

Nuu-chah-nulth Tribal Council

Post-Secondary Program Policies & Procedures



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1.1 Program Eligibility

Category

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

- a. Regular Post Secondary and trades training courses leading to a certificate, diploma or degree, e.g., Culinary Arts Certificate, Bachelor of Arts (B.A.), Bachelor of Education (B.Ed), Bachelor of Science (B.Sc.), Bachelor of Science in Nursing (B.Sc.N.), Masters of Arts (M.A.) and a Doctor of Philosophy (Ph.D),
- b. Certificate, diploma and undergraduate programs must meet the following criteria:
 - i) Have secondary level courses as a pre-requisite for entry;
 - ii) Be a minimum of one (1) academic year in length;
 - iii) Have a certificate, diploma or degree awarded when completed;
 - iv) Be an accredited program offered at an accredited institution;
- c. Post Graduate studies that meet the following criteria:
 - i) Have a Bachelor's degree as a minimum requirement for entry.
 - ii) Have a diploma or certificate awarded.
 - iii) Have a minimum of 75% of their courses recognized as credit toward a degree at a recognized public P/S institution.

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

- d. College Preparation. **All new students are required to write an English Assessment. Where the program a student is entering requires the completion of provincial level Math as a pre-requisite for entry, the student is also required to write a Math Assessment.**

Those students whose assessments place them at the College Preparation level must enroll in a preparatory program for a minimum of four (4) months. A course/seminar in study & writing skills must be taken at this time. This year of studies will be used to improve study and communication skills as well as to introduce the student to the responsibilities that college routines place on him/her.

NOTE: Experience has shown that good high school grades do not always represent the English and Math skills necessary for success in Post Secondary studies. It has been determined that assessments provide a more accurate reflection of a student's Math and English skills. This provides students with an opportunity to upgrade their skills and helps ensure success in Post Secondary studies.

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

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

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

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

- e. Post-Graduate Qualifying Year. Some students, when applying to post-graduate studies may be asked by the school to do a qualifying term or year. A maximum of eight (8) months of NTC P/S funding is available to support these studies. These studies must be third and fourth year courses. If these studies have credit toward the post-graduate degree, the Post-Graduate Incentive funding will be provided.

- f. Law students in the articling year are considered to be fully employed and are not eligible to receive NTC Post Secondary funding.

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

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

Location

If a student wishes to enroll in a program outside the province, the following conditions will apply:

- a. Tuition will be paid to a maximum of that charged at a publicly funded institution.

- b. Seasonal Travel

Funding is available for students who must move to another community to attend studies.

- c. Students enrolled in studies in the United States will have their funding provided and calculated in Canadian dollars.

1.2 Funding Eligibility

Length of Funding

Limits

There are limits on the amount of funding available, depending on the program:

a. College Preparation: eight (8) months; Fisheries, Forestry & Nursing College Preparation: sixteen (16) months.

b. Forty-Eight (48) months to complete any combination of the following:

i. Diploma Programs, e.g. Business, Aquaculture etc.: twenty-four (24) months;

ii. Bachelor of Arts, Science: forty (40) months;

iii. Bachelor of Education / Bachelor's of Science in Nursing: forty-eight (48) months,

c. Student's are eligible for two (2) of the following:

1. Post Degree Program: eight (8) months

2. Law school preparation: three (3) months

3. Law Degree: thirty-two (32) months

4. Master's Preparation: eight (8) months

5. Masters Degree: twenty-four (24) months

6. Ph.D preparation: eight (8) months

7. Ph.D: thirty-two (32) months

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

Additional Undergraduate Degree

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

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

The circumstances and conditions that will be considered are:

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

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

Course Load

Full Time

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

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

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

A graduate student registered in their thesis or project will be considered full-time for eight (8) months.

Part Time

If a student is registered in less than the above number of courses, he/she will be considered a part time student and funding will include support for tuition, books, daily travel and supplies according to the guidelines in Appendix II.

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

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

Withdrawals

If a student wishes to withdraw from a course that is being funded by NTC, this must first be discussed with NTC P/S staff. If it is found that a student has withdrawn from courses without discussing it, NTC P/S support will be suspended.

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

Medical / Compassionate Withdrawals

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

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

A medical w/d will be provided where a student has provided the above required documentation which demonstrates that the student:

1. Applied for the w/d within 1 month of the student becoming aware that the condition would affect their ability to be successful in school.
2. Advised the NTC P/S staff of the condition within 2 weeks of becoming aware that the condition would affect their ability to be successful in school.
3. The medical condition or situation was unforeseeable.

- c. A letter from the student which clearly outlines:
1. The situation/condition that impacted the student's ability to be successful.
 2. When the student first became aware of the situation/condition.
 3. What the student has done to minimize the impact on their education (including contact with NTC P/S staff).
 4. Information about whether the student has missed school or has not been completing homework.

That student's are eligible for a maximum of 1 consecutive semester of medical withdrawals.

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

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

Prior to returning to funding after a medical / compassionate w/d, the student must sign a "return to funding after a medical compassionate withdrawal form.

2.1 Deadline for Applications

Students must have their complete Post Secondary application packages to their First Nation's office or the NTC administration office no later than January 31st each year.

NOTE: Incomplete P/S application packages will not be processed.

First Nation

Students should contact their First Nation's office before the application deadline to confirm where the P/S application package should be sent.

First Nations are asked to provide to the NTC Office, no later than February 15th, sufficient details on each P/S application received by January 31st so that a draft NTC P/S budget can be developed.

First Nations **must** submit approved applications or a list of approved applicants by March 31st.

The application package must be first approved by the student's First Nation/Education Authority before it is reviewed by the NTC Education Office for approval.

NOTE: It is the responsibility of the First Nation to inform students who have not been approved by the First Nation that their application for funding has been denied. Only signed and approved applications should be returned to NTC.

Second Deadline

Students who miss the January 31st deadline will have an opportunity to submit a late application. Late applications will be accepted until August 1st. All applications considered for the second deadline **must** be forwarded to the NTC Post Secondary department.

First Nations **must** submit approved applications or a list of approved applicants by September 30th.

The application package must first be approved by the student's First Nation / Education Authority before it is reviewed by the NTC Education Office.

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

2.2 Application Package

The application package must include:

- a) A completed and signed NTC Education Application and Student Funding Agreement,
- b) New students must submit an acceptance letter once available.
- c) For continuing students, a photocopy of the student's registration details (continuing students transferring to a new school must submit a new acceptance letter once available).
- d) For new students, a copy of the student's English assessment test results (and Math assessment results, if the program requires it)
- f) For continuing students, a photocopy of the most recent college/university grades,
- g) From students entering the second year of U/T studies, very specific academic goals and timeline to degree, and
- h) From students entering third year of U/T studies, a copy of the "Record of Degree Completion Requirements" from the school's counselling department.

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

NOTE: The approved application package, when it is sent to the NTC, must include a letter of approval from the First Nation.

Deadline for Complete Submission

Conditional approval of an application will require that all of the above is sent to the NTC by January 31st. If any of the above is not included in the application package, the student's application will not be complete and will not be considered for approval.

Grade 12 Students

The one exception to the above is that application packages from students presently enrolled in grade 12 will be accepted without the high school transcript.

Students are asked to submit information about when their assessments will be taken and submitted to the NTC Post Secondary Education Department.

Summer Studies

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

2.3 Approval of Applications

Approval Criteria

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

- a) The past academic and employment record of the student,
- b) The commitment of the student to the program of studies,
- c) The value of the student's training to the community, and
- d) The commitment of the student to bring the training back to the community.

Funding Priority

Where demands on the Post Secondary budget exceed the budget allocation, the following two (2) level priority system will be used to determine which students will receive Post Secondary support:

Level 1 (Status and Residence)

- a) Students with a valid Indian Registry Number who are residents of Canada for the 12 months preceding their initial application for Post Secondary funding.
- b) Students with a valid Indian Registry Number who are not residents of Canada for the 12 months preceding their initial application for Post Secondary funding.
- c) Students without a valid Indian Registry Number.

Level 2 (Program area of study): Program Priority 1

<i>Undergraduate</i>	<i>Graduate (Masters)</i>	<i>Graduate (Ph.D)</i>
Child and Youth Care	Child and Youth Care	Law
Education (Elem / Sec)	Education (Elementary)	
Leadership	Leadership	
Environmental Studies	Education (Secondary)	
Business	Business	
Nursing	Nursing	
Law	Law	
Medicine	Medicine	
Economics	Social Work	
Computer Science	Environmental Studies	
Psychology / Counselling	Linguistics	
Earth and Ocean Sciences	Biology	
Social Work		
Linguistics		
Biology		

Program Priority 2

<i>Undergraduate</i>	<i>Graduate (Masters)</i>	<i>Graduate (Ph.D)</i>
Indigenous / First Nations	Computer Science	Child and Youth Care
Political Science	Psychology / Counselling	Leadership
Chemistry	Earth & Ocean Sciences	Education (Secondary)
Mathematics	Economics	Business
Engineering	Indigenous / First Nations	Economics Computer
History	Political Science	Science
Anthropology	Chemistry	Psychology/Counselling
Biochemistry	Mathematics	Earth & Ocean Sciences
Statistics	Engineering	Social Work
Writing	History	Linguistics
Physics	Anthropology	Indigenous / First Nations
Sociology	Biochemistry	Political Science
English	Writing	Mathematics
Women's Studies	Physics	Anthropology
Geography	Sociology	Writing
Music	English	Physics
Visual Arts	Women's Studies	Sociology
Microbiology		English
Philosophy		Education (elementary)
		Medicine
		Nursing
		Women's Studies

Program Priority 3

<i>Undergraduate</i>	<i>Graduate (Masters)</i>	<i>Graduate (Ph.D)</i>
History in Art	Geography	Chemistry
Theatre	Music	History
Pacific & Asian Studies	Visual Arts	Biochemistry
French	Astronomy	Statistics
Medieval Studies	Philosophy	Geography
Germanic / Russian Studies	History in Art	Music
Greek / Roman Studies	Theatre	Visual Arts
Hispanic / Italian Studies	Pacific & Asian Studies	Astronomy
Astronomy	French	Microbiology
	Medieval Studies	Philosophy
	Germanic / Russian Studies	History in Art
	Greek / Roman Studies	Theatre
	Hispanic / Italian Studies	Pacific & Asian Studies
	Microbiology	French
	Statistics	Medieval Studies
		Germanic / Russian Studies
		Greek / Roman Studies
		Hispanic / Italian Studies
		Biology
		Engineering
		Environmental Studies

Level 2 (Performance)

- a) Students in continuing University Transfer (U/T) with a "B" average or better.
- b) Students completing College Prep with "B" average or better.
- c) Students returning who previously had "B" average or better.
- d) First time applicants with English assessment at U/T studies level.
- e) Students continuing U/T studies with "C" average.
- f) First time applicants with assessments at grade 12 level.
- g) First time applicants with assessments at grade 11 level.
- h) Students returning who previously had "C" average.
- i) Continuing students completing the Probation term with "B" average or better.
- j) Continuing students completing the Probation term with grades of "C" in each course.
- k) Returning students who have completed a term on their own with grades of "B" or better (they previously had failed half or more of a term's courses).
- l) Returning students who have completed a term on their own with grades of "C" or better (they previously had failed half or more of a term's courses).
- m) Students completing a second Bachelor's degree.

NOTE: A waitlist of 20 students will be developed. These students will be provided with funding when funds become available.

Interviews

First Nations have the option of interviewing all students who are applying for P/S funding. Certain categories of students must be interviewed as part of the review process, including:

- a) All students applying for P/S funding for the first time,
- b) All continuing students who were on probation at the end of the previous school term,
- c) All students reapplying after having their funding suspended in the past.

NOTE: See Appendix IV for copies of interview questions.

First Nation

The First Nation will usually conduct the interviews. The NTC P/S Counsellor may be asked to participate in the interviews or to conduct the interviews on the First Nation's behalf, if the First Nation requests.

The interview will provide an opportunity for the applicant to discuss his/her reasons for wishing to enter P/S studies. During the interview, the need for total commitment of time and energy to studies will also be reinforced.

Notification

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

Minimum Grades

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

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

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

Submission of Grades

All students are required to have a term's grades into the NTC no later than the 15th of the month following the end of the term, as detailed in the Student Funding Agreement. Students in courses that are longer than four (4) months in length are asked to send in interim progress reports on the same schedule.

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

Sponsorship will be set up for future terms when the report is received and it shows that the student is progressing favorably and attending classes regularly.

Probation & Suspension of P/S Funding

A student will be placed on probation if his/her GPA drops below 2.00 and funding suspended if he/she fails half or more of his/her courses. As a condition of probation, a monthly report from each instructor showing the student's progress and attendance will be required.

Conditions of Probation

- a. Funding will be on a month-to-month basis and will be dependent on receiving the monthly reports. Failure to send in reports, continued poor progress, or unexcused absences will result in funding being suspended.
- b. The probation will last one four (4) month term.
- c. If the student does not pass all courses with a C grade or better during the probation term NTC P/S funding will be suspended.
- d. Students who are on probation during the semester directly preceding the summer session or have been placed on probation during their most recent semester of studies funded by NTC shall not be funded for the summer term.

Reapplying for Funding

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

Before students re-apply, they are encouraged to examine the reasons why they were not successful and to deal with the reasons. The NTC P/S Advisor and Counsellor are available to assist. The students, when reapplying, will be expected, in the letter with the application and during the interview, to provide specific reasons why they will be more successful in their studies.

Students who are reapplying for funding shall not be funded for the summer term.

Student Major Projects, Theses and Dissertations

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

3.1 Appeal Procedures

Application not Approved

If a student's NTC P/S funding application is not approved, the student will be notified in writing and the reasons for approval not being given will be included. The student may appeal that decision.

The appeal is to be sent, in writing, to the administration that has not approved the application. This may include:

- a. Chief & Council,
- b. First Nation Education Committee or Education Authority
- c. Nuu-chah-nulth Tribal Council administration.

Appeal Review

If the application is turned down by the First Nation, that administration or it's designates will hear the appeal. If the application is turned down by the NTC administration, the NTC's Education Committee shall hear the Appeal.

Policy

All requests to vary from any of the terms and conditions of the NTC Post Secondary Policy will also be heard by the NTC Education Committee.

Minimum Requirements

There are minimum criteria for a Post Secondary Appeal to be considered by the NTC Education Committee.

For an Appeal to be considered for review, the student must meet the following criteria:

- a. Have achieved a minimum grade of "C" in 75% of the previous courses funded by the NTC. If Post Secondary courses, not funded by NTC, have been successful, they can be included in the calculations.
- b. Program must have transferability to an undergraduate or graduate degree at a publicly funded college /university.

Submission Requirements

The student must provide all of the following in the Post Secondary Appeal package:

- a. A letter with details outlining the basis of the appeal,
- b. Copies of grades for all courses funded by the NTC,
- c. At least one letter of support, and

Precedence

When an Appeal is very similar to a previous Appeal that has been approved by the Education Sub-committee, the Education Manager has authority to approve the new, similar Appeal.

A report on any Appeals approved by the Education Manager will be provided to at the next Education Committee meeting.

Appeal Deadlines

For applications that have been turned down by the NTC, appeals need to be submitted to the Education Committee. The committee is available to meet on a quarterly basis. The deadline for submitting appeals are:

1. March 15th
 2. June 15th
 3. September 15th
 4. December 10th
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4.1 Counselling, Tutoring, Telephone Calls

Counselling

Program of Study

Students are strongly advised to meet with their First Nation's Home School Counsellor or the NTC Post Secondary Advisor or NTC Post Secondary Counsellor when planning a post-secondary program. When students are choosing courses for the first term, the NTC Post Secondary Advisor or Post Secondary Counsellor must review the courses.

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

Other

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

Tutoring

Student Requirements

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

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

Maximum Amount

A maximum of \$225 is available per four-month term for tutoring. NTC will reimburse up to \$15 per hour of instruction.

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

4.2 Students with Disabilities

Students with Disabilities

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

Qualification

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

Course Load Requirements

College Preparation

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

University Transfer

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

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

Graduate Studies

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

Daily Travel Support

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

Tutoring

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

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

A maximum of \$450 is available per four-month term for tutoring. NTC will reimburse up to \$15 per hour of instruction.

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

4.3 Other Programs

Social Assistance

On a Nuu-chah-nulth Reserve

Nuu-chah-nulth First Nations are encouraged to work with the NTC P/S Education department to deliver an effective and successful program.

Work Opportunity Program (WOP)

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

1. Student is currently collecting Social Assistance on a Nuu-chah-nulth reserve.
2. Student qualifies to access NTC P/S funding.
3. Education services that meet the student's needs are available and/or accessible to the student in the community.

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

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

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

Incentive Program

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

Off Reserve

Ministry of Human Resources (MHR)

The NTC P/S Education department will work collaboratively with the local (MHR) to develop a plan to assist Nuuchahnulth students in their transition from Social Assistance into the Post Secondary system. This will include:

1. Provision of presentations regarding the NTC P/S Education program.
 2. Provision of sessions assisting student to prepare for entry into the NTC P/S Education program.
 3. Provision of sessions assisting students with their application for P/S funding.
 4. Provision of sessions assisting students with their application for entry into a P/S institution.
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Appendix I: Post Secondary Deadlines

Deadlines

January 31st: Deadline for complete Post Secondary application package to be sent to First Nation/Education Authority

February 15th: Deadline for First Nations to provide the NTC office with details of P/S applications that they have received by January 31st.

February 28th: Students forwarded written confirmation that their application for Post Secondary funding has been received.

March 31st: Final deadline for approved application package, including letter of support from First Nation, to be received at NTC office.

March 31st: A list of applicants that have been rejected by the First Nation to be submitted to NTC.

April 21st: Approved summer student applicants notified by NTC in writing of the status of their application.

May 31st: Approved continuing Fall / Winter student applicants notified by NTC in writing of the status of their application.

July 31st: Approved New and Returning student applicants notified by NTC in writing of the status of their application.

August 1st: Second deadline for complete Post secondary application package to be sent to NTC Post Secondary Education department.

September 1st: Students forwarded written confirmation that their application (2nd deadline) for Post Secondary funding has been received.

September 30th: Final deadline for approved application package (2nd deadline), including letter of support from First Nation to be received at NTC office.

NOTE: The above deadlines, with the exception of January 31st, February 15th, and March 31st, August 1st, September 30th are approximate and intended only as guides.

Appendix II Post Secondary Allowances

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

The NTC Post Secondary budget is very limited; funding must often be taken from other NTC programs to support all eligible approved NTC Post Secondary students.

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

Tuition

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

Maximum Rates

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

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

Out of Province Schools

If a student wishes to enroll in under-graduate or post-graduate Post Secondary studies outside British Columbia, the tuition fees charged for comparable studies at public Post Secondary institutions in British Columbia, will be paid by the NTC.

Post Graduate Studies

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

Administration

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

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

New students, and students on probation will initially have their sponsorship set up for four (4) months. The sponsorships will be extended once it is clear that the student will continue.

Deposit

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

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

Passport to Education

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

Withdrawal

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

Monthly Living Allowance

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

Rates

Living Allowance Rates					
unit type	up to \$14999*	\$15000 to \$19999*	\$20000 to \$29999*	\$30000 to \$39999*	>\$40000*
singles					
living on own	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00
living at home	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00
Families					
1 dependants	\$1,600.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00
2 dependants	\$1,800.00	\$1,400.00	\$1,050.00	\$1,050.00	\$1,050.00
3 dependants	\$2,000.00	\$2,000.00	\$1,500.00	\$1,050.00	\$1,050.00
4 dependants	\$2,010.00	\$2,010.00	\$1,800.00	\$1,300.00	\$1,050.00
5 dependants	\$2,020.00	\$2,020.00	\$2,020.00	\$1,700.00	\$1,050.00
6 dependants	\$2,030.00	\$2,030.00	\$2,030.00	\$2,030.00	\$1,050.00

*Combined Student /Spousal income.

For students with family sizes above those listed in the rate table, \$10/month for each additional dependent will be added.

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

Dependents

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

Child Support

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

Additional Dependents

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

Adult Dependents

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

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

Administration

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

- a. A copy of the school's permission to register and registration details are received at the NTC.
- b. Second and subsequent month's allowance will be released to first term students once the student has met with the NTC Post Secondary Counsellor.
- c. Third and subsequent month's allowance will be released to first term students once the student has provided an interim progress report for all courses.

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

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

Childcare

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

Daily Travel and Seasonal Travel

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

Rates

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

NOTE: Students who move from a remote Nuu-chah-nulth community will be provided with an amount equivalent to the cost of a return boat / water taxi trip for themselves and each of their dependants in addition to the above amount provided.

NOTE: A maximum of \$500.00 per term will be provided for seasonal travel.

Administration

Seasonal Travel support will be provided in the following circumstances:

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

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

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

Dependants

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

Monthly Travel

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

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

Textbooks

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

Damage Deposits

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

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

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

Special Clothing & Equipment

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

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

Special Contingency

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

Computer Hardware and Software

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

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

Post Graduate Incentive Allowance

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

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

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

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

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

Assessments, Preparatory Exams and Licensing Exams

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

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

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

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

Appendix III – Application Forms

This appendix provides copies of the Nuu-chah-nulth Tribal Council Application forms.

Post Secondary Application

Appendix IV: NTC Post Secondary Application Interview Questions

New Applicants

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

Probationary / Reapplying / On Hold / Pending Students

1. Why do you wish to continue your education at this time?
 2. You have been funded in the past and did not do very well. Please give some reasons why you think that you had difficulties?
 3. Why do you think that you will be more successful now? Please give some specific reasons. What have you done since you were last funded to attend school that will help you to be more successful?
 4. Do you have a specific career goal now? How did you arrive at this goal? Have you worked or volunteered in this area?
 5. Did moving away from your home community have an effect on your success? If so, how do you plan to deal with this problem?
 6. In order to be successful in college or university courses, the student must be willing to concentrate all his/her energies on school and to give up most outside interests and activities during the school term. Are you willing to do that?
 7. For each hour of class, two or three hours of reading and preparing assignments will be required. Do you feel that you are ready, at this time to make a total commitment of time and energy to your studies?
 8. The support of family is very important when attending school. Have you discussed your plans with your family? Do you have the support of your family?
 9. Do you have any questions?
-

Appendix V – Appeal Application

This appendix provides copies of the Nuu-chah-nulth Tribal Council Appeal Application.

Post Secondary Appeal Application

Appendix VI – Application to Attend a Private Institution

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

Post Secondary Application to Attend a Private Institution

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