

Tl'etinqox Government Office



Post-Secondary Education Policy 2019 Amended Handbook



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Preface

In the 1994/1995 fiscal year Indian and Northern Affairs Canada (now Indigenous Services Canada), implemented a per capita formula to distribute post-secondary funding for British Columbia Region.

It should be noted that the reasons for decisions made regarding the financial support of the Tl'etinqox Government membership who wish to be considered students under the provisions of this policy will be made in the best interest of students and Tl'etinqox Government's ability to fund educational programs.

As a result of these unilateral funding amendments, many First Nations Students did not receive any Indigenous Services Canada funding and have been forced to finance much of their post-secondary education through other means.

Students should be aware that financial subsidization under this policy is provided to cover the majority of the costs associated with pursuing a post-secondary education but that the funding is in no way intended to be a replacement for a wage, salary, or any other type of support payment from other sources.



Vision Statement

During the 2016 Strategic Plan development by Tl'etinqox it was noted that education for all was an important and pertinent pillar to the success of Tl'etinqox-T'in.

We will increase access to education for all our people and concentrate on providing them with the necessary skills to succeed on their terms. This means that we will focus on the individual to make sure they have the ability to succeed in the future on their terms. This will include formal educational courses, skills and job training- in fact anything that increases self esteem and the chance of securing employment and/or developing the capacity and capability of the community as a whole (page 11).

In order for Tl'etinqox to move toward self-governance and self-sufficiency, we need to educate our members in many professions. We encourage students to strive for careers that are needed in the community, but most important we ask that students achieve careers that they are passionate about.

"The future of our nation is through the education of our people, but we cannot forget to bring our culture, our traditions, and our language along."



Definitions

The following definitions for terms used in this policy are provided for all the information of all applicants:

Academic Achievement- For students applying for sponsorship for the first time, it is important that High School Grade Point Average (GPA) is as high as possible.

Appeal Process- This is the process a member/student may use and is outlined in this policy.

Apprenticeship Program- Trade Programs where the academic portions are six-week duration (Red Seal Carpentry Programs, Electrician Programs, Plumbing, Welding)

Academic Probation/Probation- A period of time during which a student is under strict academic guidelines or due to one of the following: lack of attendance; failure to report to the Education Department; low GPA; Failing grades; incompletes; did not completes; in progress grades

Academic Year- the academic year may be 2 to 4 semesters depending on the program and institution with an approximate duration of 8 months. Some programs may be 10 months in duration.

Application Package- This document outlines the student's contractual responsibilities. If the Application Package is not returned to the TI'etinqox Government Education Department by the deadline the application will not be reviewed. There will no exceptions to late applicants.

Member (Band Member)- A person who is registered as an Indian, under the Indian Act, and registered to TI'etinqox.

Canadian Public Institution- A recognized post-secondary institution.

Career focus- a trade or profession that a student plans their education towards achieving.

College Preparation Program- A semester where a student can "upgrade" necessary courses in order to enter college/university first year courses.

Dependent(s)- Children under the age of 19 years of age, or any person or persons who are with living with a mental health disability, physical disability, or health issue that requires the individual to be a full time dependent of another person.

Education Plan- The student must provide the Education Department with an Education Plan that specifies a career focus. The Education Plan needs to map out all the required courses the student is required to take in order to achieve their certificate, diploma, bachelors, and/or masters. The education plan should be done in partnership with an Academic Advisor, and be submitted to TGO in your first year, and/or the during the first semester of a new career focus.

Extensions- On regular College/University courses where extensions are requested and the student has support in writing from a medical professional and an Academic Advisor from the Educational Institution, the TI'etinqox Government Education Department may consider granting the request.

The student may keep this copy of the policy for reference. The policy can also be found on www.tletinqox.ca



Full-Time Student- A student who in each term/semester of the first year of a degree or diploma program takes a minimum of four (4) courses or the equivalent number of credit hours and in each subsequent term/semester takes a minimum of four (4) courses or the equivalent number of credit hours.

Full-Time Worker- Students who works 35 to 40 hours per week.

Grade Point Average (GPA) – The overall grade point average of a student is calculated by the grades achieved in each class over a semester and a term. The Tl'etinqox Government Education Department requires a C+ GPA at all times; however, we would like our students to achieve as high as possible of a GPA.

Leadership- The duly elected Chief and Council of Tl'etinqox Government Office

Other Student- A student sponsored through other programs throughout the Tl'etinqox Government Office.

Part-time Student- A student who takes less than 4 courses per semester/term or less than full time credited courses. The fees for tuition and applicable textbooks will be covered on a reimbursement basis. Living allowance can be provided on a prorated calculation based on the amount of courses the student is taking.

*Note a student will not exceed 2 years of sponsorship as a part-time student

Post-Secondary Institution- A public post-secondary institution that offers certificates, a diploma, or degree programs.

Private Institution- A recognized private post-secondary institution that offers certificates, a diploma, or degree programs.

Semester/term- the time covered by one semester is approximately four months, depending on the institution.

Sponsorship- when a student has met all the requirements, and has been approved by the Tl'etinqox Government Office Leadership and/or Committee, they would then qualify for financial support to attend post-secondary or a private institution. This support may include tuition, books, and living allowance. The stipulations will be set out within the policy.

Student Authorization/waver- This document is necessary to permit Tl'etinqox Government Office Education Department access to student records. It is important for the funding process and transparency that TGO Education Department have the ability to check in on the students. This document is a requirement of sponsorship. If the document is not signed, the student will be removed from the sponsored list and all costs will not be covered.

Student Failure- Tl'etinqox Government Office Education Department considers grades of a "D" and its equivalency as a failing grade. Grades on your Transcripts such as:

- DNC (Did not complete)
- CIP (course in progress) and;
- W (Withdrawal)

Student Success- When a student successfully completes their courses and/or program.

The student may keep this copy of the policy for reference. The policy can also be found on www.tletinqox.ca



Testing- There are a variety of tests a student may be required to take for the purposes of post-secondary entrance. The list includes, but is not limited to:

- College entrance exams
- Pre tests for some courses
- LSAT's
- Trades examinations
- Cogitative/learning abilities testing
- Other

If you are a sponsored student of the Tl'etinqox Government Education Department, you can request a reimbursement for the cost of the test. The original receipt will need to be handed into the Education Department with a written note/letter requesting reimbursement.

Transition Program- A first year level program to assist a student in the transition period. This is generally programs such as Aboriginal/First Nations Studies.

Travel Allowance- A student in a full-time study attending university away from Tl'etinqox and outside of Williams Lake may qualify for travel allowance 3 times a year.

Withdrawal- a student must withdraw before the institutions withdrawal date which will vary according to your program. It is the students' responsibility to ensure that they do so, or they will end up owing Tl'etinqox Government for the costs associated with late withdrawal.

Workshop/Certificate classes- Any student wishing to be funded for classes such as First Aid, Flagging, S185 or any courses of this nature, should look at agencies such as CCATEC.

***Note:** Short term courses (less than 6 months or one academic school year) do not meet the criteria of the Tl'etinqox Government Office.



Professions Needed in Tl'etinqox

Tl'etinqox Government Office would like to encourage students to enter into professions that are highly needed in the community. It is of the upmost importance that we as Tsilhqot'in people of Tl'etinqox, that we are self-sufficient, self-governed, and independent. We can achieve this by having our members qualified and certified in many areas that make this goal possible. Careers we would like to encourage include, but are not limited to:

- Doctors and nurses
- General health care fields (councilors, psychiatrics, physio therapists, therapists, senior care aids)
- Executive Directors (management, business professions, Human Resource professions)
- Finance (corporate, general, small business)
- Accounting
- Forestry
- Environmental fields (engineering, assessments, science)
- Engineers
- Architects
- Carpenters
- Trades programming (Electrician, plumbing, general maintenance)
- Conservation Officers
- Fisheries (officers, biologists, science)
- Lawyers (criminal law, family law, First Nations Law, Title and Rights Lawyers)
- Emergency Management
- Planners
- Agrology (agriculture professionals)
- Teachers

Tl'etinqox Government Office Education Department, and Leadership recognizes that students may wish to enter into something different then what is listed here. A Tl'etinqox student should strive for a career they are passionate about, something that will make them feel good about what they do.

However, Tl'etinqox Government apologizes in advance that we cannot support applicants who wish to attend beauty school, certifications in beauty applications, or Fashion School. The decision on this arises because Tl'etinqox Government Education Department has noted that the rates of students who have attended these designations have all had to return to school later to achieve another designation because the field does not pay enough and job availability in these fields are slim.



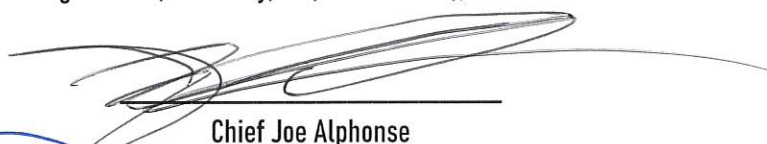
Amendments to this policy

Recommendations for amendments to this policy can be submitted to the Policy Analyst. Amendments will be reviewed yearly by Chief and Council, the Education Department, and the Education Committee. Policy reviews will be done by March of every year, and amendments will be made to the policy by June.

Date	Section and Page number	Nature of what was changed	BCR Number

All major policy changes require the consent of quorum of Chief and Council. This is accomplished with a Band Council Resolution. The addition will be tracked by a BCR number attached to the amendment section of this table.

The 2019 Education Department Policy has been read and approved by the Tl'etinqox Chief and Council at a duly convened Chief and Council meeting on this (insert day) of (insert month), 2019.


Chief Joe Alphonse


Councillor Ashton Harry


Councillor Blaine Grinder


Councillor Eleanor Cooper



Councillor Harvey Dick


Councillor Leslie Stump


Councillor Dale Hance


Councillor Cecil Grinder


Councillor Brendon Harry


Councillor Isidore Harry


Councillor Tyron Harry


Councillor Gerald Johnny


Councillor George Mack



Tl'etinqox Government Leadership Responsibilities

1. Tl'etinqox Chief and Council will ensure that the Education Department is working for the community and that Education services are made available to registered Tl'etinqox members.
2. The leadership will approve the annual budget and amendments to the Education Policy.
3. The Council will hear any appeals to his policy when required to do so. All decisions by Council are final.
4. Leadership with a 'conflict of interest' will not be a part of making decisions where conflict of interest arises.
 - a. Portfolio holders/committee members cannot be a part of decisions and/or selection processes where their immediate family is concerned.
 - i. Immediate family for the purpose of 'conflict of interest' for portfolio holders is defined as parent, spouse, child, siblings, and grand-children.
 - ii. This includes in-law, adopted, foster, and step

Tl'etinqox Government Education Department

1. The Tl'etinqox Government Education Department recognizes that it is extremely important that moral support, advisory services, and financial assistance be provided to registered band members who want to further their education and training.
2. Those who are eligible for post-secondary funding based on the availability of funds, will be assisted in an effort to successfully pursue their education.
 - a. Those who do not meet the criteria for Tl'etinqox Government funding will be assisted by the education department in finding outside source funds.
 - i. This could include a letter supporting the efforts of the potential student to find funds from another organization.
 - ii. This could include a list of other potential funding agencies that the Education Coordinator is aware of.
3. Education staff will support students in gaining access to post-secondary education and will encourage and support students throughout their educational journey.
4. The Education Department will excuse themselves from major decision making that pertain to 'conflict of interest' and leave decision making to The Band Administrator and the Finance Officer where the 'conflict of interest' arises.
 - a. Education Coordinator/manager will not be a part of selecting a student if that student is in their immediate family.
 - b. Immediate family under the Education Policy is defined as parent, spouse, child, grand-children, siblings (in-law, step, and adopted/foster are included in this).
 - c. Disciplinary action (academic probation etc.) will not be conducted by the Education Department if there is a 'conflict of interest'. It is the duty of the Education Department to make alternative departments aware of the situation immediately, the administrator and Finance Officer will review the policy and discipline accordingly, in a timely manner.

The student may keep this copy of the policy for reference. The policy can also be found on www.tletinqox.ca



Student Responsibilities

1. The students share responsibilities to ensure that the education program is administered according to existing policies.
2. Students must be enrolled in all courses at least 3 weeks prior to the start of classes; failure to do so may result in cancellation of their sponsorship.
3. Should a student make any changes (drop a course, change a course, change start date etc.) they are required to notify the Education Department immediately.
 - a. Failure to notify of changes may result in cancellation of their sponsorship.
4. It is the student's responsibility to send all tuition fees and invoices to the Tl'etinqox Education Department. Due to privacy laws etc. education institutions will only send the invoice to the student and not to a third party.
5. Students must be aware that should their studies be seriously affected by personal crisis; such as, but not limited to: an accident causing bodily harm, death in their family, or mental illness they are required to notify the Education Department immediately.
6. On regular college/university courses where extensions are requested and the student has support in writing from a medical professional and an Academic Advisor from the educational institution, the Tl'etinqox Government Education Department may consider granting the request.
7. If a sponsored student fails a course, program, or training, sponsorship can be revoked; future sponsorship may be affected due to failure with an unverifiable and/or an undocumented justification.
 - a. Payment of retaking failed courses will not be covered by Tl'etinqox Government. If a student fails a course and is required to retake the course, Tl'etinqox Government will not be responsible for the cost of that course.
 - b. If a student requests an extension in funding due to failure without the above mentioned in number 5, Tl'etinqox Government is not obligated to grant the extension.
 - c. Extensions will always be subject to funding availability in rule 5 and 6.
8. There may be a situation where students may have to withdraw from their courses/programs. The Tl'etinqox Government will make every effort to support the student in this situation.
 - a. A student may withdraw from a course due to:
 - i. Illness
 - ii. A death in the immediate family
 - iii. An accident that caused bodily harm
 - iv. A serious emotional problem
 - v. Mental illness
 - b. A student will need to produce the following documentation to the Tl'etinqox Government Education Department in order to not receive penalties or have their future sponsorship effected:
 - i. A letter of approval of late withdrawal without academic penalty from the Dean of instruction and/or from your course instructor(s).
 - ii. A letter from your Medical Professional detailing your diagnosis/prognosis



- c. It is the students' responsibility to be aware of applicable withdrawal dates and to make every effort to not incur Tl'etinqox Government of any unnecessary costs associated with late withdrawal.
9. It is the student's responsibility to strive for excellence in their post-secondary education. If the student requires a tutor, the Education Department will endeavor to find the least costly solution.
 - a. The student will make use of free tutors available at their institution before asking for a paid tutor.
 - b. The student will be required to provide quotes to the Education Department for a tutor if a free one is not available for their needs.
10. Students of Tl'etinqox Government will not under any circumstances harass the Education Manager, Education Committee Members, TGO Staff, or Leadership on social media.
11. Students will also not participate in online bullying towards any Tl'etinqox Government Office staff or Leadership.
 - a. Students who conduct themselves in this manner will be served with ONE (1) warning only. If the bullying, harassing, and/or behavior continues, their sponsorship will be brought to the Chief and Council table, where Chief and Council will decide the next course of action, which could be a discontinuation of sponsorship.
 - b. Students are expected to carry themselves in a professional manner as they will be entering into professional fields and designations. Any online, social media, in person, written, or over the phone bullying or harassing will not be tolerated by the Tl'etinqox Government Office.

Services Provided by Tl'etinqox Government Education Department

1. Sponsorship may include the following: tuition, books, travel, and school fees. Sponsorship does not include parking passes, bus passes, or taxi fare. The student will need to budget for those items.
2. The Tl'etinqox Government Education Department will maintain student files for all post-secondary students as well as the Nominal Roll for Indigenous Services Canada, which is the basis for funding.
3. All students will receive assistance with issues they may be experiencing with their Educational Institution and other support as determined by the Tl'etinqox Government Education Department.
4. The Tl'etinqox Government Education Department and Education Committee Members affirm to be fair, just, and make decisions based on student merit and not lineage.



Funding Provided by Indigenous Services Canada According to the Post-Secondary Student Supports Policy 2017-18

1. A student is allowed to be sponsored up to a maximum of \$35,000 per year (this is inclusive of tuition, living allowance, books, and travel). Any overages are to be approved by ISC's regional office and are not dependent on available funds from Tl'etinqox Government, they are strictly approved by the Regional office (Section 6.2, Eligible Expenditures).
 - a. Higher designations (Doctorates and Master's students) could be eligible for up to \$50,000 of sponsorship per year; however, this is always on a case-by-case basis, and there has to be plausible explanations as to the extraordinary expense (Section 6.2, Eligible Expenditures).
 - b. Under no circumstance does this mean that a student is **entitled** to this amount (Section 6.2, Maximum Amounts Payable to Students).
2. All studies undertaken by students of Tl'etinqox that are funded through ISC are required to be Full-time and at least 1 year in length (Section 4.3, Eligible Programs).
 - a. Short programs (under 1 year) are not ISC funded and Tl'etinqox is not obligated to fund those programs.
 - b. Tl'etinqox Education Department and the Education Committee Members will determine if a special exception will be required.
 - i. All exceptions will be determined on funding availability
 - ii. Shorter programs will be measured based on quality, verifiability, need in the community, academic achievement, and other special circumstances.
3. A Part-time student (determined by the institutions policies) may be eligible for tuition, books (reimbursement basis with original receipts). (Section 6, Eligible Expenditures).

*NOTE- This is not an exhaustive list of the policies, procedures, and supports of Indigenous Services Canada, this is a quick review for the purposes of this policy. If you require an answer to a question regarding something not listed here, please search the Indigenous Services Education Policy online.

Student Eligibility

To be eligible for post-secondary funding and incentives, the following criteria must be met:

1. The student must be a registered member of Tl'etinqox Government under the Indian Act.
2. The student must have completed the Tl'etinqox Application Package, attached as Schedule "A" Application Package.
 - a. The application must be fully and completely filled out
 - b. The application must be submitted before the deadline, which is determined by the Education Department
 - c. The student must be in good standing with Tl'etinqox Government and the institution they are applying to attend.

The student may keep this copy of the policy for reference. The policy can also be found on www.tletinqox.ca



- i. The student cannot owe Tl'etinqox Government money, if this situation occurs, it is up to the student and the Education Department to determine a rate of repayment that is beneficial to both Tl'etinqox Government and the student.
3. The student must read, understand, and sign the terms and conditions of the Tl'etinqox Government Education Policy 2019.
 - a. An application that is turned in without the policy signed, may not be considered.
 - i. Depending on time, the Education Department may call the student to come into the office to sign the appropriate documents before it goes to the selection committee.
 - ii. If the student refuses, the application will be denied.

Important Information

- Failure to properly update your student files with Tl'etinqox Government Education Department may result in a discontinuation of funding.
- Applications will normally be assessed approximately 4-6 weeks prior to the commencement of classes in September.

Tl'etinqox Student Selection Priority

A priority list is established each year to assist the Education Department and the Tl'etinqox Government Education Committee Members in determining who will receive funding.

1. **First Priority:** Continuing students in good standing with Tl'etinqox Government and their academic institution
 - a. These are students who have attended post-secondary on a full-time basis and have successfully completed all their courses towards a designation (certificate, diploma, degree, masters/doctorate).
2. **Second Priority:** Graduating Students
 - a. Students who have graduated from secondary school with a Dogwood Certificate
 - b. Students who have completed 12 years of education in the public-school system, who are eligible to attend post-secondary
 - c. Students who have equivalent training or education (G.E.D.)

NOTE Highschool students applying for post-secondary funding for the first time should strive to have a high GPA, this will be a determining factor for post-secondary admission and Tl'etinqox Government Education Department selection process.

The student may keep this copy of the policy for reference. The policy can also be found on www.tletinqox.ca



3. **Third Priority:** Students who have started to pay for their own education by means of student loans and/or grants. The funds which have been spent on their education thus far will not be reimbursable by Tl'etinqox Government.
4. **Fourth Priority:** New applicants that do not fit into any of the categories above.
5. **Final Priority:** Students who have failed multiple courses and/or are on academic probation from their institution or Tl'etinqox Government Office.

Academic Success

1. Academic success/failure will be factored into the approval process on an annual basis.
2. Students with high scholastic standing will be granted a higher position on the priority list than other students in the same category.
3. Highly motivated students with a full course load (4 courses or more), who are maintaining a good grade point average (GPA), will normally be rated higher than those student's who are in a less than full course load.
4. The Tl'etinqox Government office Education Department and the Portfolio Holders will also consider the nature and area of study when factoring decisions about academic success.

NOTE Each student is **REQUIRED** to maintain at least a **C+ Grade Point Average**, according to their institutions grading scale. Any student of Tl'etinqox Government Education Department not meeting these standards will be put on Tl'etinqox Government Education Departments' Academic Probation for one semester. Any student who fails to achieve the required GPA by the following semester will be put into the **FINAL PRIORITY** category of selection and may risk not being approved at the next selection process.

Tl'etinqox Student Sponsorship

Students may be fully funded to a maximum period of time depending upon the length of the intended course of studies in accordance with the following:

Program Type	Length of time
Upgrading Certificate	2 year (4 semesters) 1 year (2 semesters) from the program start date or 1 year (2 semesters) beyond completion of upgrading
Diploma	2.5 years (5 semesters) from program start date or 1 year (2 semesters) beyond completion of a Certificate
Bachelor Degree	6 years (12 semesters) from program start date or 2.5 years (5 semesters) beyond completion of a Diploma
Masters	2 years (4 semesters) *any length beyond 2 years will be dependent on funding, GPA, designation, and community need
PHD Doctorate	Determination based on funding

The student may keep this copy of the policy for reference. The policy can also be found on www.tletinqox.ca



Student Status

1. Full-time student- to qualify for full-time student status, the student must be registered;
 - a. First year- in at least 4 courses or a minimum of 12 credit hours in your area of study as outlined in your letter of intent.
 - b. Second and subsequent years- in at least 4 courses or a minimum of 12 credit hours in your area of study as outlined in your letter of intent.
2. Part-time student- students must be registered in at least 1 course with a minimum of 3 credit hours. The course(s) must be among those outlined in your letter of intent.
3. Online/distance learning- May be considered based on GPA, designation, need in community, funding availability, and duration.
 - a. Students who choose to attend school in this manner may be held to higher standards than those who attend an institution.
4. Out-of-province Canadian Sponsorship- Tuition will be paid up to the maximum amount of the allowable limit.
5. International Sponsorship- Tuition will be paid to the maximum allowable amount (in Canadian funds). Any overages must be covered by the student.

NOTE* If at any point your status as a student changes, you are required to notify the Education Department in writing. Not doing so could result in discontinuation of funding and jeopardize future funding.

Sponsorship Funding for Post-Secondary Students

Living Allowance

1. Living allowance is designated for students who require financial assistance and who have little or limited other means of support. Living allowance will be provided up to a **MAXIMUM of 8 months** in any given calendar year depending on the students' academic schedule.
2. If the student is working full-time they will not be eligible to collect living allowance.
3. If the student is receiving any other funding supports such as: social assistance, or employment insurance, the student is not eligible to collect living allowance.
 - a. Any legal ramifications if a student is caught collecting living allowance at the same time as collecting government assistance is the student's responsibility. Tl'etinqox Government is not obligated to provide legal help, advice, or financial assistance to this matter.
 - b. Future funding will be jeopardized for a student who commits fraud.
4. The following is the maximum monthly amount of support that will be provided for each student's living expenses:
 - a. Single Students \$1,100
 - b. One dependent \$1,400
 - c. Two dependents \$1,550

The student may keep this copy of the policy for reference. The policy can also be found on www.tletinqox.ca



- d. Each additional dependent adds \$150 with the maximum being capped at \$1,850

NOTE* A dependent is classified as a child(ren) under the age of 18 who are in your legal care full-time

NOTE* The rates listed above apply to any and all educational related programs and should not be exceeded by any department within the Tl'etinqox Government

Part-Time Students

Tl'etinqox Government Education Department will only cover the costs for the student's tuition and actual amount incurred for books. All original receipts for books need to be provided to the Education Department in order to be reimbursed. A part-time student is eligible to receive living allowance at a prorated calculation, based on the amount of courses the student is taking.

Tuition Fees

Tl'etinqox Government has agreed that the cap for tuition funding is \$4,000 per student per semester. Any tuition that is higher than this amount will be reviewed by the Tl'etinqox Government Education Department and Administration. All decisions will be based on funding availability. Decisions based on funding by the administration and Finance will be final. Students are required to send TGO Education department the invoices for their education in a timely manner. Failure to do so could result in the educational institution removing a student from their classes.

Book Allowance

1. Book allowance will be provided to Full-time students in the amount of \$600 per semester.
 - a. If a full-time student requires extra funds for books or supplies, they are required to first buy the books over the \$600 and provide all ORIGINAL receipts to the Education Department. The receipts must show that all expenditures were over the amount of \$600.
 - i. i.e. if the amount shown on the receipt is \$670, the student provides the receipt to the Education Department and will be reimbursed in the amount of \$70. If the student only gives a receipt showing \$70 and does not show that the entire \$600 was already used on books, they will not be refunded.
2. Part-time students are eligible to be reimbursed for the actual cost of their books once they submit the original receipt to the Education Department.
3. Students will not charge any textbooks to an account associated with Tl'etinqox Government's Education Department without written consent by the Education Department.
 - a. If a student charges book to a Tl'etinqox Government account, the student will be deducted in the full amount on their next living allowance, plus any charges or fees incurred by the incident.
 - b. Charging books could result in the student being placed on Tl'etinqox Government's Academic Probation and could jeopardize a student's future funding.



Note* In the interest of ensuring transparency, all original receipts are required to be sent to the Educational Department when a student is requiring reimbursement. Photocopies, photos, or faxed receipts are not acceptable. Please mail the receipt to the Education Department and attention it to the Education Coordinator. The student should however, keep a copy of the receipt. If a student's books are under \$600, there is no receipt required.

Additional Costs Incurred

1. The Tl'etinqox Government Office Education Department will not be responsible for costs incurred by a student changing courses, programs, or educational institutions. Some exceptions may be made if the Educational Department is given proper notice in writing (at least two weeks).
 - a. In order for the Education Department to consider paying for the costs incurred, the student is required to have a signed letter from an Academic Advisor from the educational institution that the student is currently attending. The reasons for changes must be valid and the academic advisor must attest to them.
 - b. A student may be required to repay the fines and/or charges associated with the above mentioned.
 - c. Non-repayment of the fines to Tl'etinqox Government will result in termination of sponsorship by Tl'etinqox Government Education Department.
2. A student may be required to take aptitude tests according to their institution's guidelines. Tl'etinqox Government will require all documentation (Receipt of payment, and final results) if the student wishes to be reimbursed for the costs of the test.
 - a. These tests could include but are not limited to:
 - i. College entrance exam
 - ii. Pre tests for courses
 - iii. LSAT's
 - iv. Trades examinations
 - v. Cognitive/learning abilities testing

Tutoring

Most educational institutions provide free tutoring services and/or have free tutoring available to their students. Most educational institutions that have a First Nations Resource Centre will have access to free tutoring as well. However, if a student requires a tutor that is not available through more economical means, Tl'etinqox Government will consider paying for a tutor.

1. The student must submit a written request stating why they need a tutor, what course requires tutoring, the cost, and how long they will require a tutor.
2. The student is also responsible for attaining a qualified tutor. The student will request a quote from the tutor and request their credentials in writing. This will be submitted with your written request to the Educational Department.
3. The tutor will submit all invoices to the Tl'etinqox Government Education Department.
 - a. Invoices will be accepted via email, fax, or mail.

The student may keep this copy of the policy for reference. The policy can also be found on www.tletinqox.ca



4. In the case where a student cannot find a tutor, the Education Department will assist the student to the best of their ability in finding appropriate help.

Student Travel

1. Students who are living outside of Williams Lake and TI'etinqox may be entitled to travel 3 times a year.
 - a. Travel will be allotted in the amount of \$250, regardless of the distance travelled outside of Williams Lake and TI'etinqox.
 - b. Travel will be given to students at the beginning of the school year, at Christmas break, and at the end of the school year.
 - c. Students residing at home or in Williams Lake are not eligible for travel
 - d. Students who choose to live in TI'etinqox and travel back and forth for classes in Williams Lake are also not eligible for any of the 3 allowances for travel.
 - i. In some cases where students who choose to live at home in TI'etinqox and travel to Williams Lake for classes may be eligible for travel if they are travelling for an exam. This will be decided on a case by case basis, and funding availability will be the deciding factor. The student must meet the following requirements:
 1. The student is not receiving living allowance
 2. Travel will not exceed \$54.50 which is the going rate to Williams Lake. This rate will fluctuate to match the bands current rates.
 3. Travel cannot cost more monthly then if the student were receiving living allowance in the amount of \$1,100
 4. The student must be in good standing with the TI'etinqox Government and the educational institution they are attending

Other Costs

Requests for funding involving other educational requirements as part of a student's program may be considered on an individual basis, subject to funding availability.

Student Loans/Personal Loans

TI'etinqox Government is not responsible for debt incurred by a student and will not, under any circumstances, repay student or personal loans.

Funding Limitations

Students are required to reapply every year.

1. Every student, whether returning or new, is required to FULLY complete all tasks associated with the TI'etinqox Governments Student Application.
 - a. A student may not be considered if their packages are not complete.

The student may keep this copy of the policy for reference. The policy can also be found on www.tletinqox.ca



Post-Secondary Incentives

In order to encourage students to engage fully in their studies and enhance their own education, the Tl'etinqox Government Education Department may award incentives. These incentives are always subject to funding availability. The Education Department has the right to deny incentives to students who do not meet the following criteria, or fall outside of what is allowable as per the policy on incentives.

- Students registered to and sponsored by Tl'etinqox Government Education Department may receive an incentive upon completing their certificate, diploma, degree, and/or masters/doctorate.
 - Each student may only receive one incentive per level. If the student attends two different universities and receives two designations of the same level at the same time, it still counts as 1. No exceptions.
 - Masters/doctorate students will only receive one incentive. The student will choose if they wish to receive the incentive at the master's level, or if they prefer to wait until they receive their doctorate.
 - If the student does not make the Education Department aware of their choice, the Education Coordinator will administer the incentive at the Master's student graduation, dependent on funding.

Post-secondary education incentives, which include three categories are as follows and are ONLY awarded after graduation:

1. Certificate
 - a. Full-time student is eligible for a \$150 incentive
 - b. Graduation outfit: maximum \$200
2. Diploma
 - a. Full-time student is eligible for a \$300 incentive
 - b. Graduation gown and cap, plus grad fees, up to a maximum of \$400
3. Bachelors Degree
 - a. Full-time student is eligible for a \$500 incentive
 - b. Graduation gown and cap, plus grad fees, up to a maximum of \$800
4. Masters/Doctoral Degree
 - a. Part/full-time student is eligible for a \$1,000 incentive for only ONE of either of these levels
 - b. Graduation gown and cap, plus all grad fees, up to a maximum of \$800

Note: Tl'etinqox Government Office Leadership may alter amounts rewarded dependent on funding availability, and only with a documented quorum decision.



Appeal Process

Each student has the right to appeal a decision they feel was not fully considered, not fair to them, or was biased. The student is required to follow a chain of command when appealing a decision. The process is as described below:

1. In person interview with the Education Department in an attempt to resolve any disputes with regards to the issue.
2. If the appeal is not dealt with to the satisfaction of the student, the student may take the complaint to the Executive Director in writing or in person. The Executive Director will decide if the complaint is required to be written.
 - a. The Executive Director will be required to hear both points of view, the Education Department Coordinators and the students.
 - b. The Executive Director will then come to a resolution and inform both parties in writing of the decision.
3. Should either party wish to appeal the Executive Directors decision, the issue will be put forward as an item on the agenda for the next Chief and Council meeting.
 - a. Each party may be required to present their case to Chief and Council or provide a written letter outlining the complaint.
 - b. Chief and Council will discuss the issue without any of the parties in the room, and will come to a decision

<p>The decision of a quorum of the Tl'etinqox Government Chief and Council are final</p>



Appendix A: Application Package

1. This document outlines the student's contractual responsibilities.
2. It is essential that all required information is included on the form
3. Please read this document carefully, sign the pages that are required to be signed, and return the application package to the Tl'etinqox Government Education Department.
4. It is important for funding responsibilities, that Tl'etinqox Government Education Department verify that all students are attending classes on a regular basis.
5. If this document is not signed, your application may not be approved.
6. Failure to provide all information requested in the application package, in particular the students current mailing address and a working telephone number, may result in delays of funding being made available for their application.
7. If a student's application is unclear, they may be requested to present to Portfolio Holders of their educational goals
 - a. If this situation arises, Portfolio Holders will opt for the most convenient method of presentation for the student, but at the available schedule of the Portfolio Holders.
8. After Tl'etinqox Government Education Department and Portfolio Holders have conferred, the student will be notified as to the status of their sponsorship.
9. Once the application has been approved and sponsorship is confirmed, a signed copy will be sent to the student at the address they provided on the application form.
10. Students applications will be reviewed with the following information being taken into consideration:
 - a. If the student owes Tl'etinqox Government money through any department.
 - i. If Tl'etinqox Government accepts the student's application, the money owed will be taken out of the students' allowance at a mutually agreeable rate until the debt is paid in full.
 - b. If the student has failing marks, incomplete courses, or withdrew from a course without notifying the Tl'etinqox Education Department, their application may not be considered.
 - i. Formal letters explaining the failure, the incomplete courses, or the withdrawal are required to accompany the students' application package.
 - ii. If the withdrawal was due to medical reasons listed under "Student Responsibilities", Tl'etinqox Government requires actions based on that section.
 - iii. The additional information does not guarantee acceptance, but an application without the information will not be considered. **NO EXCEPTIONS.**
 - c. If a students' academic record indicates that there is a history of non-completion or failure, the application will not be considered until all other possible student's have been reviewed.
 - d. The student is responsible for meeting the admission requirements of the academic institution they plan on attending.
 - i. A letter from the institution stating your acceptance is **REQUIRED** to accompany your application. Applications without this information may be put on hold or not accepted.



Post-Secondary Education Sponsorship Application

Date: _____

Student Information:

Name: _____ Band Number: _____

Date of Birth: ____/____/____
Month day year

Address _____

Home number: _____ Cell number: _____ Email: _____

Marital status: Single ☐ ☐ Married ☐ Common Law

Dependents: Yes ☐ No ☐ If yes, how many _____

Names and birthdates of dependents:

Name	Date of Birth

***Note You must attach proof that the dependents are in your care if you are requesting that the TI'etinqox Government include your dependents in your student allowance. Income Tax benefit forms, Birth Certificates, and status cards.**

Graduated: Yes ☐ No ☐ Highschool: _____ year: _____

Post-Secondary Information:

Have you applied for Post-secondary funding from TGO previously? Yes ☐ No ☐ Year: _____

Previous Education and Training:

Has TI'etinqox Government Sponsored you in the past? (If yes, what for and how long) _____



Educational Plan and Career Goals

Name of Educational Institution applying to:

Location: _____

Contact person at the institution:

Intended Start Date: _____ Expected Graduation Date:

Program Type

☐ Certificate ☐ Diploma ☐ Bachelor ☐ Master's ☐ Doctorate

Please list your planned course load for the year you are requesting sponsorship: Or attach your registration course list to this application. Please indicate that it is attached.

Semester	Course 1	Course 2	Course 3	Course 4
1				
2				
3				
4				



Application Check List

Please note that applications missing **ANY** of the following may not be considered during the selection process- this is **REGARDLESS** if you are a continuing student.

- Highschool transcript (only if you are a new student applying for the first time)
- Official transcript from institution (requirement for every student- every year)
- Acceptance letter from institution (if you are a new student or are changing programs)
- Registration letter outlining courses and tuition fees for the year
- 1-page letter outlining educational and career goals. This is required **EVERY YEAR** for **EVERY STUDENT**
 - How are you going to achieve your educational goals?
 - What do you see yourself doing when you are completed your educational journey?
 - How can you contribute back to your community?
 - Outline your course requirements as directed by your academic advisor



TI'etinqox Post-Secondary Required Terms for Sponsorship:

In agreeing to the following terms, the TI'etinqox Government Office reserves the right to disapprove/suspend/discontinue funding if the student fails to meet the following requirements:

1. The student must fully complete the application for sponsorship with the required documents.
 - a. An application with any missing information may not be accepted
 - b. Applications that are incomplete, past due, or documentation are past due may put the student on the wait-list, or may end up in disapproval of the student's application
2. The student agrees to notify the TI'etinqox Government Education Department immediately of any changes in personal or program information.
3. The student agrees to attend classes on a regular basis; unexplained absences could result in discontinuation of funding.
4. The student agrees to enroll in a minimum of four (4) courses.
5. The student agrees to maintain a C+ Grade Point Average according to the grading scale of their institution.
6. The student must pass all of their courses; failures could result in the student having to repay TGO for the cost of the course
 - a. Continuous (more than one semester) or multiple (more than one) failures will result in cancellation of sponsorship.
7. The student is required to provide **OFFICIAL** transcripts at the end of every year. The cost of the transcripts can be reimbursable depending on funding allowances.
8. The student will also provide an unofficial transcript after the first semester. The transcripts are to be received before February living allowances are released.

I Understand and agree to the above 8 sponsorship terms. I also understand my responsibilities as a TI'etinqox Government Education Department student; I also understand that should I fail to meet the terms and conditions of my sponsorship; I may have my funding discontinued.

Student name: _____

Date: _____

Student Signature: _____



Student Declaration

I hereby Understand and agree to the terms outlined in the application and policy for post-secondary education assistance. I declare that the information provided is accurate and true. I understand that by providing false information, misrepresentation of information, or failure to meet the terms of sponsorship, will result in a discontinuation of sponsorship from Tl'etinqox Government Education Department.

I hereby understand that if I misuse Tl'etinqox Government Education funding, I will be held liable for repayment; I understand that legal action can be taken against me. I also understand that misconduct could result in complete discontinuation of future funding opportunities.

Signature: _____ Date: _____

Student Information Release Form:

Student Name: _____ Student # _____

Institution Name: _____

Contact Person: _____