

Tl'etinqox-T'in Government Office



Education Policy

2010 Handbook

Copy
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Cooper

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Preface

In the 1994/1995 fiscal year Indian and Northern Affairs Canada (INAC) 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 Tl'etinqox-t'in Government Office Band members who wish to be considered students under the provisions of this policy will be made in the best interests of the students and the Band's ability to fund educational programs.

As a result of these unilateral funding amendments, many First Nations students did not receive any INAC 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

“THE FUTURE OF OUR NATION IS THROUGH EDUCATING OUR PEOPLE”

In order for Tl'etinqox to develop our own self sufficiency and to compete on a regional, national and global basis we need to educate our Members in every possible trade and profession we can. It is even more important however to recognize that the Tsilhqot'in Language, Traditions and Culture are integral to our development and future.

Therefore, it is our assertion, our Right to determine the focus and goal of Education for the Community of Tl'etinqox.

A Question for the Student to Consider when applying for Sponsorship:

“The Community of Tl'etinqox receives a limited amount of money for Education Funding, the demand is high. You have been ‘chosen’ to be supported in your Educational goal. Your Community is ‘investing’ in you. HOW ARE YOU GOING TO RETURN THAT INVESTMENT TO YOUR COMMUNITY? “



Definitions

The following definitions for terms used in this policy are provided for 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 Band Member/student may go through and is outlined in the Education Policy.

Apprenticeship Programs- Trade Programs where the academic portions' are six week duration, for example, Red Seal Carpentry Programs/Electrician/Plumbing etc.

Academic Probation/Probation- When a student is placed under strict academic guidelines due to one of the following: lack of attendance; failure to report to the Education Department, low/failing grades or grades that state “course in progress” and “did not complete.”

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

Application Package- This document outlines the student's contractual responsibilities. If this document is not returned to the Tl'etinqox-t'in Government Office Education Department your application will not be approved. **NO EXCEPTIONS. (Appendix A)**

Band Member- A person who had met the requirements to become a member of the Tl'etinqox-t'in Band Membership code and whose name has been entered on the Band List for Tl'etinqox-t'in Government Office.

Canadian Public Institution- A recognized post-secondary institution which receives the majority of it's funding from federal and provincial governments.

Career Focus – When a student chooses a Trade or Profession to focus on, for example, Human Resource Management Degree Program.

College Preparation Program – A semester where a student can 'upgrade' necessary courses in order to enter College/University first year Courses.

Course Credit Equivalencies- The following course credit equivalencies apply in this policy:

A one-semester course is normally equivalent to 1.5 units or 1.5 credit hours

A two-semester course is normally equivalent to 3 units or 3 credit hours

This may vary depending on Institution.

Dependent(s) - children under the age of 19 years of age, or any person/persons who are with of one of the following conditions such as mental health disability (receiving medications and/or mental health care) or major physical disability living full-time with their parent(s) or legal guardian.

Education Plan- A student must provide the Education Dpt with a 4 year education plan with a career focus that has been approved by the Academic Advisor at the Education Institution (sent to Education Department with Cover Letter and signed).

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 Tl'etinqox-t'in Government Office Education Department may consider granting the request.

Full-Time Student- a student who in each term or 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 or semester takes a minimum of four(4) courses or the equivalent number of credit hours.

***Note:** Tl'etinqox-t'in Government Office Education Department will not sponsor Open Learning or Online Courses.

Full Time Worker – Students who work 35 to 40 hours per week.

Leadership – The duly elected Chief and Council of Tl'etinqox-t'in Government Office.

Other Student- a student sponsored through/with other Programs throughout the Tl'etinqox-t'in Government Office.

Part- Time Student- A student who takes 3 courses (1st year) or 4 courses (in 2nd and subsequent years) of study in a term. The fees for Tuition and applicable textbooks will be covered ONLY. Absolutely no living expenses will be covered **NO EXCEPTIONS.**

***Note:** A student will not exceed 2 years on sponsorship in part-time studies.

****Note:** Tl'etinqox-t'in Government Office Education Department will not sponsor Open Learning or Online Courses.

Post Secondary Institution- a public post-secondary institution that offers a certificate, a diploma, or degree programs recognized by a province or territory in Canada.

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

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

Sponsorship- when a student has met all requirements, and has been approved by Tl'etinqox-t'in Government Office leadership, then they qualify for financial support to attend a post-secondary or private institution. This support may include tuition, books, and living allowance.

Student Authorization/Waiver – This document is necessary to permit Tl'etinqox-t'in Government Office Education staff access to student records. It is important for funding purposes and on occasion the Tl'etinqox-t'in Government Office Education Department has a need to verify that all students are actually attending classes. Once again, if this document is not signed, your application will not be approved. **NO EXCEPTIONS.** (Appendix A)

Student Failure- Tl'etinqox-t'in Government Office Education Department considers a grade of "D" and its equivalency as a failing grade. Grades on your Transcripts such as:

- "Did Not Complete";
- "Course in Progress"; and
- "Withdrawal".

may also consider be considered a failing grade by the Tl'etinqox-t'in Government Office Education Department.

Student Success- when a student successfully passes all of their courses. An average of C+ and its equivalency and higher is encouraged to be maintained by both Educational Institutions and the Tl'etinqox-t'in Government Office Education Department.

Testing – There are a variety of tests a student may be required to take, including but not limited to the following:

- College entrance examinations;
- Pre tests for courses;
- LSAT's;
- Trades examinations;
- Cognitive/Learning Abilities testing; and
- Other

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 full-time studies attending an institution outside of Williams Lake may qualify for a travel allowance twice 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 the Tl'etinqox-t'in Government Office Education Department costs accordingly

Workshop/Certificate Classes- Any student wishing to be funded for classes such as 1st aid, Flagging, s185 of this nature should look to agencies such as CCATEC, Tesi, or TNG.

***Note:** Courses that are "DAY courses, or "other" short term classes such as the EMP coordinator DO NOT meet Tl'etinqox-t'in Government Office Education Department requirements for funding.



Tl'etinqox-t'in Government Office Leadership Responsibilities

1. The Leadership will ensure that the Education Department is working for the Community and that Education services are made available to the Tl'etinqox Band Membership.
2. The Leadership will approve the annual budget and amendments to the Education Policy.
3. The Leadership will hear any appeals to this policy when required to do so. All decisions made by the Leadership are final.



Tl'etinqox-t'in Government Office Education Department

1. The Tl'etinqox-t'in Government Office Education Department recognizes that it is extremely important that moral support, advisory services, and financial assistance be provided to Band members who want to further their education and training.
2. Furthermore, for those that are eligible for post-secondary funding based on the availability of funds, every effort and provision will be made to assist Band members to successfully pursue and complete their education.
3. Education staff will assist students in gaining access to post-secondary education and will encourage and support students throughout their educational journey.

Services Provided

1. Sponsorship may be provided for Post-secondary student allowance, tuition, book funds; travel and school fees; (The Tl'etinqox-t'in Government Office Education Department will not pay for any Health Insurance Coverage as INAC already provides coverage.)
2. The Tl'etinqox-t'in Government Office Education Department will maintain student files for all post-secondary students as well as the Nominal Roll for INAC which is the basis for funding.
3. Furthermore, all students will receive assistance with issues they may be having with their Educational Institution and other support as determined by the Tl'etinqox-t'in Government Office Education Department.



Student Responsibilities

1. The students share the 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 the cancellation of your sponsorship.

3. Should a student make any changes (drop a course, change a course etc.) you must notify the Tl'etinqox-t'in Government Office Education Department immediately. **Failure** to do so may result in the **cancelation of your sponsorship**.
4. Students must be aware that should their studies be seriously affected by personal crisis, such as an accident, health (sickness) or death in the immediate family is advised to notify the Education Coordinator advising them on their situation. Students are encouraged to seek counseling for support.
5. Should there be extra costs for counseling not covered by the Educational Institution, BC Health or INAC, please contact the Tl'etinqox-t'in Government Office Education Department and they may consider granting the request for extra support as it may fall within the INAC guidelines.
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-t'in Government Office Education Department may consider granting the request.
7. There may be situation where students may have to withdraw from their courses/programs. Please read below for the appropriate process.
8. Students who withdraw from courses due to:
 - illness;
 - a death in the immediate family;
 - an accident;
 - serious emotional problems;
 - lack of attendance; or
 - getting behind on school work;

will need to produce the following documentation to the Tl'etinqox-t'in Government Office Education:

1. A letter of approval of late withdrawal without academic penalty from the Dean of instruction and from your Course Instructor(s); and
2. A letter from your Medical Professional giving detailed information regarding your diagnosis/prognosis.

***Note** – It is the student's responsibility to be aware of applicable withdrawal dates that do not incur costs.

Education Plan/Career Focus

1. Students must submit an Education Plan with their Sponsorship Application in order to be considered for Funding. Failure to do so will result in the rejection of sponsorship.
2. The student will include an outline of the intended courses for your 4 years of their study.
3. Tl'etinqox-t'in Government Office/Education Department recognizes that your area of study may change during the course of your 4 years however, with the production of a 4 year Education Plan, slight changes will assist you in keeping focused.
4. Your Education Plan should also include a "Career Focus".
5. What Trade or Profession will your Education Plan assist you in achieving?
6. Your Academic Advisor will assist you in setting up your Education Plan so that you will take the correct courses/Program in order to achieve this goal in a timely fashion.

Please see below for an example of the first or next two years of the program of studies. (See Appendix "A").

YEAR ONE OF A FINE ARTS DIPLOMA

Fall Semester

English 111
Fine Arts 111
Fine Arts 112
Fine Art 113
Sociology 110

Winter Semester

English 121
Fine Arts 121
Fine Arts 122
Fine Arts 123
Elective

YEAR TWO OF A FINE ARTS DIPLOMA

Fall Semester

Fine Arts 211
Fine Arts 213
Fine Arts 267
Fine Arts 288
Elective

Winter Semester

Fine Arts 211
Fine Arts 223
Fine Arts 282
Fine Arts 289
Elective



Education Plan

Beginning your Education Journey

1. When looking at your Education Plan start by asking yourself and others questions, including but not limited to:
 - a. What kind of Career/Job do you see yourself in?
 - b. Have you taken any kind of Career Profile “tests” or discussed what options are available or suited to your interests and natural skills and abilities?
 - c. How many years do you want to be in school, how many courses will it take for you to achieve your goal? Questions to ask yourself;
 - Do you like office work or do you like working outside?
 - Are you a math and science person or do you like LOTS of reading?
 - Do you like to interact with people all day everyday nonstop or not at all?
2. Remember when making decisions that INAC only covers so many years of Post Secondary Education.
3. When looking at what Education Institution to attend, check into whether or not the Courses/Program you want to go into will be offered at the Institution close to home.
4. If you decide that you really want to go into a course/program that is only offered far from home think about the following:
 - a) Seriously consider, the distance away from your family and whether distance away may affect your focus/commitment to studies?
 - b) How long can you live this way and for how long?
 - c) Some other considerations to think about are have you looked into whether or not the Institution you plan on going to is fully recognized? Some are not.
 - d) Are the courses you are planning on taking transferable from one program to another, again some are not.
 - e) You may find yourself in a situation where you have taken more than one course or an entire Program that you have wasted your time and money on because it isn't recognized anywhere.
 - f) This is especially true if you attend Courses/Programs outside the Province of British Columbia or Canada.

YOU MUST FULLY AND EXHAUSTIVELY RESEARCH YOUR EDUCATION PLAN

You can get the assistance of an Academic Advisor from all Educational Institutions to assist you in this process.



Student Eligibility

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

1. You must be a registered member of Tl'etinqox-t'in Government Office Band.
2. You must complete an Application for Funding package, attached as Schedule "A" (Application Package)
3. You must read, understand and sign that you agree to the terms and conditions of the Tl'etinqox-t'in Government Office Education Policy 2010.

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 it, and return it to the Tl'etinqox-t'in Government Office Education Department.
4. It is important for funding purposes and on occasion the Tl'etinqox-t'in Government Office Education Department has a need to verify that all students are actually attending classes.
5. Once again, if this document is not signed, your application will not be approved. **NO EXCEPTIONS.** (Appendix A)
6. Failure to provide all information's requested in the application package in particular your current address and telephone number will result in delays in funding being made available. **NO EXCEPTIONS.** (Appendix A)
7. On an approval of your application package your presence will be required during the screening process of Tl'etinqox-t'in Government Office Leadership.
8. After Tl'etinqox-t'in Government Office Leadership has conferred you, will be notified accordingly as to the status of your sponsorship.
9. Once your application has been approved and sponsorship confirmed, a signed copy will be sent to you at the address you indicate on the application form. (See Schedule "A").

Important Information

- Failure to properly update your student files may result in a discontinuation of funding

- Applications will normally be approved approximately 4-6 weeks prior to the commencement of classes in each term.

10. Your application for funding will be reviewed with the following being taken into consideration:

- a) If you owe Tl'etinqox-t'in Government Office money for previous or present Education sponsorship, you will be required to pay this debt off before being considered for further funding.
- b) If you have failing marks, or if any courses are incomplete, or you did not write a final exam, you may be required to pay a portion of the course fee's and may not be considered for further/future funding.
- c) If your academic records indicate that you have a history of not completing programs or courses, your application will not be considered until all other applications have been reviewed and only then if there are funds available in the current fiscal year.
- d) You must meet the admission requirements of the academic institution you plan to attend and a letter must be sent from an advisor or counselor of that institution stating that you meet the academic requirements for admission.
- e) This letter must be included with your application for sponsorship.



Tl'etinqox Student Selection Priority List

A priority list is established each year to assist the Education Coordinator and Tl'etinqox-t'in Government Office Leadership in determining who will receive funding.

1. **First Priority:** Continuing Students – students who have attended school on a full-time basis and have successfully completed all courses(s) towards their diploma, certificate, or degree on a part-time basis;
2. **Second Priority:** Graduating Students
 - I. Students who have graduated from secondary school in the current year with a Dogwood Certificate
 - II. Students who have completed twelve years of education in the public school system and are eligible to attend a post-secondary institution; and
 - III. Students who have equivalent training or education (i.e. GED) leaving certificate

NOTEFor students applying for sponsorship for the first time, it is important that High School Grade Point Average (GPA) is as high as possible. This may be a determining factor when the final decision is made regarding who will receive sponsorship.

3. **Third Priority:** Students- who have started to pay for their own education and have successfully completed all courses(s) towards their diploma, certificate, or degree. The funds, which have been spent to date, will not be reimbursable.
4. **Fourth Priority:** Students who have signed an agreement willing to commit working for the Band for at least two (2) years upon graduation, also depending on the length of their program, profession and Band funding.
5. **Fifth Priority:** - Other Applicants

Academic Success

1. Academic success 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 (more than 4 courses), who are maintaining a good grade in all of those courses, will normally be rated higher than those students who are enrolled in less than a full course load.
4. The Tl'etinqox-t'in Government Office Leadership and Education Department will also consider nature and area of the course/program being taken when factoring in that decision.



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:

<u>Length of Program</u>	<u>Maximum Length of Sponsorship</u>
1 year	1 year of (UCEP) University College Entrance Program
1 year	8-10 months Certificate Program
2 years	2 + 1 years or 5 terms or semesters Diploma
Bachelor Degree	4 years or 10 terms or semesters
Masters Degree	4 Semesters beyond Undergraduate degree
Doctoral Degree	4 Semesters beyond Masters Degree

Student Status

1. Full-Time Student- to qualify for full-time student status, the student must be registered;
 - a) First Year – in at least four (4) courses or a minimum of twelve (12) credit hours in your area of study as outlined in your Letter of Intent.
 - b) Second and Subsequent Years- in at least four (4) courses or a minimum of twelve (12) credit hours in your area of study as outlined in your Letter in Intent
2. Part-Time Student- students must be registered in at least one (1) course with a minimum of three (3) credit hours. The course(s) must be among those outlined in your Letter of Intent.
3. NO Online/Distance Learning or Open Learning Courses will be funded by Tl'etinqox-t'in Government Office Education Department. NO EXCEPTIONS.
4. Out-of-Province Canadian Sponsorship—Tuition will be paid up to the maximum amount of the allowable tuition fees as if you were attending the closest public institution to your normal residence.
5. International Sponsorship- Tuition will be paid to the maximum allowable amount (to that of the closest Canadian public institution). It then becomes the student's responsibility to pay any additional costs.

***Note:** Students must be enrolled in all courses at least 3 weeks prior to the start of classes; failure to do so may result in the cancellation of your sponsorship.

****Note:** Should a student make any changes (drop a course, change a course etc.) You must notify the Tl'etinqox-t'in Government Office Education Department immediately. Failure to do so may result in the cancelation of your sponsorship.



Sponsorship Funding Supports

Living Allowance

1. Living allowance is designed for students who require financial assistance and who have little or limited other means of support, and will normally only be provided up to a **maximum of eight months in any given calendar year** depending on your education institution.
2. If you are working full-time you will not collect a living allowance.
3. If you are receiving any other funding support such as Social Assistance or Employment insurance you will not collect a living allowance.
4. The following is the monthly level of support provided for living expenses:

Rates for Living Allowances

Single Students	\$1100.00
One Dependents	\$1400.00
Two Dependents	\$1550.00
Three Dependents	\$1700.00

****Note:** This rate above applies to any and all education related programs and should not be exceeded by any other Tl'etinqox-t'in Government Office Department.

Part-Time Students

Part-time students the band will cover costs for tuition and books only, you will NOT be covered for living allowance.

Tuition Fees

Tl'etinqox-t'in Government Office's cap for tuition funding is \$ 4,000.00 per student per semester. Any tuition higher will be reviewed by the education department.

Book Allowance & School Supplies

1. Book allowance will be provided for full-time and part-time students in the following amounts:
(RECEIPTS are required and must be provided)

	Fall Term	Winter Term
Full-time student	\$600.00	\$600.00
Part-time student	Actual Amt	Actual Amt.

(Maximum amount per semester \$1000 depending on the Education Budget.)

2. Requests from students enrolled in "specialized" programs, which require more expensive book, supplies, and / or equipment, will be considered on an individual need basis.
3. Computer Laptops – may be considered ONLY if outlined as a requirement for the program enrolled in and we REQUIRE an official letter from the Institution stating it is part of the program. (Maximum amount \$1000). This request will also be reviewed and approved based on the Education Budget and by Chief and Council.
4. If any student has legitimate books and supplies expenses over and above the amount provided, they are to submit all receipts for books and supplies purchased to the Education staff in the winter term. (Tip; in order to save \$, purchase used books)
5. Depending on funding available, some or all of the additional expenses may be reimbursed.
6. Students must submit receipts for ALL textbooks and program supplies as stipulated by course requirements.

Charging Books

Students are not permitted to charge up textbooks to the Tl'etinqox-t'in Government Office/Education Department;

If

A student charges up textbooks billed to the Tl'etinqox-t'in Government Office Education Department, will be deducted for the full amount plus any costs incurred by the Tl'etinqox-t'in Government Office Finance Department;

And

The student may be placed on Tl'etinqox-t'in Government Office's probation.

Course Changes

1. Tl'etinqox-t'in Government Office Education Department will not be responsible for costs incurred by changing courses, program or educational institutions, without proper notification to the Tl'etinqox-t'in Government Office Education Department.
2. Furthermore, you must have a signed letter from the Academic Advisor from your Educational Institution.
3. A student incurring costs in doing any of the above they may be required to pay part or all of those costs to Tl'etinqox-t'in Government Office Education Department.
4. All post secondary sponsorship will be withheld until arrangements are made with the Tl'etinqox-t'in Indian Band Education Department.

Non-repayment of tuition, books, and living allowance will be considered and reviewed by Tl'etinqox-t'in Indian band

Testing

1. There are a variety of tests a student may be required to take, including but not limited to the following:
 - College entrance examinations;
 - Pre tests for courses;
 - LSAT's;
 - Trades examinations;
 - Cognitive/Learning Abilities testing; and
 - Other
2. Tl'etinqox-t'in Government Office Education Department will require all documentation associated with the required examinations required (filled in applications and associated costs) as well as a signed letter from the Academic Advisor.
3. On receipt of the appropriate documentation the Tl'etinqox-t'in Government Office Education Department may pay for the costs of the required examinations.

Tutoring

1. Most Educational institutions provide free tutoring services and have free tutoring available for their students.

2. Tl'etinqox-t'in Government Office Education Department can assist students in finding an appropriate tutor for the applicable courses if necessary.
3. However, should a student require the use of a tutor the student, in writing, contact the Education department and present a plan outlining why they need the tutoring, how long they need it for, their measurable outcomes and the cost.
4. A letter from the academic advisor also needs to be submitted in support of your request for a tutor.
5. Receipts must be provided to the education department.
6. The tutor must also submit invoices to Tl'etinqox-t'in Government Office Education Department.

Travel

1. Student travel eligibility for students who travel a distance more than 300 kilometers and are living away from their normal place of residence, will receive travel costs twice each year to and from the closest public post-secondary institution which offers the program of study selected by the student.
2. The travel rate paid out is \$250.00 and will be completed 3 times a yr, based on distance;
 - a. 2 way return trips (departure to Institution and returning home).
 - b. 1 way return during Christmas(Maximum rate \$500 twice a year.)
3. Education will review travel under special circumstances.

Other Costs

Requests for funding involving other educational requirements as part of their program may be considered on an individual need basis subject to the availability of funds.

Student Loans/Personal Loans

Tl'etinqox-t'in Government Office will NOT pay for any students loans nor other personal loans.

Funding Limitations

Students are required to reapply every year.



Tł'etinqox Post Secondary Education Incentive Policy

1. In order to encourage students to engage in studies those directly contribute to enhancing their education, the Tł'etinqox-T'ín band may award incentives.
2. Students enrolled in a full-time Diploma or Bachelors degree program or in a full-time or part-time Master or Doctoral Degree program may receive an incentive from the Tł'etinqox-T'ín Band. This incentive may be awarded ONE TIME ONLY for each students in each of the undergraduate and post-graduate levels (Diploma, Certificate, or Degree program) and once as a post-graduate student (either Master or Doctoral program).
3. Students may be eligible for this incentive upon commencement of their final year of the Diploma or degree or upon successful completion of the diploma or degree.
4. The post-secondary education incentives, which include three categories of post-secondary education, are based on the following guidelines:
 1. Certificate
 - \$150.00
 2. Diploma
 - Full time student
 - At commencement of final year of program
 - Maximum of \$300.00
 3. Bachelor Degree
 - Full time student
 - At commencement of final year of program
 - Maximum of \$500.00
 4. Masters/ Doctoral Degree
 - Part/ Full time student
 - At commencement of final year of program
 - Maximum of \$ 1,000.00

****Note: Tł'etinqox-t'ín Government Office Leadership may alter Amounts awarded.**



Appeal Process

1. Each student has the right to appeal.
2. The first step in the appeal process is to have an in person interview with Education Department in an attempt to resolve any disputes with regard to the issue. If the appeal is not dealt with to the satisfaction of the student, the student then takes their complaint in writing to the Band Administrator as the next step.
3. The Band Administrator will review the written viewpoints of the Education Department and the Student as well as speaking with both parties. The Band Administrator will then come to a resolution and inform both parties in writing. Should either party wish to appeal the Band Administrator's decision the next step is to go to the Council Member's who hold the Education Portfolio, there are three on Council. (Therefore there will never be a tie vote.)
4. The same steps take place in that the complaint is submitted in writing to the applicable Council Members. The Council Members who hold the Education Portfolio will meet and discuss the issue with all the relevant parties and make a decision. Should the matter still be unresolved it can be appealed to the Tl'etinqox-t'in Government Office Leadership.
5. The appealing party must ask for a time and date to be placed on the next Chief and Council Agenda. They must ensure that all the Leadership receives a written copy of the issues prior to the meeting so that they can review it. The appealing party will receive time to speak before the Leadership to speak their case at which point the Leadership will make a decision on the matter or will advise the party of their decision soon thereafter.
6. **The decisions of a quorum of the Tl'etinqox-t'in Government Office Leadership are final.**

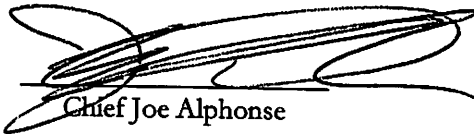


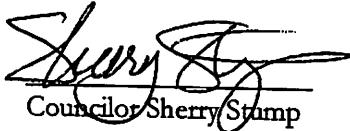
Amendments to this Policy

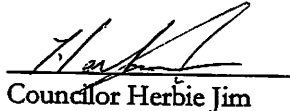
1. Recommendations for amendments to this policy can be submitted and will be reviewed by Tl'etinqox-t'in Government Office/Education Department and Chief and Council leadership at the earliest convenient meeting.
2. Education department, any policy amendments approved by Tl'etinqox-t'in Government Office/Education Department and Chief and Council leadership will take effect immediately.

The 2010 Secondary Education Policy has been read, reviewed and approved by the Chief and Council Leadership of Tl'etinqox-t'in Government Office at a duly convened Chief and Council meeting and approved on this date Nov. 22, 2010.




Chief Joe Alphonse

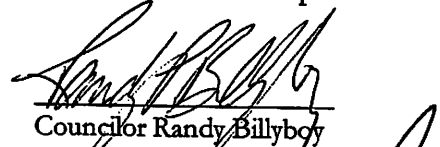

Councilor Sherry Stump



Councilor Herbie Jim

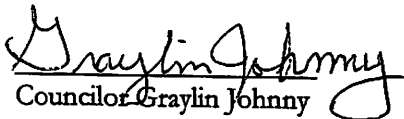

Councilor Eleanor Cooper

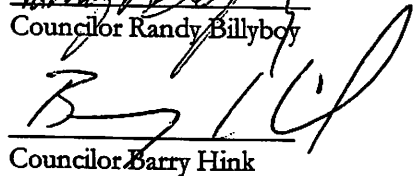

Councilor Blaine Grider


Councilor Paul Grider


Councilor Randy Billyboy

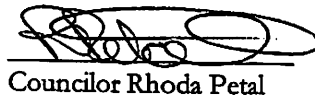

Councilor Emily Dick


Councilor Graylin Johnny


Councilor Barry Hink


Councilor Harvey Dick


Councilor Leslie Stump


Councilor Rhoda Petal



Appendix A

TL'ETINQOX-T'IN GOVERNMENT OFFICE POST SECONDARY EDUCATION SPONSORSHIP APPLICATION

DATE: _____

PERSONAL INFORMATION:

NAME: _____
Last Name First Name

BAND NUMBER: _____ DATE OF BIRTH: _____
(month/day/year)

ADDRESS: _____

PHONE #: _____ EMAIL: _____

STATUS: Single Married Common Law

DEPENDENTS: Yes No If yes, how many _____

IF APPLICABLE:

NAMES AND DATES OF BIRTHS OF DEPENDENTS:

1. _____
2. _____
3. _____
4. _____

***NOTE YOU MUST ATTACH PHOTOCOPIES OF DEPENDENTS CARECARDS AND/OR BIRTH CERTIFICATES TO YOUR APPLICATION**

GRADUATED: YES NO HIGHSCHOOL: _____ YEAR: _____

POST SECONDARY INFORMATION:

Did you apply for Post Secondary Funding in previous years? Yes No If yes, year _____

PREVIOUS EDUCATION AND TRAINING

Institute Name	Program	Date

EDUCATIONAL PLAN AND CAREER GOAL

Name of Educational Institution applying to: _____

Location: _____

Academic Advisor Name and Ph No : _____

Intended Start Date: _____ Expected Graduated Date: _____

Program Type

- Certificate
 Diploma
 Bachelor
 Master's
 Doctorate

Please list your planned course load (first semester to last semester of program type)

Semester 1				
Semester 2				
Semester 3				
Semester 4				
Semester 5				
Semester 6				
Semester 7				

Semester 8				
Semester 9				
Semester 10				

CHIECKLIST OF DOCUMENTS REQUIRED:

- HIGHSCHOOL TRANSCRIPT
- OFFICIAL TRANSCRIPT FROM PREVIOUS 2 YEARS
- ACCEPTANCE LETTER FROM INSTITUTION
- LETTER OF REGISTRATION WITH COURSE OUTLINE AND FEES
- 1 PAGE LETTER OUTLINING EDUCATION AND CAREER GOALS AND IDENTIFY HOW YOU ARE GOING TO INVEST YOUR EDUCATION BACK INTO THE COMMUNITY OF TL'ETINQOX.
- 4 YEAR EDUCATION PLAN WITH CAREER FOCUS SIGNED BY 1 PAGE LETTER OUTLINING EDUCATION AND CAREER GOALS AND IDENTIFY HOW YOU ARE GOING TO INVEST YOUR EDUCATION BACK INTO THE COMMUNITY OF TL'ETINQOX.

TL'ETINQOX-T'IN POST SECONDARY REQUIRED TERMS FOR SPONSORSHIP:

In agreeing to the following terms, the Tl'etinqox-t'in Government Office has the right to disapprove/suspend/discontinue funding shall the students fail to meet the following requirements.

1. The student must fully complete the application for sponsorship with the required documents.
2. The student agrees to notify the Tl'etinqox-t'in Education Department immediately of any changes in personal or program information.
3. The student agrees to attend class 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 submit a signed mid-semester evaluation form for each course, until the Fall or Winter transcripts are made available. It is recommended that students maintain a C+ 2.33 average or higher. (Grading varies depending on institutions).
6. The student must pass all of their courses; failures will affect sponsorship and may require repayment of sponsorship.
7. The student is required to submit transcripts each semester, if they are not received, sponsorship cheques will be held.

I understand and agree to the above 7 sponsorship terms. I understand that should I fail to meet these terms may result in suspension or discontinuation of sponsorship.

STUDENT NAME: _____

Student Signature

DATE: _____

STUDENT DECLARATION:

I hereby understand and agree to terms outlined in the application for post secondary education assistance for the duration indicated. I declare that the information provided in this application is accurate. I understand that by providing false information, misrepresentation of information or failure to the terms of sponsorship may result in a discontinuation of sponsorship or refusal for future assistance.

I hereby understand that if I misuse Band Education funding under false pretenses, I will be reliable for the repayment of educational funds.

SIGNATURE: _____ DATE: _____

Oath of Confidentiality

I, _____ as the Education Coordinator of the Tl'etinqox-t'in Government Office, do hereby swear that all information received about the above named student will be kept in the strictest of confidence. I fully understand the implications of releasing information about the above named student to any source other than those discussed with the student.

Education Coordinator, Signature

Date (year/month/day)



Appendix B
Student Waiver Form

I _____,
(Students Name) _____, give the Tl'etinqox-t'in Government

Office Education Department full and complete consent and authorization to have unhindered access to my complete, Education file, Records and other pertinent information as requested by them.

Furthermore, I also consent, authorize and insist that where there is anything relating to myself that is to be discussed by the teachers, the Principals or the School District that the representatives of the Tl'etinqox-t'in Government Office Education Department are to attend any and all meetings, conferences and other related sessions where anything about me may be discussed.

SIGNED: This the ____ day of _____, 20__ at the offices of Tl'etinqox-t'in Government Office on the Anaham Indian Reservation in the Province of British Columbia.

Student Print Name and Signature

Parent of Student Print Name and Signature

Staff Name and Department

Staff Signature