation, an interim report is required from each instructor confirming the student is maintaining a 2.00 GPA;
 - (c) If the student does not obtain a 2.00 GPA or higher in all courses during the probation term, failure to comply will result in the termination of Sponsorship and Living Allowance;

STATEMENT of POLICY and PROCEDURE			
Section:	Education Development	Policy No.	EDU 3.05 OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Academic Probation	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

(d) The Student shall be required to complete any failed courses within the next **two** semesters and the cost of that course will be deducted from the living allowance unless the student makes alternate arrangements for the cost of the course through a repayment plan.

4.02 A student's sponsorship will be suspended if they fail two or more of their courses in one Semester, failure to complete one of the two following actions will result in the termination of Sponsorship, the student must:

- (a) work with the education coordinator to create a repayment plan to pay for the failed courses; or
- (b) self-sponsor the semester immediately following this unsuccessful semester and must be enrolled in a minimum of **four** courses, completing those courses with a minimum of a 2.00 GPA.

4.03 If a student on probation is experiencing extraordinary circumstances, which impact student success. This student will defer their studies for **one** semester with the approval of Education Coordinator and their institution. Prior to reinstatement of Sponsorship, the student will require documentation that supports their readiness to return to full-time studies.

5 RESPONSIBILITIES

5.01 The Student is responsible for seeking assistance from the Education Coordinator if a GPA of 2.00 is not maintained and submitting transcripts to the Education Coordinator

5.02 The Education Coordinator is responsible for monitoring a student's progress and informing the student of supports to improve their academic standing.

6 PROCEDURE

6.01 The Education Coordinator will review the transcripts and determine if the Student needs to go on academic probation.

6.02 Students will be provided a letter from the Education Coordinator notifying them of their academic probation within **ten** business days of receiving the student's transcripts and provide information to access funding for a tutor.

6.03 The Education Coordinator shall meet with students to complete the Repayment Agreement Form.

7 ATTACHMENTS

Repayment Agreement

STATEMENT of POLICY and PROCEDURE			
Section:	Education Development	Policy No.	EDU 3.05 OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Academic Probation	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

8 REPEALS

Education Department Post-Secondary Policies-approved Feb. 7, 2006

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.06.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Withdrawals	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

EDU 3.06.OKIB – Withdrawals

1 PURPOSE

3.01 The purpose of this Statement of Policy and Procedure is to assist the student when there are circumstances beyond their control that prevent them from successfully completing a course or semester.

2 SCOPE

2.01 This Statement of Policy and Procedure applies to all students funded under the Post Secondary Student Support Program (PSSSP).

3 DEFINITIONS

3.01 **Immediate Family** means:

- The student’s spouse and/or partner;
- A parent (in-law), step-parent, foster parent or guardian of the students, or of the spouse and/or partner;
- A child, step-child, or foster child of the student, or of the student’s spouse and/or partner;
- A grandparent, step-grandparent, grandchild or step-grandchild of the student;
- Son in-law or daughter in-law;
- The student’s brother (in-law) or sister (in-law);
- Any person who lives with the student as a member of the immediate family.

3.02 **Living Allowance** means the funding provided in Canadian dollars to a sponsored student.

3.03 **Permanent Disability** means a function limitation caused by a physical or mental impairment that restricts the ability of a person to perform daily activities necessary to participate in studies at a post-secondary level or in the labour force and is expected to remain for the person’s expected natural life.

3.04 **Semester** means a distinct study period lasting at least **twelve to seventeen** weeks which forms part of a longer program, as defined by the post-secondary institutions.

3.05 **Student** means an Applicant who has successfully applied for funding under the PSSSP and fulfills the conditions of the programs in order to receive financial support to successfully attain a post-secondary diploma, degree or certificate

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.06.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Withdrawals	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

4 POLICY

4.01 Failure to get pre-approval to withdraw from a Program of Studies will result in the requirement to repay tuition and other benefits provided under the PSSSP Program. Repayment of all funds includes tuition, book and living allowances incurred from the date of withdrawal to the time the Band was made aware of the situation.

General Withdrawals

- 4.02 All students are responsible to withdrawal from a course prior to the institutional fee reimbursement deadline, failure to do so will result in the requirement to repay the course fees.
- 4.03 If a student withdraws from a Program of Studies after to the institutional fee reimbursement deadline and is enrolled in less than **four** classes, they no longer qualify for Sponsorship:
 - (a) Continue with studies without the living allowance; or
 - (b) Pick up a fourth course on-line at their own expense to maintain living allowance.
- 4.04 When a student experiences circumstances that requires them to withdrawal from a course they must adhere to the following:
 - (a) Contact the Education Coordinator to advise them of your plan to withdraw and identify the substitution course;
 - (b) Withdraw from the course prior to the deadline for your institution that does not result in a loss of tuition;
 - (c) Submission of a Withdrawal Form; and
 - (d) Provide the Education Coordinator with an updated course schedule.
- 4.05 In extraordinary circumstances, a request for consideration for an exception to the requirement to repay tuition, books, and living allowance may be sent to the Director of Education, Language and Culture or if the amount exceeds the directors spending authority according to the Financial Bylaw, the Executive Director.

Medical Withdrawals

4.06 When a student experiences a personal hardship that requires them to withdrawal, they must provide all required documentation outlined in paragraph 4.08 of the statement of policy and procedure and submit them to the Education Coordinator within **ten** business days. A personal hardship may include but not be limited to:

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.06.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Withdrawals	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

- medical emergencies;
- permanent disabilities;
- death of an immediate family member; or
- an accident.

4.07 The student shall provide the following documentation when a personal hardship occurs:

- Withdrawal Form;
- An approval from the post-secondary institution outlining any financial penalties, if any; and
- Medical certificate from the doctor, stating an anticipated date of return.

4.08 A student on medical leave will require a medical note from a doctor stating they are fit to return to their Program of Studies.

5 RESONSIBILITIES

- 5.01 The student is responsible for communicating any withdrawals from their program of study and communicating those changes to the Education Coordinator.
- 5.02 The Education Coordinator is responsible to ensure all students are submitting their transcripts and reviewing them in a timely manner and approving deferrals and withdrawals.

6 PROCEDURE

- 6.01 The Education Coordinator will provide a confirmation to the Student a withdrawal notice has been approved and include the notice in the students' file.
- 6.02 The Education Coordinator shall prepare a notification letter informing the student if the request for the one-time exemption to repay tuition, books and/or living allowance was granted.

7 ATTACHMENTS

Withdrawal Form

8 REPEALS

Education Department Post-Secondary Policies-approved Feb. 7, 2006

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.07.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Appeals	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

EDU 3.07.OKIB – Appeals

1 PURPOSE

3.01 The purpose of this Statement of Policy and Procedure is to provide an impartial process where a student does not feel the Post-Secondary Student Support Program (PSSSP) guidelines are not being fairly applied to their situation.

2 SCOPE

2.01 This Statement of Policy and Procedure applies to all Eligible Applicants under the PSSSP.

3 DEFINITIONS

3.01 **Applicant** means a member of the OKIB membership list (616) seeking sponsorship for post-secondary education funding.

3.02 **Band Council** means the elected Chief and Council of the Okanagan Indian Band.

3.03 **Student** means an Applicant who has successfully applied for funding under the PSSSP and fulfills the conditions of the programs to receive financial support to successfully attain a post-secondary diploma, degree or certificate.

4 POLICY

4.01 An Applicant cannot appeal a denied application if the application was denied based on the unavailability of funds.

4.02 An Applicant shall be entitled to appeal a decision of the Selection Committee where the Applicant believes the PSSSP Guidelines are not applied correctly within **two** weeks of receiving the letter from the Education Coordinator.

4.03 The first step of the appeal process is for the Applicant to meet with the Education Coordinator to review the decision and outline where the PSSSP Guidelines and/or OKIB polices were not followed.

4.04 An applicant must provide to the Appeals Committee:

- A copy of the letter provided by the Education Coordinator outlining the reason why they were not provided funding under the PSSSP;
- An outline of the where the Post-Secondary Policies are not consistent with the PSSSP Guidelines; and
- A letter outlining a full explanation for the reason of this request.

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.07.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Appeals	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

4.05 If an accommodation is requested by the student to present their case, all efforts will be made to provide accommodations including an electronic method for the appeal review.

4.06 The student will have the option of being present or have a representative there on their behalf and will be required to fill out an Advocate Appointment form.

4.07 The Education Coordinator shall not have the authority to provide information in the students file to parties that are not the Applicant or an appointed advocate.

4.08 The Appeal Committee shall consist of;

- Executive Director
- Finance Director
- Policy Analyst or other as appointed by the Executive Director

4.09 The decision of the Appeal Board shall be consistent with the PSSSP Guidelines and OKIB Post-Secondary Education Policies.

4.10 The Appeal Committee’s decision is final, the Applicant and/or Student may not further appeal to Indigenous Services Canada (ISC) or the Band Council.

5 RESPONSIBILITIES

5.01 The Applicant is responsible to review the PSSSP Guidelines and OKIB policies prior to submitting an appeal.

5.02 The Education Coordinator is responsible for maintaining applications until the end of the students Program of Study and keeping detailed notes during all meetings of the appeals process.

6 PROCEDURES

6.01 The Education Coordinator shall provide a report for the Director of Education, Language and Culture including the following documents of the applicant:

- A copy of the initial application;
- A recent copy of transcripts;
- All correspondence relating to the matter; and
- Meeting notes, from the meeting with the Appellant as required by the paragraph 4.03 of the Statement of Policy and Procedure.

6.02 The Appeal Committee will review the Appeal and all related documents and information.

STATEMENT of POLICY and PROCEDURE			
Section:	Education Department	Policy No.	EDU 3.07.OKIB
	Post-Secondary Education	Drafted:	Sept. 10, 2020
Subject:	Appeals	Approved:	Dec. 14, 2020
Issue to:	Director of Education, Language and Culture; Education Coordinator: Post-Secondary Students	Effective:	April 1, 2021
		Amended:	

6.03 The Education Coordinator will notify the student in writing of the date and time of the Appeal Committee meeting at which the Applicants Appeal will be presented.

6.04 The Appeal Committee shall review the Appeal, and all decisions will be based upon current PSSSP National Program Guidelines.

6.05 The Education Coordinator will notify the Applicant of the Appeals Committees decision within **ten** business days.

7 ATTACHMENTS

Advocate Appointment Form

8 REPEALS

Education Department Post-Secondary Policies-approved Feb. 7, 2006