

# **Nuu-chah-nulth Tribal Council**

## **Post-Secondary Funding Policy**



**Note: This NTC Post-Secondary policy replaces all NTC Post-Secondary Program Policies and Procedures that were in effect prior to the effective date of this policy.**

**Effective: September 1<sup>st</sup>, 2018**

## Table of Contents

SECTION 1: .....	6
POST-SECONDARY FUNDING SPONSORSHIPS AND COUNSELLING SERVICES .....	6
Post-Secondary Counselling Services.....	6
Post-Secondary Funding Services .....	7
Funding For University/College Entrance Preparation Programs (UCEPP).....	7
<b>Funding For College or University Certificate, Diploma, Undergraduate Degree, and Graduate Degree Programs (PSSSP)</b> .....	7
SECTION 2: NTC PS FUNDING SPONSORSHIP ELIGIBILITY CRITERIA .....	8
Eligibility versus Approval .....	8
<b>Eligibility Categories</b> .....	8
Eligibility Criteria Categories.....	9
Category 1: Student Eligibility Criteria .....	9
Eligibility for NEW PS Funding Applicants based on Assessment Results.....	10
Probationary Acceptance.....	10
Category 2: Program Eligibility Criteria.....	11
<b>Program Levels based upon Funding Type- PSSSP</b> .....	11
<b>Table 1: Program Eligibility Minimum Standards by Funding Type</b> .....	12
Category 3: Institution Eligibility Criteria .....	13
<b>Eligibility Summary</b> .....	13
SECTION 3: FUNDING LEVELS AND LIMITS OF ASSISTANCE .....	14
Length of Time in a Program By Program Type and Level .....	14
<b>Table 2: Maximum Duration of Funding Eligibility</b> .....	14
<b>Private, Out-of-Province, and Foreign Institutions</b> .....	16
<b>Private Institutions</b> .....	16
<b>Out of Province Institutions</b> .....	17
<b>Foreign Institutions</b> .....	17
Funding Limits for Spring and/or Summer Terms.....	17
Funding for Additional Course/Program Requirements .....	18
(Practicum, Additional Qualifying/Preparatory Studies) .....	18
Full and Part-time Status and Funding Eligibility .....	18
Tutoring.....	18

SECTION 4: APPLICATION PROCEDURES .....	19
Deadlines for Applications .....	19
<b>To Apply for Funding for Programs with a September Start Date:</b> .....	19
<b>To Apply for Funding for Programs with a January or Spring or Summer Start Date:</b> .....	19
<b>Late Applications:</b> .....	19
<b>Nation Support and Communication Requirements</b> .....	20
<b>Application Package Requirements</b> .....	20
<b>Submission of Additional Documentation</b> .....	20
<b>Notice of Approval for Funding</b> .....	21
SECTION 5: STUDENTS WITH DISABILITIES .....	22
How to Qualify for Additional NTC Supports .....	22
Accommodations for Students with Disabilities .....	22
<b>Adjustment to Course Load Requirements</b> .....	22
<b>Additional Funding for Daily Travel Support</b> .....	Error! Bookmark not defined.
<b>Additional Funding for Tutoring</b> .....	22
<b>Additional funding for Required Supplies and Course Materials</b> .....	23
SECTION 6: ACCOUNTABILITY .....	24
Funding Agreements .....	24
Attendance .....	24
Current Contact Information .....	25
Privacy and Access to Student Information .....	25
<b>Parent/Guardian Access to Information</b> .....	25
<b>Member Nation Access to Information</b> .....	25
<b>Submission of Grades</b> .....	26
<b>Minimum Grades - GPA</b> .....	26
Audited Courses .....	26
Dependent Information .....	27
SECTION 7: ACADEMIC PROBATION AND SUSPENSION .....	28
Academic Probation .....	28
<b>Conditions of Academic Probation</b> .....	28
<b>Suspension of Funding</b> .....	29
<b>Eligibility for Funding Following Suspension</b> .....	29

SECTION 8: APPEALING A POST-SECONDARY FUNDING DECISION .....	30
Precedence for Administrative Decisions .....	30
Deadline to Submit an Appeal .....	30
Appeal Application Submission Requirements .....	30
<b>Appeal Timelines</b> .....	31
SECTION 9: MEDICAL/COMPASSIONATE WITHDRAWAL .....	32
Communication with the NTC.....	32
Required Documentation for Medical Withdrawal .....	33
Required Documentation for Compassionate Withdrawal .....	33
Medical/Compassionate Withdrawal and Funding Implications:.....	34
SECTION 10: FUNDING PRIORITY .....	35
Budget Shortfalls.....	35
APPENDICES .....	36
Appendix A: Definitions .....	37
Appendix B: List of Nuuchahnulth Nation .....	41
APPENDIX C.....	42
APPENDIX D.....	48
APPENDIX E: .....	57
<b>Living allowance rates chart</b> .....	57

# NUU-CHAH-NULTH TRIBAL COUNCIL: POST SECONDARY FUNDING POLICY

---

Congratulations on your decision to pursue a post-secondary education!

In order to increase your opportunity to receive funding support please read and understand all sections of this policy.

If you require clarification about any of the information presented in this policy, please contact the NTC Post-Secondary Counsellor at [psinfo@nuuchahnulth.org](mailto:psinfo@nuuchahnulth.org)

A student may apply for NTC Post –Secondary Funding (PS) if they are from one of the following Nuuchahnulth Nations that are affiliated to the Nuuchahnulth Tribal Council Aboriginal Recipient Funding Agreement (ARFA):

Ditidaht	Hupacasath	Tla-o-qui-aht
Ehattesaht	Mowachaht/Muchalaht	Tseshaht
Hesquiaht	Nuchatlaht	

**(Also listed in Appendix B)**

This policy manual also applies to all NTC Post-Secondary Funded students who are members of the following Nations who have a *Service Agreement* with NTC to provide Post-Secondary funding:

- Uchucklesaht Tribe

Note: The list of Nations in this section will be updated annually.

- *Students who are not on the Nation list above and who are interested in applying for Post-Secondary funding are encouraged to contact their Nation directly*
- *Students on the BC General List and Affiliated Members must apply for PSSSP/UCEPP funding through the BC Association of Aboriginal Friendship Centre.*

## **SECTION 1:**

### **POST-SECONDARY FUNDING SPONSORSHIPS AND COUNSELLING SERVICES**

The Nuuchahnulth Tribal Council (NTC) is committed to helping Nuuchahnulth members achieve their education goals.

Whether you are a student who is starting to look at career options or you have been out of school for a period of time and are thinking about a new start, we are here to help you along your journey to success!

#### **Post-Secondary Counselling Services**

Students are strongly advised to meet with the NTC Post-Secondary Counsellor when planning a post-secondary program. Students are advised that entrance requirements, different schools' programs and potential for employment may all be considered when an application is being reviewed.

Our Post-Secondary Counsellor can also offer assistance to students in the following areas:

- Career Exploration
- Upgrading your education
- Preparing for entry level assessment Preparing learning plans and setting educational goals
- Registering in college, university, or other post-secondary studies
- Overcoming educational challenges
- Transitions from high school and your home community to your new community
- Managing your budget

**Have a question? Not sure what steps to take next?**

**Please contact the Post-Secondary Counsellor at NTC by phone (250) 724-5757 or by email to [psinfo@nuuchahnulth.org](mailto:psinfo@nuuchahnulth.org)**

## **Post-Secondary Funding Services**

The Nuu-chah-nulth Tribal Council, through the NTC Education Department provides funding sponsorships to students who wish to pursue a post-secondary education. Funding may be provided to the student to support the cost of tuition, living expenses (in accordance with ISC policy guidelines), required textbooks and supplies, travel, tutoring and other school-related expenses.

Students who wish to receive supports from the NTC are required to submit an NTC PS funding application to the Education Department each year for the duration of their studies. Specific details regarding the application and the criteria for funding are located throughout this policy.

The NTC encourages members who are considering post-secondary studies to contact the NTC Education Department for support.

Funding may be provided to students to support educational programs in one or both of the following program groups:

- University and College Entrance Preparation Programs (UCEPP)
- Certificate, Diploma, Undergraduate degree, and Graduate degree Programs (PSSSP)

### **Funding For University/College Entrance Preparation Programs (UCEPP)**

The Nuu-chah-nulth Tribal Council, through the Education Department *may* provide part-time or full-time PS to students to complete University and College Entrance Preparation Programs (UCEPP) that are offered at eligible post-secondary institutions. (See list of eligible institutions: Appendix D).

### **Funding For College or University Certificate, Diploma, Undergraduate Degree, and Graduate Degree Programs (PSSSP)**

The Nuu-chah-nulth Tribal Council, through the Education Department may provide part-time or full-time PS funding to students to complete certificates, diplomas, and degrees at eligible post-secondary institutions.

## SECTION 2: NTC PS FUNDING SPONSORSHIP ELIGIBILITY CRITERIA

Administration of Nuuchah-nulth Tribal Council (NTC) PS funding must follow the policy standards for PS funding by Indigenous Services Canada (ISC), National Guidelines Policy. ***Funding is not always guaranteed.***

PS funding is limited and determined by a review of a completed NTC PS application, supporting documentation, and other eligibility criteria outlined in this policy. As the PS funding is limited to available budget, partial PS funding may be granted.

Please see appendix \_\_\_\_ for the NTC Post-Secondary Application.

NOTE: Students who plan to continue their PS studies in multi-year programs must submit an NTC PS funding application **each year by the application deadlines** set out in this policy. Funding is based **upon available budget** and **is not guaranteed**.

### Eligibility versus Approval

Eligibility for PS funding does not guarantee that a student's PS application will be approved or that a student will receive PS funding.

A student may be eligible to receive PS funding if their PS application is complete and they meet the criteria listed in the categories below.

### Eligibility Categories

Three (3) eligibility categories are reviewed when a PS funding application is received. The requirements for all three categories must be met in order for the NTC to consider providing PS funding to students. The eligibility categories are:

1. Student Eligibility
2. Program Eligibility
3. Institution Eligibility

In addition to meeting the criteria for ***all*** three (3) categories above, PS funding approvals may also be dependent on criteria including but not limited to:

- ✓ NTC PS funding budget availability
- ✓ English and Math Assessment Results
- ✓ Students NTC PS Funding history
- ✓ Priority areas of study
- ✓ Priority selection criteria



## Eligibility Criteria Categories

### Category 1: Student Eligibility Criteria

Before the NTC can provide sponsorship to students the student must meet the Student Eligibility Criteria.

Students:

- ✓ Must be a registered Nuu-chah-nulth member of one of the eight (8) Nuu-chah-nulth Nations, that are listed in Appendix B
  - Or where applicable be a member of a Nuu-chah-nulth Nations who has a Service Agreement with the NTC Education program to administer PS funding on their behalf.
  - If you are a member transferring to a Nuu-chah-nulth Nation, you need to clearly indicate this on the NTC PS Funding application and include supporting documentation.
- ✓ Must submit a complete NTC Post-Secondary funding application, including a signed student funding agreement, and consent to release information form.
- ✓ Must have been a resident of Canada for 12 consecutive months prior to the date of application for funding.
  - There are some situations that may be considered with respect to residency. See **Appendix D** for specific information.
- ✓ Must provide documentation indicating that they have been accepted into an eligible UCEPP or PSSSP program.
- ✓ Must provide documentation indicating that they have been accepted by an eligible post-secondary institution
  - See **Appendix D** for list of eligible Post-Secondary Institutions.
- ✓ Must maintain satisfactory academic standing in accordance with the standards set out in this policy, in addition to maintaining satisfactory academic standing as per their PS institutions guidelines.
- ✓ Cannot be enrolled in a public secondary school where funding is provided through an agreement between the school board and the NTC.

Note: Please ensure you refer to the **Table 1** Program Eligibility Minimum standards by Funding type on *page 12* in this policy as it outlines details for any documentation that you are required to send to NTC in order to complete your application and be further reviewed for eligibility.

## Eligibility for NEW PS Funding Applicants based on Assessment Results

All new students who apply for NTC PS funding are required to write both an academic English and Math assessment (if the program requires course work in Math). For example course work in: Science, Statistics, Math, Engineering, Psychology etc.

The Assessment tests are a requirement for the NTC PS Program, even if the institution does not require a student to complete an assessment as part of the entrance requirements.

Please consult with the NTC PS Counsellor.

Students whose assessment results demonstrate Grade 12 proficiency and who have been accepted by an eligible institution may receive funding support for certificates, diploma, undergraduate degree, or graduate degree programs under PSSSP without having to take College Entrance Preparation courses.

Students whose assessment results do not demonstrate Grade 12 proficiency and who have been accepted into first year programs at an eligible institution may receive funding support for PSSSP programs. These students will be placed on **Probationary Acceptance** for the first year of their program. In the case of part-time students, probationary acceptance will continue until the student has completed all first year courses as required by the institution and/or program. Students have the opportunity to opt for UCEPP level courses if they choose prior to entering their first year of funding under PSSSP.

Students whose assessment results place them at or below Grade 12 proficiency and who are not accepted into a program under PSSSP will have to successfully complete University College Entrance Preparation Program (UCEPP) courses. Funding may be provided to students while they are enrolled in UCEPP.

### Probationary Acceptance

Students who are placed on **Probationary Acceptance** in the first year of their PSSSP program must demonstrate that they are attending classes and meeting the academic requirements of their program as set by the institution. Students are required to submit a monthly progress report to the NTC Education Department or as otherwise determined by the department.

## Category 2: Program Eligibility Criteria

The Nuu-chah-nulth Tribal Council provides PS funding under two categories;

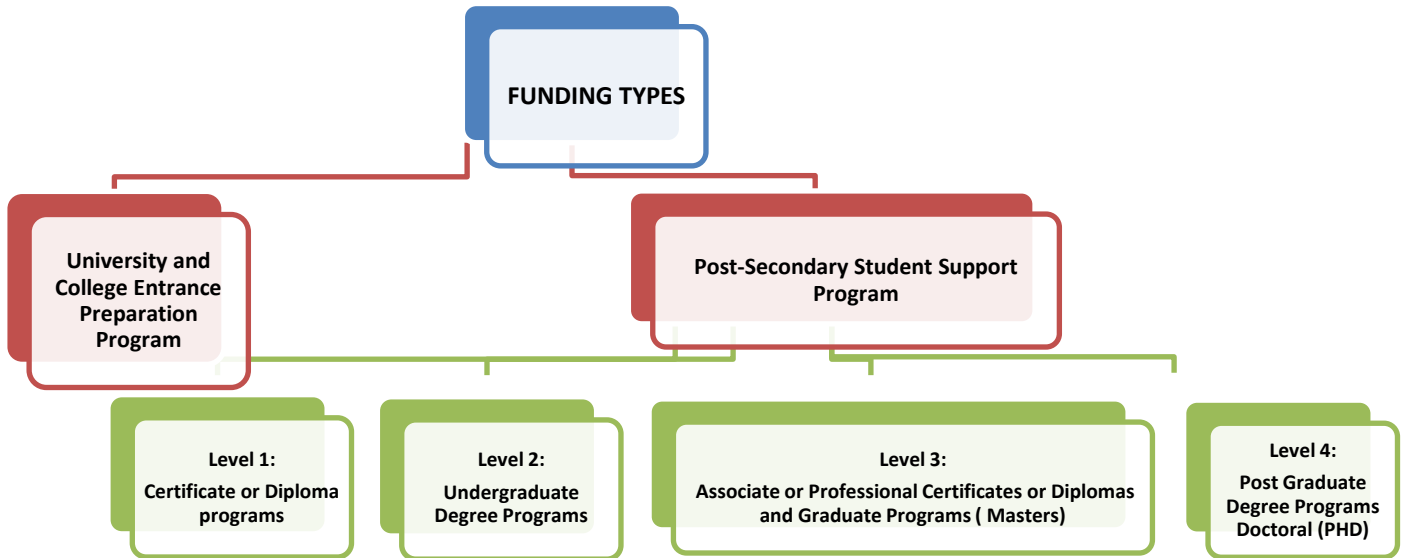
- the University and College Preparation Programs (UCEPP), and
- the Post-Secondary Student Support Program (PSSSP).

### Program Levels based upon Funding Type- PSSSP

With respect to PSSSP, programs fall under four (4) main **levels** of programming which depends on the type of credential achieved. The amount of funding available to students varies depending on the both the type of program and the level of the program. (The types and levels are illustrated on page 14/15, *Table 2: Maximum Duration for Funding Eligibility*)

Where new programs are introduced by institutions after the NTC PS application deadlines, the Director of Education, Training, and Social Development has discretion to accept late applications for that specific program.

*Figure 1: Funding Types Based on Credentials*



In order for a students' program to be considered eligible, it must be in one of the two (2) funding types and it must meet the minimum standards as outlined in **Table 1: Program eligibility minimum standards by Funding Type located on page 12.**

**Table 1: Program Eligibility Minimum Standards by Funding Type**

*Table 1: Program eligibility- Minimum Standards by Funding Type*

<b>Program/Course Type</b>	<b>Minimum Standards for Funding Eligibility</b>
University and College Entrance Preparation Program (UCEPP)	<p><b>Programs/courses must:</b></p> <ul style="list-style-type: none"> <li>• The program objective is to provide financial support to eligible First Nation and Inuit students who are enrolled in university and college entrance preparation programs offered in Canadian post-secondary institutions, to enable them to attain the academic level required for entrance into post-secondary programs.</li> <li>• May be funded for up to 2 academic years as defined by the institution offering the program, or in the case of part-time students, the equivalent of two (2) academic years or a maximum of 24 months</li> <li>• At the end of the first each term (or part of the academic year, as defined by the institution offering the program), continued financial support for the term will be subject to receipt of a statement from the institution confirming the successful completion of the first term.</li> <li>• must be taken through a post-secondary institution</li> <li>• Delivery method may be in classroom, e-learning, distant learning, or virtual learning as long as it meets all eligibility criteria.</li> </ul>
<p>Level 1: Certificate or Diploma programs, and</p> <p>Level 2: Undergraduate Degree Programs</p>	<p><b>Programs/courses must:</b></p> <ul style="list-style-type: none"> <li>• require the completion of secondary school studies, or equivalent, as recognized by the post-secondary institution;</li> <li>• have a certificate, diploma or undergraduate degree awarded upon completion;</li> <li>• be an eligible program offered at an eligible institution</li> <li>• Programs that are considered as dual programs, double majors and other combination programs may be eligible for full level 3 funding and will be assessed as such by the NTC on a case by case basis.</li> </ul>
<p>Level 3: Advanced or Professional certificate or diploma programs, and Graduate Programs and,</p> <p>Level 4: Post-Graduate Programs (Doctorate)</p>	<p><b>Programs/courses must:</b></p> <ul style="list-style-type: none"> <li>• Have a Bachelor's degree or equivalent as a minimum requirement for entry.</li> <li>• Have a certificate, diploma or Graduate degree granted upon complete;</li> <li>• or where required by the institution, a preparatory year prior to acceptance into a Graduate Program</li> </ul>
Programs offered at Private Institutions	<ul style="list-style-type: none"> <li>• 75% of the courses must be eligible for transfer to a publicly funded institution</li> <li>• Must be a Level 1, 2, 3 or 4 program</li> </ul>

### Category 3: Institution Eligibility Criteria

The institution offering the program/courses of study must:

- ✓ Be a certificate, diploma or degree granting Post-Secondary institution.
- ✓ Be recognized by a province or territory in Canada to deliver post-secondary programs, or be recognized to deliver post-secondary programs by arrangement with an eligible institution.
- ✓ Please refer to Appendix D or information on how to access the most recent listing of eligible institutions

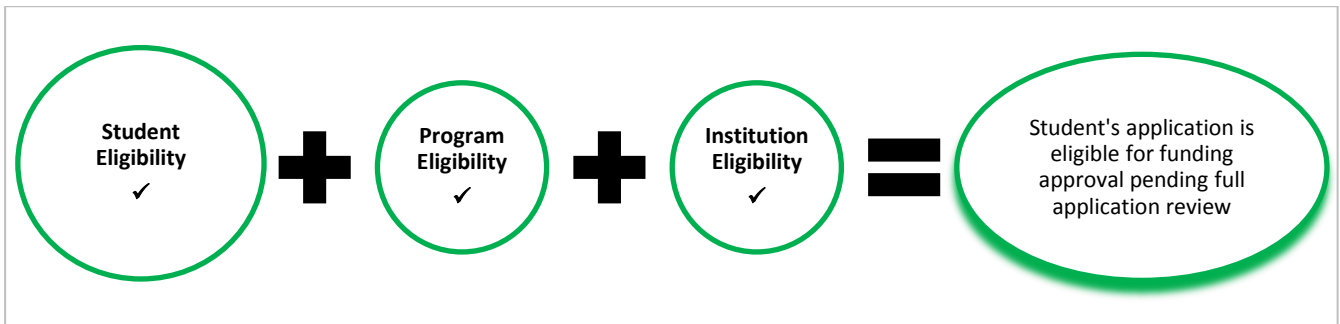
***Where the institution is located in another country, the student must provide evidence that the institution is recognized in Canada as an acceptable post-secondary program of study***

### Eligibility Summary

The diagram below provides examples that demonstrate when an application for funding can be considered for approval and when it may not be considered for approval.

***Figure 2: NTC PS Funding Eligibility***

In order to be funded all eligibility criteria must be met in each category:



### SECTION 3: FUNDING LEVELS AND LIMITS OF ASSISTANCE

Funding limits are determined by the level of program. Eligible full-time PS students may receive PS funding which provides financial assistance for actual tuition cost , compulsory student fees, required books/supplies, travel, living allowance, and when funding is available Graduate student incentives. Eligible part-time students may receive PS funding which provides financial assistance with actual tuition costs, compulsory fees, and required textbooks and supplies.

#### Length of Time in a Program By Program Type and Level

The length of support available to students in UCEPP and PSSSP programs varies by the program levels described in Section 2.

The NTC will not provide funding for repeat courses unless the student has been approved by the institution and the NTC for medical or compassionate withdrawal and the institution has committed to a tuition reimbursement.

**Table 2: Maximum Duration of Funding Eligibility** depicts the length of time that a student can receive funding at any or all program levels.

**Table 2: Maximum Duration for Funding Eligibility**

<i><b>Program/Course Type</b></i>	<i><b>Full-Time Students</b></i>	<i><b>Part-Time Students</b></i>	<i><b>Repeat Courses or Programs/ Transfer to New Program</b></i>	<i><b>Required Documentation</b></i>
<b>UCEPP</b>	Up to <b>two (2)</b> academic years  As defined by the institution offering the program.	Students may receive funding when studying part time for the equivalent of <b>two (2)</b> academic years or a maximum of 24 months.	Where students are not successful with a course, they will not be eligible to have the same course sponsored a second time.	Can provide documentation indicating that they have been accepted by an eligible post-secondary institution into either a degree, diploma or certificate program.  UCEP students must also obtain from the post-secondary institution offering the program a statement that attests the UCEP program will provide the student with the necessary courses to attain the academic level for university or college entrance and that the student will be eligible to be accepted as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

<b>PSSSP Level 1:</b>  <b>Certificate or Diploma Programs</b>	The duration of the program as defined by the institution.	Funding may continue until the student has completed the required courses necessary for the credential as defined by the institution.		Can provide documentation indicating that they have been accepted by an eligible post-secondary institution into either a degree, diploma or certificate program.
	The duration of assistance may exceed the official length of the program, as long as the student is in satisfactory academic standing in accordance with the this policy and the institution academic stranding guidelines.		Where students change programs within one of the levels or temporarily pause their studies, the academic years or semesters used for each program within each level will be counted for assistance purposes.	
<b>PSSSP Level 2:</b>  <b>Undergraduate Degree programs – BA or BSc</b>	The length of time it should take to complete one Undergraduate Degree in accordance with the official length of the program as defined by the institution	Students may receive funding to complete the required courses as defined by the institution for one Undergraduate Degree Program	Students who become eligible for assistance and who have previously completed a portion of post-secondary studies without assistance from this program may receive assistance for the balance of their program of studies but will not be reimbursed for previous expenses.	Can provide documentation indicating that they have been accepted by an eligible post-secondary institution into either a degree, diploma or certificate program.
<b>PSSSP Level 3:</b>  <b>Level 3: Advanced or Professional Degree Programs or Master's Programs</b>	The length of time it should take to complete one Undergraduate Degree in accordance with the official length of the program as defined by the institution	Students may receive funding to complete the required courses as defined by the institution for one Advanced or Professional or Master's Degree Program	Where the institution requires students to complete a preparatory program prior to acceptance into an Advanced or Professional or Master's Degree Program, students may receive funding to complete the preparatory program	

<b>PSSSP Level 4:</b>  <b>Level 4: Doctoral Programs</b>	The length of time it should take to complete one Undergraduate Degree in accordance with the official length of the program as defined by the institution	Students may receive funding to complete the required courses as defined by the institution for one Doctoral Degree Program	Where the institution requires students to complete a preparatory program prior to acceptance into a Doctoral Degree Program, students may receive funding to complete the preparatory program	
--	--	---	--	--

Part-time students in Level 1, 2, 3 or 4 programs are only eligible to receive funding for the duration or equivalent credit amount in one program at each level.

For example - if a student is enrolled in a degree that has a requirement of 60 credits for completion, the student will only be eligible to receive funding for the duration required to complete those 60 credits on a part-time basis. Part time students who repeatedly change programs will only be funded for the time it takes to complete the units/courses in one program.

Students who were approved under previous NTC Post-Secondary Policies and Procedures directives will no longer be limited to funding on a funding month count basis as per prior NTC policy.

Students who wish to pursue additional qualifications in a program at a level for which they were previously funded are encouraged to consult with an NTC Post-Secondary Counsellor prior to applying for funding. Special circumstances may apply for students who wish to pursue a second credential within any given level.

## **Private, Out-of-Province, and Foreign Institutions**

Students who wish to enrol in private, out-of-province and/or foreign institutions may be eligible for funding support from the NTC.

### **Private Institutions**

Students who choose to attend private institutions are advised that tuition costs at private institutions are commonly considerably higher than those charged by publicly funded institutions.

Tuition sponsorship for students attending private institutions will be based on tuition rates for comparable programs at an accredited Canadian public institution.



## **Out of Province Institutions**

If a student wishes to enroll in programs outside of British Columbia, tuition sponsorship for students will be based on rates for comparable programs at a public post-secondary institution in British Columbia.

## **Foreign Institutions**

Students who choose to study at foreign institutions may qualify for funding support if the program of study at the foreign institution is recognized in Canada as an acceptable post-secondary program and there are no programs similar to the proposed program of study offered in Canada.

If a student wishes to enroll in a program outside of Canada, funding allocations to support expenses may only be provided to students who have been a resident in Canada for twelve (12) consecutive months prior to the date of initial application for funding. This clause may not apply in cases where students have completed a credential in a foreign institution and immediately continue with their studies at a level above such credential. For example, a student who has completed a BSc. and who has been funded by the NTC may move directly into a Master's degree without having to again reside in Canada for 12 consecutive months before being eligible for funding at the Master's level.

If a student received financial assistance from the NTC, tuition and living support will be paid in Canadian funds. Tuition sponsorship for students attending private institutions will be based on tuition rates for comparable programs at a Canadian public institution.

## **Funding Limits for Spring and/or Summer Terms**

Students are eligible to receive support for Spring or Summer Terms under the following conditions:

- The course is required for their approved program of study
- Students must demonstrate that the completion of summer courses accelerates the time required to complete their program. This must be supported by documentation from the institution.
- Funding will be provided for the duration of the spring and/or summer courses only
- Students eligible for full-time support during spring or summer terms will be eligible to receive living allowance for the duration of their spring/summer studies based on full-time as defined by the institution.
- Spring and summer completion does not qualify as meeting suspension or probation requirements

## **Funding for Additional Course/Program Requirements (Practicum, Additional Qualifying/Preparatory Studies)**

Certain programs may require additional course components such as co-operative education placements, additional qualifying years and/or paid/unpaid practicums. The NTC recognizes that such programs may lead to a need for special funding support considerations.

Students who are taking part in unpaid practicums that are worth a minimum of 3 course credits may be eligible to receive living allowance for the duration of their practicum. This amount will be pro-rated to the nearest week in cases where the practicum ends within a monthly period. For example, students will receive the equivalent of 1.5 months of living allowance if their practicum takes place over 1.5 months.

Students in paid practicums or co-operative programs that provide salary or wages may receive an NTC P/S living allowance to top up their support to NTC P/S allowance levels. In some circumstances, institutions may require students to take an additional qualifying year prior to entry into Year 1 of a Graduate Program. Where the institution requires additional qualifying courses prior to acceptance into a Graduate Program, the student may be eligible for sponsorship for the qualifying year.

### **Full and Part-time Status and Funding Eligibility**

For the purposes of determining whether a student has full or part-time status, the NTC will, in most cases, match the full or part-time status assigned to the student by the institution. However, in cases where students choose to take courses outside of their regular program and where such courses are not acceptable electives for their program, these "additional" courses will not count toward full-time status for the purposes of determining living allowance and tuition sponsorship eligibility. This aligns with ISC National Program Guidelines that states that assistance may be provided to students to complete only one program at each level.

GPA will be calculated using only the grades of courses that are part of the student's actual program as either a mandatory course or recognized elective.

### **Tutoring**

Funds for tutoring may be made available to students. In order for the NTC to determine eligibility for such support, the student must provide a copy of the tutor support form to the NTC (Appendix ), which includes tutoring plans/details and has been signed by the student's instructor.

The NTC may sponsor students for any amount up to \$500 per four-month term for tutoring. The maximum amount of funding for tutoring support for spring and/or summer terms is \$200 per term.

## SECTION 4: APPLICATION PROCEDURES

This section of the policy document outlines the procedures and information required for students who wish to apply for financial assistance while attending post-secondary programs.

The NTC strongly encourages that all students considering post-secondary studies and who would like to apply for funding, contact the Post-Secondary Counsellor for any assistance or questions pertaining to funding sponsorships.

### Deadlines for Applications

The NTC accepts applications for funding support twice annually.

#### To Apply for Funding for Programs with a September Start Date:

Students must have their Post-Secondary application packages (Appendix x) to the NTC Post-Secondary Department no later than March 1st each year. Where March 1st falls on a non-business day, applications will be due to the NTC by end of the next business day. Where a program that is new to the institution begins after the deadline, late applications will be processed.

#### To Apply for Funding for Programs with a January or Spring or Summer Start Date:

Students must have submitted their Post-Secondary application packages to the NTC Post-Secondary Department no later than August 1st each year. Where August 1st falls on a non-business day, applications will be due to the NTC by end of the next business day.

Note that students who have not received confirmation of acceptance into their program are required to submit an application for funding by the appropriate deadline as mentioned above. Where a program that is new to the institution begins after the deadline, late applications will be processed.

**Table 3: Application Date Summary:**

Program Start		Application Deadline
September/Fall/Winter/Spring/Summer Semester		March 1st - same year
January/Winter Semester	/Spring/Summer	August 1st of previous year

#### Late Applications:

The NTC Education Department Manager may accept late applications. Students will be placed on a wait list unless the program of choice was not available prior to NTC deadlines. The department will begin reviewing late applications following the final review and funding allocations for all applications received by the NTC deadline.

## Nation Support and Communication Requirements

Your Nation plays a crucial role in the processing of your application for funding.

After you submit your application to the NTC, the NTC consults with your Nation. Before the NTC can process your application, your Nation must support your request for funding sponsorship. If your Nation does not support your application, the student's request for funding is denied.

## Application Package Requirements

There are many supporting documents that are required in order for an application for funding to be considered complete.

Although the NTC encourages students to submit as much information as possible when submitting their application for funding, the initial application package submission, due by either **March 1st** or **August 1st** deadline ***must include the following information:***

- a. A completed and signed NTC Education Application Form.
- b. Proof of membership in one of the Nuuchahnulth nations listed in Appendix B

## Submission of Additional Documentation

Further information may be required before an application can be processed. The NTC will notify students of additional information requirements by May 1st (for applications received by the March 1st deadline or by September 15th for applications received by August 1st deadline. Such notice will be in writing. It is the student's responsibility to ensure that the NTC has current contact information on file.

Complete application packages will be reviewed in the order in which they are received. Students who do not provide information to the NTC in a timely manner may be put on a waiting list for funding support.

The following information must be received before an application is considered complete:

- Application Form
- Acceptance Letter from the Institution
- Access to Information Permission Form
- Other information that may be required for students with unique circumstances (disability, etc.)

## **Consultation Requirement**

All students who are either new to funding or who are continuing in their program must participate in a consultation with the NTC Post-Secondary Counsellor prior to the start of the funded term. The purpose of this consultation is to review any questions or concerns that the student may have, help the student be aware of their responsibilities throughout the semester, or discuss any other topic with respect to their upcoming studies, anxieties, confidences etc. This consultation will be scheduled by the post-secondary counsellor and students will be made aware of the consultation time well in advance.

Note that this consultation is one of many opportunities for support that students may require throughout their educational journey. The NTC strongly encourages students to call the post-secondary counsellor at any time.

In addition to this mandatory consultation, each student is required to consult with their Nation to see if there are further requirements for interviews or consultations that the Nation requires prior to issuing support for the student's application to the NTC.

## **Notice of Approval for Funding**

Once a student's complete application has been reviewed by the Post-Secondary Department, students will receive a letter from the NTC Manager of Education Services that indicates that their application for sponsorship has been either accepted or denied.

Students who have been approved to receive funding are required to sign a funding agreement. This form is, in essence, a contract between the student and the NTC that identifies the requirements that students must continue to meet while receiving funding sponsorship. The NTC cannot provide funding to either the institution or to the student until the student has submitted the signed form to the NTC. Any additional expenses that are incurred because the student fails to submit the signed sponsorship in a timely manner may be the responsibility of the student.

## **SECTION 5: STUDENTS WITH DISABILITIES**

The NTC strongly supports students who face challenges associated with a disability. In addition to working with an institution to ensure that institutional supports are accessible, the NTC may be able provide sponsorship accommodations for students with disabilities. Accommodations may include the provision of additional funding and/or adjustments to course loads to help students be successful in their educational pursuits. In addition, the NTC Post-Secondary Counsellor can provide students with advice on accessing additional supports that may be available at the post-secondary institution.

### **How to Qualify for Additional NTC Supports**

To access any of the provisions below, students are required to submit a written request to the NTC Post-Secondary Department. This request should be provided with the application for funding or in cases where the student becomes disabled during their studies, as soon as possible. Students are also asked to provide documentation as to the type and degree of exceptionality. This documentation includes one of the following:

- ✓ A provincial exceptionality certificate, if already in place,
- ✓ A detailed physician's letter that includes the impact that the disability may have on the student's ability to complete their studies, the anticipated length of time that any accommodations may be required,
- ✓ and any other information that either the physician or student wishes to provide.

### **Accommodations for Students with Disabilities**

The NTC may provide provisions with respect to accommodations that support student success.

#### **Adjustment to Course Load Requirements**

The NTC recognizes that students with disabilities may require program scheduling changes to be successful in their chosen program. Scheduling changes vary by level of study.

Students with a disability may be entitled to full-time funding support while taking a reduced course load as defined by the institution. The student must provide the NTC with documentation from the institution that indicated the adjusted course load requirement.

#### **Additional Funding for Tutoring**

Where indicated by the student's instructor that the student requires more than the maximum amount available for tutor support (page ) in order to be successful in their studies, a higher amount may be provided up to a maximum of \$650 per four month academic term. The maximum amount of funding for tutoring support for spring and/or summer terms is \$400 per term.

## **Additional funding for Required Supplies and Course Materials**

Costs for extra materials, ***excluding computers, software or electronics***, may be covered on a case by case basis. The student is responsible for any costs that may be incurred for extra materials purchased without prior NTC written approval.

## **SECTION 6: ACCOUNTABILITY**

Students must be familiar with the requirements for funding sponsorship as noted throughout this policy. Students are strongly encouraged to contact the NTC Post-Secondary Counsellor with any questions or concerns that they may have with respect to this policy.

### **Funding Agreements**

Students who are approved to receive funding from the NTC will be required to sign a funding agreement. In doing so, the student agrees to all terms of this policy. Members of the department are available to help support students who are experiencing difficulty in meeting the requirements of their program when we are advised of challenges as soon as possible. Students are encouraged to be proactive in seeking supports as arrangements for continued support in extenuating circumstances may be possible with proper notification to the NTC. Delays in contacting the NTC Post-Secondary Counsellor may result in funding delays or changes to funding approval status.

For students who fail to contact the NTC Education Department and who do not comply with the terms of this policy and funding agreement may be subject to:

- an immediate suspension of current and/or future funding sponsorships
- reimbursement of sponsorship funds in full or in part to the NTC
- successful completion of a "term on own" in lieu of financial reimbursement to the NTC

In cases where information provided to the NTC is fraudulent in any way, students may be suspended from funding on a permanent basis.

A sample funding agreement and examples of behaviours that may constitute fraud are found in Appendix C.

### **Academic Standing/Progress Reports**

Students must maintain good academic standing in accordance with the standards set forth by their institution/program while maintaining a passing grade in all courses. The NTC reserves the right to request proof of academic standing from students at any time.

Students who are not meeting the requirements of their courses may be eligible to receive financial support for tutoring and/or be placed on Academic Probation or suspended from funding as per Section 7.

### **Attendance**

The NTC recognizes that students may experience circumstances that limit their ability to manage full course loads as determined by their program.

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.

### **Current Contact Information**

Students are responsible for providing the NTC with current contact information including:

- Mailing address
- Telephone number
- Email Information

### **Privacy and Access to Student Information**

The NTC requires specific information to ensure that students maintain eligibility for funding sponsorship. Students must ensure that the following information is available to the NTC Post-Secondary Department and that such information is current and accurate. Failure to provide this information to the NTC in accordance within the timelines provided in this policy may result in immediate suspension of funding sponsorship from the NTC.

This information may include:

- Grades
- Course schedules and registration details
- Timetables
- Progress reports
- Attendance information
- Changes to contact information
- Changes to personal information i.e. number of dependents, annual income
- Information necessary to properly assess extenuating circumstances, for example, medical withdrawal
- Proof of income and dependents and copies of court documents and custodial orders

### **Parent/Guardian Access to Information**

Although the NTC recognizes the important role that parents' or guardians play in the education of their children, current privacy legislation prevents the NTC from speaking to parents and/or guardians of adult students without the signed consent of the student. Students who wish to grant permission to the NTC should complete the NTC consent form that is located in the appendices and on the NTC website.

### **Member Nation Access to Information**

Correspondence sent from the NTC to the student may be provided to the member's nation NTC with respect to:

- funding approval
- probationary conditions
- suspension from funding
- any other information as per the student consent to release information form (Appendix \_\_\_\_)

## Submission of Grades

All students are required to have a term's grades into the NTC by required deadlines, as detailed in the Student Funding Agreement. Students in courses that are longer than four months in length are asked to send in interim progress reports on the same schedule.

Students in the first year of funding may initially be sponsored for only four months. These students are required to send in an interim report on courses in progress no later than six 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.

## Minimum Grades - GPA

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:

**Table 4: Grade Point Average Equivalencies**

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

*GPA will be calculated using only the grades of courses that are part of the student's actual program as either a mandatory course or recognized elective.*

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

## Audited Courses

Students may choose to audit courses and must advise the NTC of their choice to audit a course. The NTC

will not provide any financial support for these courses. Audited courses will not count toward enrolment status as either a full or part-time student and are not included in GPA calculations. Where an institution mandates that a student audit a particular course, the student should inform the NTC as exceptions to the above may apply.

## **Dependent Information**

The NTC living allowance rates consider the number of dependents residing with the student during their study period. The NTC requires copies of the Child Tax Benefit summary as proof of dependents. In cases where students share custody, the NTC requires copies of the custodial orders/court documents. The NTC reserves the right to adjust living allowances based on the information provided in such documents. Students who fail to accurately inform the NTC of changes to dependent eligibility will be immediately suspended from funding and may be required to return previously received funds to the NTC.

## **SECTION 7: ACADEMIC PROBATION AND SUSPENSION**

***The NTC encourages all students to notify the NTC when they first begin to experience challenges. The department may be able to provide support through tutoring sponsorships or other means. Such supports reduce the chance that students may be suspended from funding for academic reasons.***

As part of the agreement between the NTC and the student for funding sponsorship, students are expected to maintain enrolment and Grade Point Averages (GPA) as indicated throughout the policy. Failure to meet requirements will result in the administration of an academic probationary period or a complete suspension of funding.

Students who fail to notify the NTC of changes to their program within 5 school days of making the change, may be immediately withdrawn from funding sponsorships and may be required to reimburse the NTC before he/she will be eligible to receive additional funding.

Examples of program and/or course changes (official or unofficial) include but are not limited to withdrawing from courses, changing from full-time enrolment to part-time enrolment, enrolling in courses not associated with mandatory program requirements and/or failing to attend.

### **Academic Probation**

A student will be placed on probation if his/her GPA drops below 2.00. Students who are placed on probation must demonstrate that they can improve their grades and maintain the required good standing before being removed from probation. The NTC reserves the right to request that students submit progress reports to the Education Department at any time.

The NTC may also place students on probation where the NTC feels that successful completion of a course and/or program is at risk for any reason. This may include but is not limited to attendance concerns, the submission of late assignments, lack of progress for on-line courses and lack of communication with the NTC.

### **Conditions of Academic Probation**

- a. Funding will be determined on a month-to-month basis and may be dependent on the receipt of monthly progress reports. Failure to send in reports may result in funding being suspended. The NTC cannot guarantee timely processing of monthly living allowances and other costs in a timely manner if progress reports are not received by the deadline for submission. The student is responsible for notifying the NTC of any potential delays in the submission of required reports.
- b. The probationary period is no less than one four (4) month term. Spring and/or summer sessions are not considered as part of the requirements necessary to remove the probationary status of a student.
- c. If the student does not pass half or more of their courses as per the requirements of the institution, during the probation term, NTC P/S funding may be suspended. Students who do not successfully meet the requirements of probation and who are meeting the requirements of the institution will remain on probation.

- a. Full-time students who have been placed on probation and who have not met the requirements to be taken off probation by the time a term ends may be eligible for funding at a part-time level during fall or winter terms. Students who wish to study on a part-time basis in spring and/or summer sessions will only be eligible for funding if the course or program is mandatory for their program and is **only** offered by the institution during spring and/or summer sessions during their entire program.

## Suspension of Funding

The NTC reserves the right to suspend funding should the student fail to meet any of the requirements of this policy and of their program of study. Students who fail half or more of their courses in accordance with their institution program requirements will be suspended from funding. Suspension of funding may include cancellation of tuition and book sponsorship as well as termination of living allowances and/or all other funding allocations.

## Eligibility for Funding Following Suspension

Students, whose funding has been suspended, must, at a minimum, meet the following criteria before being eligible for future funding:

- Students who were enrolled as a full-time student at the time of suspension must demonstrate successful completion of programs/courses while enrolled as a full-time student.
- Students who were enrolled as a part-time student at the time of suspension must demonstrate successful completion of programs/courses while enrolled as a part-time student.

Part-time students who have successfully met the requirements to be removed from suspension will be placed on academic probation if they wish to study on a full-time basis.

Students who have not applied for funding since being placed on suspension who are reapplying for sponsorship must meet these requirements before they can be eligible for renewed support.

***In cases where information provided to the NTC is fraudulent in any way, students may be suspended from funding on a permanent basis and be required to reimburse the NTC for any or all sponsorship funds.***

Fraudulent behaviours include but are not limited to falsifying records, progress reports and forms, failing to report changes to enrolment in accordance with policy, and failing to report accurate attendance information to the NTC.

## **SECTION 8: APPEALING A POST-SECONDARY FUNDING DECISION**

If a student's NTC P/S funding application is not approved, the student will be notified of the decision and reasons for the decision in writing.

Students have the right to appeal decisions made by the NTC Post-Secondary Department if their request for funding is denied or if there are extenuating circumstances regarding decisions pertaining to any of the terms and conditions within the policy.

Appeals are presented quarterly to an NTC Appeal Committee. Meeting dates for the committee are not established well in advance. While every effort is made to align appeal meetings with term/program start dates, the NTC cannot guarantee that any appeal will be heard prior to the commencement of studies in any given term.

***The decision of the NTC Appeal Committee is final.***

### **Precedence for Administrative Decisions**

When an Appeal is requested where conditions/reasons for the appeal are very similar to a previous appeal that has been addressed at the committee level and where the previous appeal was approved, the Education Manager has the authority to approve the current appeal without a formal review at the committee level.

### **Deadline to Submit an Appeal**

The deadline for students to request an appeal is 60 calendar days following the final decision (date on the correspondence) by the NTC Education Department. This request must be made to the NTC in writing using the Appeal Request Form in Appendix.

In cases where the Nation in which the student is a member, does not support an application for appeal, the appeal will not be presented to the NTC.

### **Appeal Application Submission Requirements**

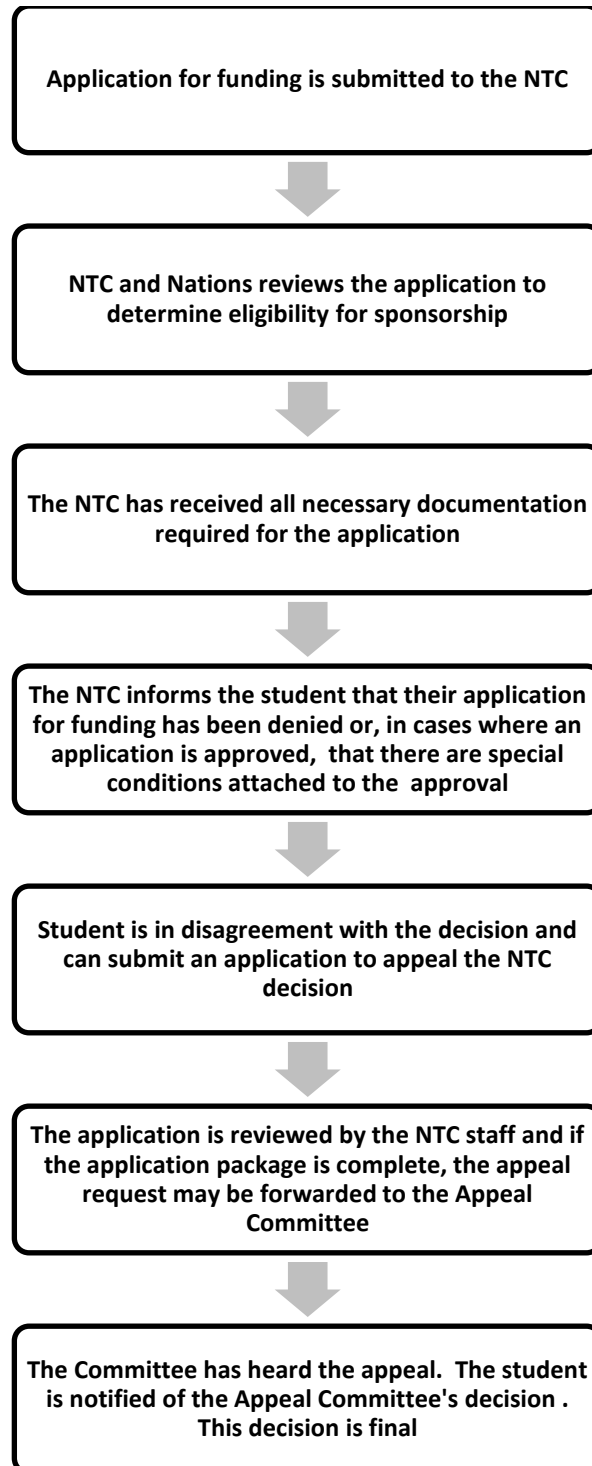
The student must provide all of the following in the Post-Secondary Appeal package:

- a. The completed Appeal Request Form
- b. A letter to the NTC Manager of Education Services with details outlining the basis of the appeal, including reference to the Post-Secondary Policy Sections that apply to the case
- c. At least one letter of support from an individual who is not a family member
- d. A letter of support from the Nation

## Appeal Timelines

Figure 3 shows the process for appeal requests and review:

***Figure 3: Appeal Process Flowchart***



## **SECTION 9: MEDICAL/COMPASSIONATE WITHDRAWAL**

Unfortunately, students may be presented with life-changes that restrict their ability to continue in their program or continue at the same workload. The NTC makes every attempt to support students who find themselves in these challenging situations. Support may include adjusting funding limits, funding a course or program more than one time, extending the times necessary for program completion and in additional ways, pending the student's circumstances. The Post-Secondary Counsellor can assist in any communication that may also be required between the student and the institution.

### **Communication with the NTC**

Students who need to make changes to their program due to medical or compassionate reasons must contact the NTC Post-Secondary Department within one month of becoming aware that there may be conditions that affect their ability to be successful in school.

Initial notice may include a voice mail message, email to the Post-Secondary Counsellor or information provided by a contact on the student's behalf. Students are required to provide necessary documentation to the NTC within their current term.

Students who fail to attend school for any reason, including medical and/or compassionate reasons and who do not notify the NTC in accordance with the timelines in this policy will be suspended from funding and will be required to reimburse the NTC for sponsorship funds received during the absence.

In cases where the student has received medical/compassionate approval from the institution and who has failed to contact the NTC in accordance with this policy will not be eligible for medical/compassionate withdrawal from sponsorships. In addition, the NTC may not be able to support any future costs that are required to complete the program.



## Required Documentation for Medical Withdrawal

In order to qualify for a medical withdrawal from all or part of their program, a student must provide NTC with the following documentation:

**1. From the Institution:**

- a. Proof of withdrawal from the courses at the institution for medical reasons

**2. From a Certified Medical Examiner:**

- a. A letter indicating that the medical condition was unforeseeable and how it impacts the student's ability to be successful in school or;
- b. Where the condition is psychologically or emotionally based, a letter from a registered clinical counsellor outlining the condition and how it impacts the student's ability to be successful.

**3. A letter from the student which clearly outlines:**

- a. How the student's ability to successfully complete his/her studies has been impacted/compromised.
- b. When the student first became aware of the situation/condition.
- c. What the student has done to minimize the impact on their education (including contact with NTC P/S staff).
- d. Information about whether the student has missed school or has not been completing homework.

As funding is only provided to students on a term by term basis, students who have received approval from the NTC for medical/compassionate withdrawal are eligible to withdraw from all or part of their program in their current term. Prior to returning to funding after a medical / compassionate withdrawal, the student must sign a **"Return to funding after a medical compassionate withdrawal form."** Located in Appendix C. The NTC reserves the right to request information from a Medical Practitioner that supports the student's ability to return to studies.

## Required Documentation for Compassionate Withdrawal

Students who experience significant challenges in their lives may apply to the NTC for Compassionate Withdrawal. In such cases, where the NTC is informed in a timely manner, the NTC Education Department Manager may grant approval for a student to withdraw from courses in their current period of study without having this withdrawal negatively affect their funding.

Requests for compassionate withdrawal must:

1. Be submitted in writing to the NTC Education Department
2. Include information relative to the specific circumstances for the request
3. A letter of support from the institution or certified practitioner

In cases where the institution doesn't recognize the withdrawal, the NTC will not be able to fund a specific

course for a second time and the course will not be counted toward the requirements for living allowance. When students have received Compassionate withdrawals from courses and this withdrawal has been accepted by both the NTC and the institution, the NTC may fund affected courses or program components more than once without affecting funding eligibility.

### **Medical/Compassionate Withdrawal and Funding Implications:**

As funding is only provided to students on a term by term basis, students who have received approval from the NTC for medical/compassionate withdrawal are eligible to withdraw from all or part of their program in their current term. Prior to returning to funding after a medical / compassionate withdrawal, the student must sign a "Return to funding after a medical compassionate withdrawal form." The NTC reserves the right to request information from a Medical Practitioner that supports the student's ability to return to studies.

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

## SECTION 10: FUNDING PRIORITY

Where demands for funding requests on the Post-Secondary budget exceed the Post-Secondary Sponsorship Program budget allocation, applications that can be approved are considered for funding in a priority sequence based on the program, current academic standing, job markets, and other factors.

### Budget Shortfalls

In the case of an anticipated NTC budget shortfall, the NTC considers a number of factors to determine which students receive funding. These factors include but are not limited to current enrolment status, potential workforce requirements and previous funding history. Workforce priorities are assessed by the Education Department annually and may change as demand for certain credentials changes.

**Table 5: Funding Priorities in Budget Shortfalls**

Highest Priority	Criteria
↓	Continuing students in a Level 3 or 4 program who have good academic standing
↓	Continuing students in a Level 2 program who have good academic standing
↓	Students who have been newly accepted into a UCEPP, Level 1, 2, 3 or 4 program
↓	Students who are enrolled in a UCEPP program or who are placed on <i>Probationary Acceptance</i> in a Level 1 program
↓	Students whose winter program start date can be deferred to the following fall term
↓	Students who apply for programs of study in an area where job market forecasts, NTC community needs and future employment opportunities are extremely low. <i>(as reviewed on an annual basis)</i>
Lowest Priority	Applications for any level that are received after the application deadline

Among the other factors that may be considered are:

1. The past academic and employment record of the student
2. The commitment of the student to the program of studies
3. The value of the student's training to the community
4. The commitment of the student to bring the training back to the community.

In cases where a student has been denied funding for budget reasons, the Post-Secondary Councillor will work with the student to identify other potential funding supports such as student loans and/or scholarships and bursaries.

## **APPENDICES**

### **Nuu-chah-nulth Tribal Council Post –Secondary Program Policies (UCEPP and PSSSP)**

## **Appendix A: Definitions**

### **Academic Year**

The length of an academic year for a Program of Study as defined by the Post-secondary institution.

### **Academic Probation**

A period of time during which a student is under strict academic guidelines as a result of failure to meet satisfactory academic standing as per the Student funding agreement.

### **At Home**

A single student living in a home owned, rented or leased by their parent, step-parent, or legal guardian

### **Away from Home**

A single student who lives away from a home owned, rented or leased by their parent, step-parent or legal guardian or to students who live in self-contained suites, paying fair market rent and their own utilities separately.

### **Band Member**

A person whose name is lawfully entered on the Band List and has an Indian Registry Number. Only Registered Members of Nuuchahnulth First Nations or Registered Members of Nations who have a service agreement with the NTC with respect to post-secondary funding are eligible for PSE support through the Policy. Status First Nations individuals who are affiliated with Nuuchahnulth First Nations but do not have Band Membership are encouraged to apply for PSSSP/UCEPP funding through the BC Association of Aboriginal Friendship Centres at 1-800-990-2432.

### **Canadian Public Institution**

Is a Post-Secondary institution that receives the majority of its funding from federal and provincial governments.

### **Common Law**

Students who have cohabited with a person in a marriage-like relationship for a period of at least one year (12 consecutive months) as of the first day of classes.

### **Compassionate Withdrawal**

A Compassionate Withdrawal may be granted to those students experiencing loss of an immediate family member or those who must assume the primary caregiver role for an immediate family member.

### **Co-Op Program**

A program of study which alternates periods of study with periods of work placement. In order for a student to be supported through the PSSSP, the co-op must be required and is not to exceed 0% of an academic term. The co-op placement must be approved by the post-secondary institute as a suitable learning situation.

**Correspondence/Distance/Online Education**

E-learning programs that are supported electronically and can involve both out of classroom and in-classroom education (blended delivery). Content is delivered via the internet, intranet, audio or video, satellite TV and CD Rom. It can be self-paced or instructor led. Nuuchahnulth Tribal Council provides support to students in correspondence/distance/online education.

**Course Load**

The rate at which a student is currently working in order to complete their program of study.

**Dependent**

A person who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of income allowed for a dependent spouse by Canada Revenue Agency.

**Dependent Spouse**

A person who is married to the student or who has lived with the student as husband or wife for a period of at least one year prior to application for NTC PS funding. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by Canada Revenue Agency.

**Foreign Institution**

A post-secondary institution located outside of Canada

**Full-time Students**

A student who is enrolled in a full-time course load as defined by an eligible Post-Secondary institution. Note that short term intensive summer programs may qualify at full-time.

**Full-time Studies**

A full course load for a Program of Study offered by an eligible Post-secondary Institution.

**Good Standing**

Means maintaining satisfactory academic standing as per the institution's definition of satisfactory academic standing.

**Guardian**

A person who is charged with the legal right and duty of care for a ward due to the ward's inability to care for himself or herself.

**Guidance and Counselling**

Services and programs that promote the personal/social, educational, and career development of students.

**Internship**

A period of supervised practical experience undertaken after graduation from a program, which is required for licensure or professional practice.

**Married Students**

Students who are either married or in common law relationships.

**Medical Withdrawal**

A medical withdrawal may be granted to a student upon provision of adequate medical documentation.

**Official Transcript**

A certified copy of a student's permanent academic record, which includes all courses taken, all grades received, all honours received and degrees conferred to a student.

**Part-time Student**

A student who is enrolled in a part-time course load as defined by an eligible Post-Secondary institution.

**Permanent Disability**

A functional limitation:

- caused by a physical or mental impairment;
- that restricts your ability to perform the daily activities necessary to participate in studies at a post-secondary level; and
- that is expected to remain with you for your whole life.

**Post-Secondary education**

Means a program of studies, offered by a post-secondary institution, for which completion of Secondary studies or its equivalent is a prerequisite.

**Post-secondary Institutions**

Are degree, diploma, and certificate granting institutions which are recognized by a province or territory and include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution

**Practicum**

A practical section of a course of study. Generally, the student works with a supervisor in a workplace setting, learning the practical aspects of a career.

**Probationary Acceptance**

Students who are placed on ***Probationary Acceptance*** into the first year of their PSSSP program must demonstrate that they are attending classes and meeting the academic requirements of their program as set by the institution. Students are required to submit a progress report to the NTC Education Department once per month or as otherwise determined by the department.

**Program of Study**

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

**Progress Report**

A form, provided by the NTC Education Department, which is filled out by the student's instructors. This form outlines continuing academic progress.

**Public Institution**

Is a post-secondary institution that receives the majority of its funding from federal and provincial governments.

**Private Institution**

is a Canadian or foreign post-secondary institution which receives the majority of its funding from sources other than governments.

**Resident**

Means an eligible Status Indian who has resided in Canada for twelve consecutive months prior to applying for NTC PS funding. This also includes students who have been living outside of Canada as a result of their studies.

**Self-Paced Programs**

Academic programs or courses that do not have scheduled class-times and/or assignment due dates. Students may complete these programs or courses at any time within a given time-frame.

**Semester**

Refers to a part of the academic year, as defined by the post-secondary institutions. Semesters usually cover the periods from September to December, January to April, and May to August.

**Student**

Is an individual who has successfully applied to be funded under the PSSSP or UCEPP and fulfills the conditions of the programs in order to receive financial support to successfully attain a post-secondary diploma, degree, or certificate.

**Single Parent Student**

A single person is someone who is not in a relationship, is unmarried, and is not part of a civil union (living together).

**Term on Own**

If a student is not successful in a semester of study, and receives failing marks for 50% or more of their courses, they may be placed on academic suspension. Students may complete a semester of full-time studies under their own funding to become eligible for NTC PSSSP funding in the future.

**Tutoring**

The NTC may sponsor students for any amount up to \$500 per four-month term for tutoring. The maximum amount of funding for tutoring support for spring and/or summer terms is \$200 per term.

**University College Entrance Preparation Program (UCEPP)**

University and College Entrance Preparation Programs (UCEPP) are offered in Canadian post-secondary institutions, to enable students to attain the academic level required for entrance into degree and diploma credit programs.



## Appendix B: List of Nuu-chah-nulth Nation

The Nuu-chah-nulth Tribal Council is responsible for providing funding support for students who are members of the following Nations:

<b>Ditidaht</b>	<b>Hupacasath</b>	<b>Tla-o-qui-aht</b>
<b>Ehattesaht</b>	<b>Mowachaht/Muchalaht</b>	<b>Tseshaht</b>
<b>Hesquiaht</b>	<b>Nuchatlaht</b>	<b><i>Uchucklesaht</i></b>

*This policy manual also applies to all NTC Post-Secondary Funded students who are members of the following Nations who have Service Agreement with NTC to provide Post-Secondary funding:*

- Uchucklesaht Tribe

Note: The list of Nations in this section will be updated annually.

## **APPENDIX C**

- **APEAL REQUEST FORM,**
- **MEDICAL/COMPASSIONATE WITHDRAWAL FORM**
- **MONTHLY PROGRESS REPORT**
- **TUTOR SUPPORT FORM**



## Nuu-chah-nulth Tribal Council

AHOUSAHT  
DITIDAHT  
EHATTESAHT  
HESQUIAHT  
KA'YU:'K'TH/CHE\_K'TLE87ET'

MOWACHAHT/MUCHALAHT  
NUCHATLAHT  
HUPACASATH  
HUU-AY-AHT

TLA-O-QUI-AHT  
TOQUIAHT  
TSESHAHT  
UCHUCKLESIAHT  
UCLUELET

P.O. BOX 1383  
PORT ALBERNI, BC V9Y 7M2

TELEPHONE: 250-724-5757  
FAX: 250-723-0463

### Nuu-chah-nulth Tribal Council Post Secondary Appeal Application

Please find attached a Post Secondary (P/S) Appeal Application.

In order to qualify for a P/S appeal with NTC, the student must meet the following criteria:

- ☐ Achieved a minimum grade of C in 75% of the previous courses funded by the NTC. (If P/S courses not funded by NTC have been successful, they can be included in the calculation).
- ☐ Program must have transferability to an undergraduate or graduate degree at a publicly funded college / university.
- ☐ Application for funding was denied by the NTC.

Please include the following with your application:

- ☐ Complete Appeal Application
- ☐ Copies of all grades for courses funded by the NTC.
- ☐ At least one letter of support.

\*Use the above checklist to ensure the application you are submitting is fully complete. Appeals cannot be reviewed until the application is complete.

**NOTE:** Appeals will be reviewed at the next Education Committee meeting.

---

#### For Office Use Only:

Authority:

- ☐ Education Committee.
- ☐ Manager of Education.

Decision:

- ☐ Appeal Approved
- ☐ Appeal Partially Approved
- ☐ Appeal Denied

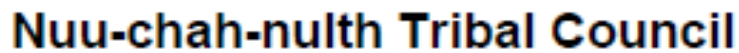
Notes Regarding Decision:

---

---

---

---

[illegible]



## Nuu-chah-nulth Tribal Council

### Section D: Basis for Appeal

Please outline the reason you are not being granted Post Secondary Funding:

What is the basis of your appeal (ie. Special circumstances that lead to your current situation that don't fit current P/S policy)?

How will completing your education benefit you and your community?

### Section E: Detailed Education Plan

Provide a detailed education plan for the remainder of your Post Secondary Studies including the number of terms needed and specific courses required to complete your diploma or degree.

I confirm that the above information provided is complete and accurate.

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

\_\_\_\_\_  
Date



Nuu-chah-nulth Tribal Council Post-Secondary Education

Progress Report Form

Students Name: \_\_\_\_\_

School: \_\_\_\_\_

Month: \_\_\_\_\_

Student #: \_\_\_\_\_

Instructors Section

Course: \_\_\_\_\_

1. Attendance (indicate if student has had absences): \_\_\_\_\_
2. Progress, informal until final grades are available, *choose one of the following*:
  - a) Progress, *circle one*: Performance Level Unknown / Not Yet Meeting / Meeting / Exceeding
  - b) Progress, *circle one*: D C- C C+ B- B B+ A- A A+
3. Instructor's comments: \_\_\_\_\_

4. Instructor's Signature: \_\_\_\_\_

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

Instructors Section

Course: \_\_\_\_\_

5. Attendance (indicate if student has had absences): \_\_\_\_\_
6. Progress, informal until final grades are available, *choose one of the following*:
  - c) Progress, *circle one*: Performance Level Unknown / Not Yet Meeting / Meeting / Exceeding
  - d) Progress, *circle one*: D C- C C+ B- B B+ A- A A+
7. Instructor's comments: \_\_\_\_\_

8. Instructor's Signature: \_\_\_\_\_

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

Instructors Section

Course: \_\_\_\_\_

9. Attendance (indicate if student has had absences): \_\_\_\_\_
10. Progress, informal until final grades are available, *choose one of the following*:
  - e) Progress, *circle one*: Performance Level Unknown / Not Yet Meeting / Meeting / Exceeding
  - f) Progress, *circle one*: D C- C C+ B- B B+ A- A A+
11. Instructor's comments: \_\_\_\_\_

12. Instructor's Signature: \_\_\_\_\_

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

Instructors Section

Course: \_\_\_\_\_

13. Attendance (indicate if student has had absences): \_\_\_\_\_
14. Progress, informal until final grades are available, *choose one of the following*:
  - g) Progress, *circle one*: Performance Level Unknown / Not Yet Meeting / Meeting / Exceeding
  - h) Progress, *circle one*: D C- C C+ B- B B+ A- A A+
15. Instructor's comments: \_\_\_\_\_

16. Instructor's Signature: \_\_\_\_\_

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

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

**NOTE:** ANY FALSIFIED INFORMATION ON THIS PROGRESS REPORT MAY RESULT IN THE STUDENT'S LOSS OF FUNDING AND POSSIBLE REPAYMENT TO THE NUU-CHAH-NULTH TRIBAL COUNCIL.

5001 Mission Road - PO Box 1383, Port Alberni BC., V9Y 7M2  
Phone: (250) 724-5757 / 1-877-677-1131 ~ Fax: (250) 724-9682  
Email: [psinfo@nuuchahnulth.org](mailto:psinfo@nuuchahnulth.org)



## TUTOR SUPPORT REQUEST FORM

Tutorial assistance is available to NTC Post-Secondary students. The NTC may sponsor students for any amount up to \$500 per four-month term for tutoring. The maximum amount of funding for tutoring support for spring and/or summer terms is \$200 per term. In order to receive funding for tutoring, this form must be submitted complete.

The tutor must submit an invoice directly to the NTC (handwritten is fine), with their full name, address and phone number. The NTC will send a cheque directly to the tutor.

- Requests for tutor support can only be considered for the current semester.
- Allow a minimum of two weeks for a cheque to be mailed to the tutor.

<b>Student Information:</b>	
Student Name:	
Date:	

<b>Instructor Information:</b> This certifies that the student named above is enrolled in my class and has been attending regularly. I believe this student would benefit from the services of a tutor	
Course Name and Number:	
Instructor:	
Instructor's Signature:	

<b>Tutor Information:</b> By signing this, the tutor certifies that the student named above is receiving tutoring services for the above mentioned class.	
Tutor Name:	
Tutor Address and Phone Number:	
# Hours Provided:	
Total Cost:	
Tutor Signature:	

5001 Mission Road - PO Box 1383, Port Alberni BC., V9Y 7M2  
Phone: (250) 724-5757 / 1-877-677-1131 ~ Fax: (250) 724-9682  
Email: [psinfo@nuuchahnulth.org](mailto:psinfo@nuuchahnulth.org)

## **APPENDIX D:**

- **APPLICATION PACKAGE**
- **LINK TO ELIGIBLE INSTITUTION INFORMATION ( NATIONAL GUIDELINES)**
- **CANADIAN RESIDENCY REQUIREMENTS**





**Nuu-chah-nulth Tribal Council Post Secondary Student Funding  
Application**

**P.O. BOX 1383 PORT ALBERNI, BC V9Y 7M2**

**Phone: 250-724-5757 Fax: 250-724-9682**

NTC (APPLICATION DEADLINE DATE)	
<b>CHECK APPLICABLE</b> Make only one selection below	<b>PROGRAM START DATE</b> Make only one selection below
<input type="checkbox"/> MARCH 1 <sup>ST</sup>	<input type="checkbox"/> FALL (SEPTEMBER) ENROLLMENT
<input type="checkbox"/> AUGUST 1 <sup>ST</sup>	<input type="checkbox"/> WINTER (JANUARY) ENROLLMENT

**PART ONE: STUDENT INFORMATION - all fields must be completed**

Birth date (i.e. May 10, 1973)		
Last Name		
First Name		
Previous Last Name(s)		
Previous First Name(s)		
SIN (Social Insurance #)		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Separated <input type="checkbox"/> Divorced	
Nuu-chah-nulth First Nation		
IRN (Indian Registry / Status Number)		
Are you currently transferring between First Nation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details here and then attach any supporting documentation:		
<b>Mailing Address</b>		<b>Other Contact Information</b>
Address		Phone #
City		Cell #
Province, Country		E-mail address
Postal Code		
Are you moving away from your permanent address to a temporary address to attend Post Secondary studies? <input type="checkbox"/> Yes <input type="checkbox"/> No,		

<b>For NTC PS Office Use Only:</b>	
Application Received on:	Application Received on time: <input type="checkbox"/> yes <input type="checkbox"/> no
Date	
Application Received by:	Application Waitlisted: <input type="checkbox"/> If Yes, check here
Staff Name	Waitlist number:



**Nuu-chah-nulth Tribal Council Post Secondary Student Funding  
Application**

**P.O. BOX 1383 PORT ALBERNI, BC V9Y 7M2**

**Phone: 250-724-5757 Fax: 250.724-9682**

**PART TWO: DEPENDENT INFORMATION**

Last Name	First name	Relationship (spouse, son, daughter)	Birth date (i.e. November 2, 2006)	Gender
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F

**PART THREE: STUDENT FINANCIAL INFORMATION**

Personal Income	\$	Spousal Income	\$
Household income per year is (check one)	<input type="checkbox"/> less than \$15,000	<input type="checkbox"/> \$15,000 to \$19,999	<input type="checkbox"/> \$20,000 to \$29,999
	<input type="checkbox"/> \$30,000 to \$39,999	<input type="checkbox"/> \$40,000 and over	
Does your program require additional supplies? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please indicate approximate cost and attach supporting documentation:			
Description of Additional Supplies:			
Amount: _____			
Additional Financial Information:			
Have you received a "Passport to Education"? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please describe and indicate amount and attach supporting documentation.			
Description:			
Amount: \$ _____			
Have you received any other financial Contribution towards your Post-Secondary Education studies"? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please describe the contribution and indicate amount and attach supporting documentation.			
Description of Financial Contribution:			
Amount: \$ _____			



**Nuu-chah-nulth Tribal Council Post Secondary Student Funding  
Application**

**P.O. BOX 1383 PORT ALBERNI, BC V9Y 7M2**

**Phone: 250-724-5757 Fax: 250-724-9682**

**PART FOUR: INSTITUTION AND PROGRAM INFORMATION**

<b>Institution and Campus</b>		<b>Student Number</b>	
<b>Program</b>		<b>Online Account/Password</b>	
<b>Year of Study</b>		<b>Program Length</b>	
<b>Enrollment</b>	<input type="checkbox"/> Part-time Studies <input type="checkbox"/> Full-time Studies		
<b>Program Type</b>			
<b>Semester Funding (please check all that apply)</b> <input type="checkbox"/> Sep - Dec <input type="checkbox"/> Jan - Apr <input type="checkbox"/> May - Aug <input type="checkbox"/> Other dates (specify): _____			
<b>Student Type (check one)</b> <input type="checkbox"/> New <input type="checkbox"/> Continuing <input type="checkbox"/> Returning			
<b>Program Level:</b>			
<input type="checkbox"/> University College Entrance Program (College Preparation or Adult Basic Education)			
<b>Post-Secondary Student Support Program: LEVEL 1</b>			
<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma			
<b>Post-Secondary Student Support Program: LEVEL 2</b>			
<b>Undergraduate degree program:</b>  <input type="checkbox"/> Bachelor of Arts Major: _____ Minor(s): _____  <input type="checkbox"/> Bachelor of Science Major: _____ Minor(s): _____		<input type="checkbox"/> Bachelor of Education Other Bachelor Degree: _____ _____ _____	
<b>Post-Secondary Student Support Program: LEVEL3</b>			
<input type="checkbox"/> Advanced Degree	<input type="checkbox"/> Professional Degree Program Title: _____	<input type="checkbox"/> Master's Program Program Title: _____	
<b>Post-Secondary Student Support Program: Level 4</b>			
<input type="checkbox"/> Doctoral Program			



**Nuu-chah-nulth Tribal Council Post Secondary Student Funding  
Application**

**P.O. BOX 1383 PORT ALBERNI, BC V9Y 7M2**

**Phone: 250-724-5757 Fax: 250-724-9682**

**PART FIVE: OTHER INFORMATION**

Disability Status (check one) ☐ Long Term Disability ☐ Short Term Disability  
☐ Not on Disability ☐ Learning Disability

Have you submitted the required disability documentation? ☐ Yes ☐ No  
If you have selected No, attach documentation to your application

Have you been a resident of Canada for the past 12 consecutive months?  
☐ Yes ☐ No

**PART SIX: Additional Educational Information**

What is the highest level of education you have completed  
(list any courses, certificates, diplomas that you have completed up to this point):

☐ ABE or Upgrading ☐ Certificate ☐ Diploma ☐ BA/BSc/LLB ☐ MA, LL.M  
☐ PhD ☐ PDP ☐ Other:

Have you been previously sponsored by NTC for upgrading or Post Secondary Studies?

If Yes, please provide us with details such as dates, institution, program name and a copy of your transcript.

For the upcoming funding year, I plan to complete the following courses / year of program:

My Long-Term Goal is (provide as much detail as possible):

Have you taken any dual credit courses?

If yes, please name them and outline how the dual credit was through.

Have you ever been "Suspended" from NTC P/S funding or on "academic probation"?

If so, what have you done since that time to help ensure you are more successful?

I provide my consent to allow the NTC Post Secondary office to request information from MCFD, Usma, MEIA and NTC Social Development program for the sole purpose of determining eligibility for P/S funding.

I confirm that the above information provided is complete and accurate. I accept responsibility for satisfying the academic requirements of the above institution and managing the education funds to the best of my ability.

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

\_\_\_\_\_  
Date



**Nuu-chah-nulth Tribal Council Post Secondary Student Funding  
Application**

**P.O. BOX 1383 PORT ALBERNI, BC V9Y 7M2**

**Phone: 250-724-5757 Fax: 250-724-9682**

**NTC University College Entrance Program(UCEP) or  
Post-Secondary Student Support Program(PSSSP)  
Student Funding Agreement**

**Your responsibilities are:**

1. Meet with the NTC P/S Counsellor and ensure the institution and program you have chosen to attend or are attending is covered by either UCEP or PSSSP funding and if it is the best choice to fulfil your educational goals.
2. To provide a copy of your Acceptance Letter from your Institution
3. To provide Registration details for each semester you are registered for. The NTC Post-Secondary office will provide specific document due dates.
4. To attend class on a regular basis. Continual absence may result in failing grades and your funding being suspended.
5. Complete all NTC sponsored courses and programs and maintain a minimum grade point average of 2.0 or better each term.
6. Meet the expectation the program requirements as per Institution guidelines.  

**NOTE: Failed and/or incomplete Repeat courses will NOT be paid for by Nuu-chah-nulth Tribal Council Post-Secondary Program.**
7. Students in their first year of funding are required to maintain a full-time course load as defined by their eligible institution.
8. Continuing students are to maintain a full-time course load as defined by their eligible institution.
9. Students in their first year of funding must provide a Progress Report all courses no later than the sixth week of their first term. No further funding will be released until this report is received. The NTC Post-Secondary Office will notify you of the specific document due dates.
10. To submit your Interim Grades for each term (unofficial transcript)
11. To submit an official transcript upon completion of your program.
12. To comply with the Nuu-chah-nulth Post Secondary Policy and Procedures (available online @ [www.nuuchahmulth.org](http://www.nuuchahmulth.org)).

I \_\_\_\_\_, have read and understand the above and agree to these conditions and requirements. Further, I understand that failure to fulfil these requirements and conditions may result in my funding being suspended.

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

\_\_\_\_\_  
**Date**





**Nuu-chah-nulth Tribal Council Post Secondary Student Funding  
Application**

**P.O. BOX 1383 PORT ALBERNI, BC V9Y 7M2**

**Phone: 250-724-5757 Fax: 250-724-9682**

**NTC P/S CONSENT TO RELEASE INFORMATION**

Personal Information			
First Name		Last Name	
SIN (Social Insurance #)			
Mailing Address		Institution Information	
Address		Institution	
Phone #		Student #	
City		Institution	
Province, Country		Address	
Postal Code			

- A. I provide my consent to allow the Nuu-chah-nulth Post-Secondary Education department to request copies of information from the Educational Institution listed above for the sole purposes of determining my eligibility for University College Entrance Preparation or Post Secondary Student Support Funding.
- B. I provide my consent to allow the Nuu-chah-nulth Post-Secondary Education department to request copies of information from the Ministry of Children and Family Development and/or the Usma Child and Family Services, and the Ministry of Income Assistance for the sole purposes of determining my eligibility for Post Secondary Funding.
- C. I provide my consent to allow Nuu-chah-nulth Post-Secondary Education department to share information about my Post-Secondary funding with my First Nation.
- D. I provide consent to allow the Nuu-chah-nulth Post-Secondary department to discuss my funding application and file with:
- ☐ my parents and/or guardian Name: \_\_\_\_\_
- ☐ Nuu-chah-nulth Employment and Training Program
- ☐ Other \_\_\_\_\_

Signature

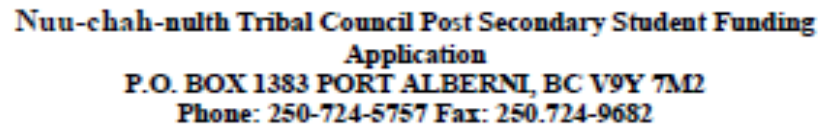
Date

**For Office use Only:**

**The Nuu-chah-nulth Post-Secondary Education Department is requesting the following information as permitted by the above signed Consent to Release Information Form:**

- ☐ Transcripts for the period between \_\_\_\_\_ and \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

**Please forward the information to the following:**



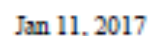
### Direct Deposit – Post Secondary

I hereby authorize the Nuuchah-nulth Tribal Council to deposit to the account indicated below.

Date \_\_\_\_\_

Payment advices will be emailed if an address is provided; otherwise a copy will be retained in our records for pickup.

The NTC is not responsible for inaccurate or incomplete bank information that results in delayed payment.



**ELIGIBLE CANADIAN INSTITUTION INFORMATION (ISC NATIONAL GUIDELINES):**

[HTTPS://WWW.SAC-ISC.GC.CA/ENG/1429541743524/1531402273996](https://www.sac-isc.gc.ca/eng/1429541743524/1531402273996)

**ELIGIBLE FOREIGN INSTITUTION INFORMATION (ISC NATIONAL GUIDELINES):**

[HTTPS://WWW.SAC-ISC.GC.CA/ENG/1433334714906/1531402394547](https://www.sac-isc.gc.ca/eng/1433334714906/1531402394547)

**CANADIAN RESIDENCY REQUIREMENTS (ISC NATIONAL GUIDELINES):**

- RESIDENT IN CANADA FOR 12 CONSECUTIVE MONTHS PRIOR TO THE DATE OF APPLICATION FOR FUNDING

**EXEMPTIONS TO THE 12 MONTH RESIDENCY REQUIREMENT**

- STUDENTS WHO ARE NORMALLY RESIDENT IN CANADA BUT WHO FOR THE PURPOSE OF ATTAINING POST-SECONDARY EDUCATION (WHETHER THROUGH PSSSP OR AT THEIR OWN EXPENSE) HAVE BEEN LIVING OUTSIDE OF CANADA FOR ALL OR PART OF THE YEAR PRIOR TO THE APPLICATION FOR SUPPORT. FOR STUDENTS ATTENDING THESE POST-SECONDARY INSTITUTIONS OUTSIDE CANADA, THE RESIDENCY PROVISION APPLIES ONLY TO THEIR FIRST YEAR OF STUDIES.
- EMPLOYEES OF THE FEDERAL OR PROVINCIAL GOVERNMENTS APPOINTED TO FOREIGN POSTS AND THE DEPENDENT CHILDREN WHO ACCOMPANY THE EMPLOYEE(S) ABROAD.
- STUDENTS WHO, UNDER THE AUTHORITY OF PROVINCIAL OR TERRITORIAL CHILD WELFARE LEGISLATION, WERE PLACED OUTSIDE OF CANADA IN A FOSTER HOME, AN INSTITUTION (E.G., A GROUP HOME), OR THROUGH AN ADOPTION AND HAVE RETURNED TO CANADA.
- WHERE THERE IS DOUBT THAT THE STUDENT MEETS THE RESIDENCY, REQUIREMENT, THE STUDENT WILL BE REQUIRED TO PROVIDE A NOTARIZED STATEMENT WHICH ESTABLISHES HIS/HER RESIDENCY IN CANADA FOR THE 12 MONTH PERIOD PRECEDING THE DATE OF APPLICATION.



## APPENDIX E:

### Living allowance rates chart

#### ***Monthly Living Allowance***

This living allowance is available to under-graduate and graduate students enrolled in a full time program as defined by their eligible Post-Secondary Institution.

#### ***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.

#### **Graduate Incentives:**

Students enrolled as full-time students in a Level 3 or 4 academic program may receive an incentive once at either level from the recipient, subject to a maximum of \$1,500.

This incentive will only be provided once. Students will be eligible for this incentive upon commencement of the second year of the academic program, or upon successful completion of the degree.

***The NTC Education Department reserves the right to modify living allowance rates based on custodial orders and other dependant related court documents.***

***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***

Updated September 2018