

# **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>, 2022**

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

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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)**

- *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 who are not on the Nation list above and who are interested in applying for trades programs may be eligible for funding through Nuuchahnulth Employment Training Program (NETP) if they reside within Nuuchahnulth territories*
- *Students interested in applying for trades programs and who are not living in Nuuchahnulth territories may be eligible for funding through an Indigenous Skills and Employment Training Program (ISETP) service provider and should contact NETP for assistance*
- *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 Nuu-chah-nulth Tribal Council (NTC) is committed to helping Nuu-chah-nulth 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 or the NTC Student Success Specialist 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 and Student Success Specialist 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 or Student Success Specialist 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 Post-Secondary Funding Program 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, seasonal travel, tutoring and other school-related expenses.

Students who wish to receive supports from the NTC are required to submit an NTC Post Secondary Funding Application to the NTC Post Secondary Funding Program 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 Post-Secondary Funding Program for support prior to submitting an application for funding.

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 Post-Secondary Funding Program *may* provide part-time or full-time post secondary funding to students to complete University and College Entrance Preparation Programs (UCEPP) that are offered at eligible post-secondary institutions. (See 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 Post-Secondary Funding Program may provide part-time or full-time post secondary funding to students to complete certificates, diplomas, and degrees at eligible post-secondary institutions.



## SECTION 2: NTC PS FUNDING SPONSORSHIP ELIGIBILITY CRITERIA

Administration of Nuu-chah-nulth Tribal Council (NTC) Post Secondary funding must follow the policy standards for Post Secondary funding by Indigenous Services Canada (ISC), National Guidelines Policy.

***Funding is not always guaranteed.***

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

Please see Appendix D for the NTC Post-Secondary Funding Application.

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

### Eligibility versus Approval

Eligibility for Post Secondary funding does not guarantee that a student's Post Secondary application will be approved or that a student will receive Post Secondary funding. Once an application is determined to be eligible, it will then be reviewed by the student's First Nation and the NTC Post-Secondary Funding Program staff for required signatures, documents, college entrance assessments (if required), and other requirements found within this Policy.

### Eligibility Categories

Three (3) eligibility categories are reviewed when a Post-Secondary funding application is received. The requirements for all three categories must be met in order for the NTC to consider providing Post Secondary 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, Post Secondary funding approvals may also be dependent on criteria including, but not limited to:

- ✓ NTC Post-Secondary funding budget availability
- ✓ English and Math Assessment Results
- ✓ Students' NTC Post Secondary 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 Post Secondary funding on their behalf.
  - If you are a member transferring to a Nuu-chah-nulth Nation, you must clearly indicate this on the NTC Post Secondary Funding application and include supporting documentation.
- ✓ Must submit a complete NTC Post-Secondary funding application, with signatures on the consent to release information section and the attestation section.
- ✓ 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.
- ✓ Cannot be enrolled in a public secondary school where funding is provided through an agreement between the school board and the NTC.

Applications from students who do not meet these requirements will not be eligible for funding from the NTC Post-Secondary Funding Program and the application will be denied.

### Eligibility for New Post-Secondary Funding Applicants based on Assessment Results

All new students with no previous post-secondary experience who apply for NTC Post Secondary 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 College Entrance Assessment tests are a requirement for the NTC Post Secondary 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 college entrance 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 college entrance 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 **Academic Probation** (see Section 7: Academic Probation) for the first term of their program in order for NTC Post-Secondary Program staff to provide additional assistance. In the case of part-time students, **academic probation** will continue until the student has completed the equivalent of 1 term of 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.

### **Academic Probation**

Students who are placed on **Academic Probation** in the first term 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 monthly progress reports to the NTC Post-Secondary Funding Program or as otherwise determined by the program staff.

## **Category 2: Program Eligibility Criteria**

The Nuuchah-nulth Tribal Council provides PS funding under two **types**;

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

### **Program Funding Eligibility Criteria - UCEPP**

With respect to UCEPP (upgrading), programs must:

- provide a student with the entrance requirements (upgrading) with the intent to enter into a post-secondary Certificate, Diploma, or Degree program.
- Be delivered at an eligible institution as defined by Indigenous Services Canada

Students are expected to have a plan in place to enter into an eligible Certificate, Diploma or Degree program to be eligible for UCEPP. The NTC Post-Secondary Counsellor or the NTC Student Success Specialist can assist students to develop a plan if needed.

Funding may be provided to support students to cover tuition and textbook costs, seasonal travel support to and from their home if they temporarily move away to attend school, and for a monthly living allowance if the student is enrolled in a Full-time program.

### **Program Funding Eligibility Criteria - PSSSP**

With respect to PSSSP, programs must:

- require the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution, as an entrance requirement
- Be delivered at an eligible institution as defined by Indigenous Services Canada

Funding may be provided to support students to cover tuition and textbook costs, seasonal travel support to and from their home if they temporarily move away to attend school, and for a monthly living allowance if the student is enrolled in a Full-time program.

In order for a student's program to be considered eligible, it must be in one of the two (2) program funding **types**, and it must meet the minimum standards of the **Program Funding Eligibility Criteria** as outlined above.

Applications for programs which do not meet these requirements will not be eligible for funding from the NTC Post-Secondary Funding Program and the application will be denied.

### **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 for 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 and the program is a recognized (transferable) program of study***

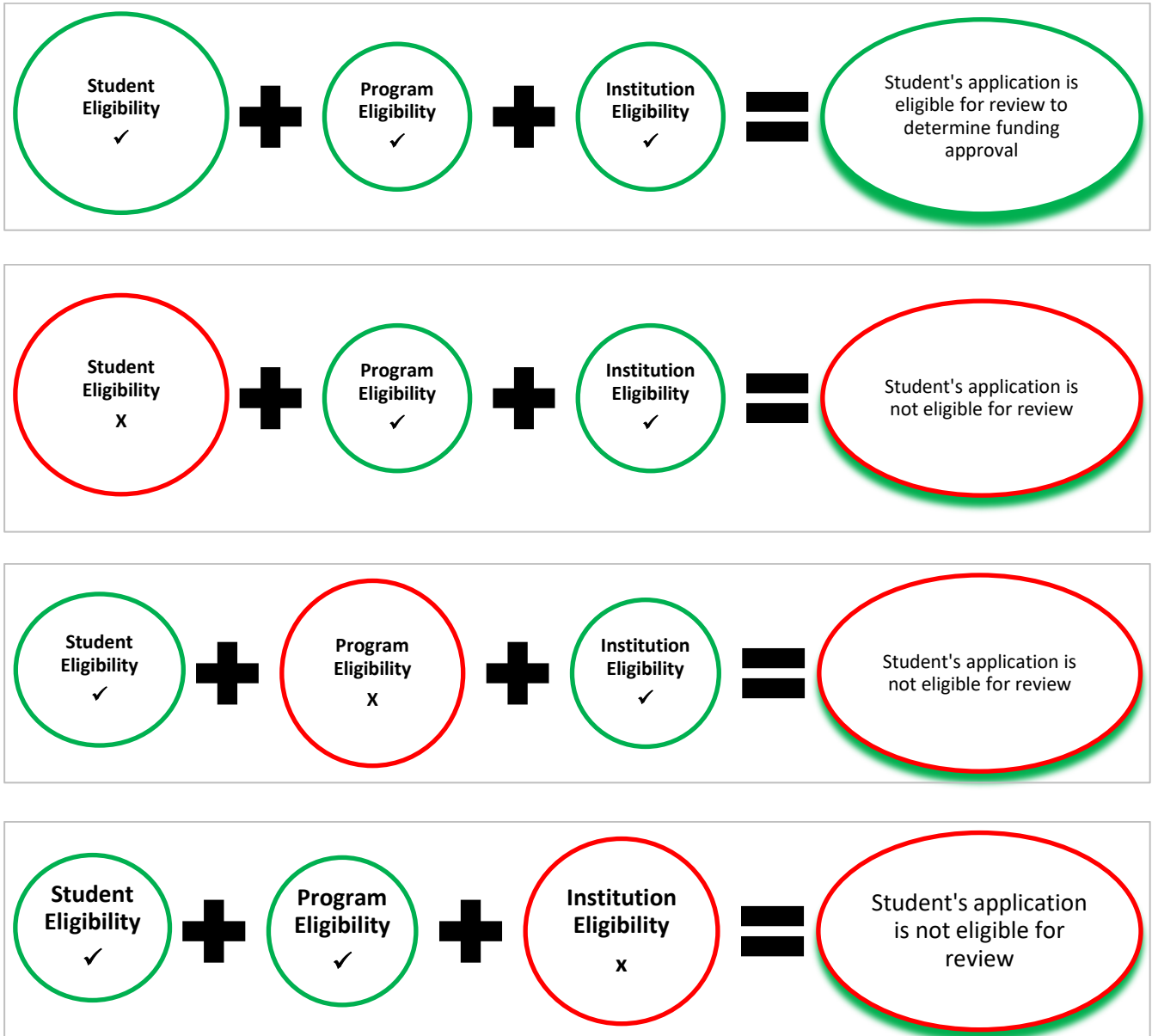
Applications for institutions which do not meet these requirements will not be eligible for funding from the NTC Post-Secondary Funding Program and the application will be denied.

## Eligibility Summary

In order to be eligible for funding through the NTC Post-Secondary Funding Program all student, program and institution eligibility criteria must be met.

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 1: NTC PS Funding Eligibility**



## SECTION 3: 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 through UCEPP or PSSSP funding types.

The NTC ***strongly recommends*** that all new students with no previous post-secondary experience who are considering post-secondary studies and who would like to apply for funding, contact the Post-Secondary Counsellor for assistance or questions pertaining to filing an application for funding prior to the application deadline(s) listed below.

### Submission of Documents

The NTC Post-Secondary Funding Program receives thousands of pages of documents annually. In order to process documents in a timely manner and to serve the Nuuchahnulth members receiving services through the NTC Post-Secondary Funding Program, all documents received must be in the following formats:

- **Hard Copy** – Documents received by hard copy will usually be sent by mail through either Canada Post or courier, or they will be dropped off at the NTC Main Office where the Post-Secondary Funding Program is located:

Nuuchahnulth Tribal Council  
Post-Secondary Education  
PO Box 1383 (5001 Mission Rd)  
Port Alberni, BC  
V9Y 7M2

- **Facsimile (Fax)** – Documents received by fax can be sent to (250) 724-9682
- **Email** – Documents received by email as attachments must be in one of the following formats and can be received at [psapp@nuuchahnulth.org](mailto:psapp@nuuchahnulth.org)
  - **.PDF**
  - **.docx**

NOTE: All submissions of documents (forms, transcripts, etc.) must be received in accepted formats. Photographs of documents (screenshots, .PNG, .jpeg, etc.) are NOT accepted by the NTC Post-Secondary Funding program.

## Deadlines for Applications

The NTC accepts applications for funding support twice annually.

### To Apply for Funding for Programs Which Start in the Fall Term:

Students must have their NTC Post-Secondary Funding Applications (Appendix D) to the NTC Post-Secondary Funding Program no later than March 1st at 4:30 pm 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 at 4:30 pm. Where a program that is new to the institution is developed after the deadline, late applications may be accepted by the Director of Education, Training and Social Development at their discretion.

### To Apply for Funding for Programs with a Winter Term, Spring Term, or Summer Term Start Date:

Students must have submitted their Post-Secondary Funding Applications to the NTC Post-Secondary Funding Program no later than August 1st at 4:30 pm 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 at 4:30 pm.

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 is developed after the deadline, applications will be processed at the discretion of the Director of Education, Training and Social Development.

**Table 1: Application Date Summary:**

Program Start		Application Deadline	Late Application Period	Applications No Longer Accepted
September/Fall	Term	March 1st - same year	March 2 – April 1 – same year	April 2 <sup>nd</sup> – same year
January/Winter	Term	August 1st of previous year	August 2 – September 1 – Previous year	September 2 <sup>nd</sup> – previous year
Spring/Summer	Term			

### Late Applications:

The NTC Director of Education, Training and Social Development may accept late applications into the NTC Post-Secondary Funding Program up 4:30 pm of the 1<sup>st</sup> day of the following month of the application deadline. Applications for Fall Term starts will not be accepted after April 1<sup>st</sup> each year at 4:30 pm. Applications for Winter Term starts will not be accepted after September 1<sup>st</sup> each year at 4:30 pm. Applications for Spring/Summer Term starts will not be accepted after September 1<sup>st</sup> each year at 4:30 pm. Where those dates fall on a non-business day, applications will be accepted by the NTC up to the end of the next business day at 4:30 pm. Applications which are received after that time will not be reviewed and will be ineligible for funding.

For late applications which are received after the due date deadlines and prior to application closing dates, students will be placed on a wait list unless the program of choice was not available prior to NTC deadlines. The NTC Post-Secondary Funding Program staff will begin reviewing late applications following the final review and funding allocations for all applications received by the NTC deadline.

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.

## **Application Requirements**

There are supporting documents that are required in order for an application for funding to be considered complete. The NTC Post-Secondary Funding Application must be filled out annually in order to be considered for funding. Incomplete applications may result in being placed on a wait list or in the application being denied. The applications are due by either **March 1st** or **August 1st** and ***must include the following information:***

- a. A signed NTC Post-Secondary Funding Application Form with all fields complete
- b. Your most recent academic administrative transcripts
- c. Proof of membership in one of the Nuuchahnulth Nations listed in Appendix B

Please see Appendix D for the NTC Post-Secondary Funding Application Form. For assistance with completing the form, contact the NTC Post-Secondary Counsellor or Student Success Specialist. Students are advised to contact NTC Post-Secondary Funding Program Staff well in advance of application deadlines due to high volumes on inquiries leading up to application submission deadlines.

## **Submission of Additional Documentation/ Information**

Further information is required before an application can be approved for funding. The NTC will notify students of additional information requirements by April 15th 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 and a deadline for submitting the required information will be provided.

It is the student's responsibility to provide the NTC Post-Secondary Funding Program with the required additional information by the deadline provided. If it is not possible to do so, a student must contact the NTC Post-Secondary Funding Program staff prior to the deadline provided. It is also the student's responsibility to ensure that the NTC has current contact information on file at all times.

The NTC Post-Secondary Program will not be responsible for communications to students which are unable to be delivered. Any additional information or documentation requirements not being met may result in applications being denied.

Application packages will be reviewed in the order in which they are received. Students who do not provide information to the NTC by the deadlines provided, may have their application denied.



The following information must be received before an application can be considered for approval:

- Completed Application Form, showing the student, program, and institution is eligible
- Acceptance Letter from the institution showing eligible program and institution
- Signed Consent to Release Information, Part 8
- Signed Declaration, Part 9
- Most recent transcripts
- Other information that may be required for students with unique circumstances (disability, etc.)

## **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. After it has been determined your application is eligible, and before the NTC can review your application for approval, your Nation must support your request for funding sponsorship. If your Nation does not support your application, your application will not be reviewed by the NTC Post-Secondary Funding Program and your request for funding will be denied.

### **Consultation Requirement**

All students who are new to the NTC Post-Secondary Funding Program or who are returning to their program after a leave must participate in a consultation with the NTC Post-Secondary Counsellor or Student Success Specialist 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 NTC Post-Secondary Counsellor or the NTC Student Success Specialist 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 contact the NTC Post-Secondary Counsellor or the NTC Student Success Specialist for support in navigating the application process well in advance of the application deadlines.

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

The NTC requires specific information to ensure that students determine and maintain eligibility for funding sponsorship. Students must ensure that the following information is available to the NTC Post-Secondary Program 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 and through deadlines provided in communications to students may result in an application being denied or an immediate suspension of funding sponsorship from the NTC.

This information may include:

- Grades
- Course schedules and registration details
- Progress reports
- Attendance information
- Changes to contact information
- Changes to personal information i.e. number of dependents, marital status, spouse's income
- Information necessary to properly assess extenuating circumstances, for example, medical withdrawal
- Proof of spousal income, dependents, 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 Appendix D 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/ denial
- probationary conditions
- suspension from funding
- institution and program information
- contact information
- any other information as per the student consent to release information form (Appendix D)

### **Notice of Approval for Funding**

Once a student's complete application has been reviewed by the Post-Secondary Funding Program, students will receive a letter from the NTC Director of Education, Training and Social Development that indicates that their application for sponsorship has been approved.

This NTC Approval Letter contains detailed information regarding your sponsorship. There is a checklist noting additional responsibilities you will need to complete to accept your sponsorship and you will be provided with Approval Documents which will need to be completed and returned to NTC. Failure to complete these requirements may result in your funding being delayed or, in some cases, denied.

Students who have been approved to receive funding are required to provide NTC with Approval Documents. These documents include:

- An NTC Student Funding Agreement
- An NTC Direct Deposit Authorization Form
- A Direct Deposit Form from their Banking Institution

### **NTC Student Funding Agreement (See Section 6: Maintaining Your Funding)**

This form is 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. Once signed, this obligates the student to follow the NTC Post-Secondary Funding Policy to maintain their sponsorships for post-secondary funding. 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.

### **NTC Direct Deposit Authorization Form**

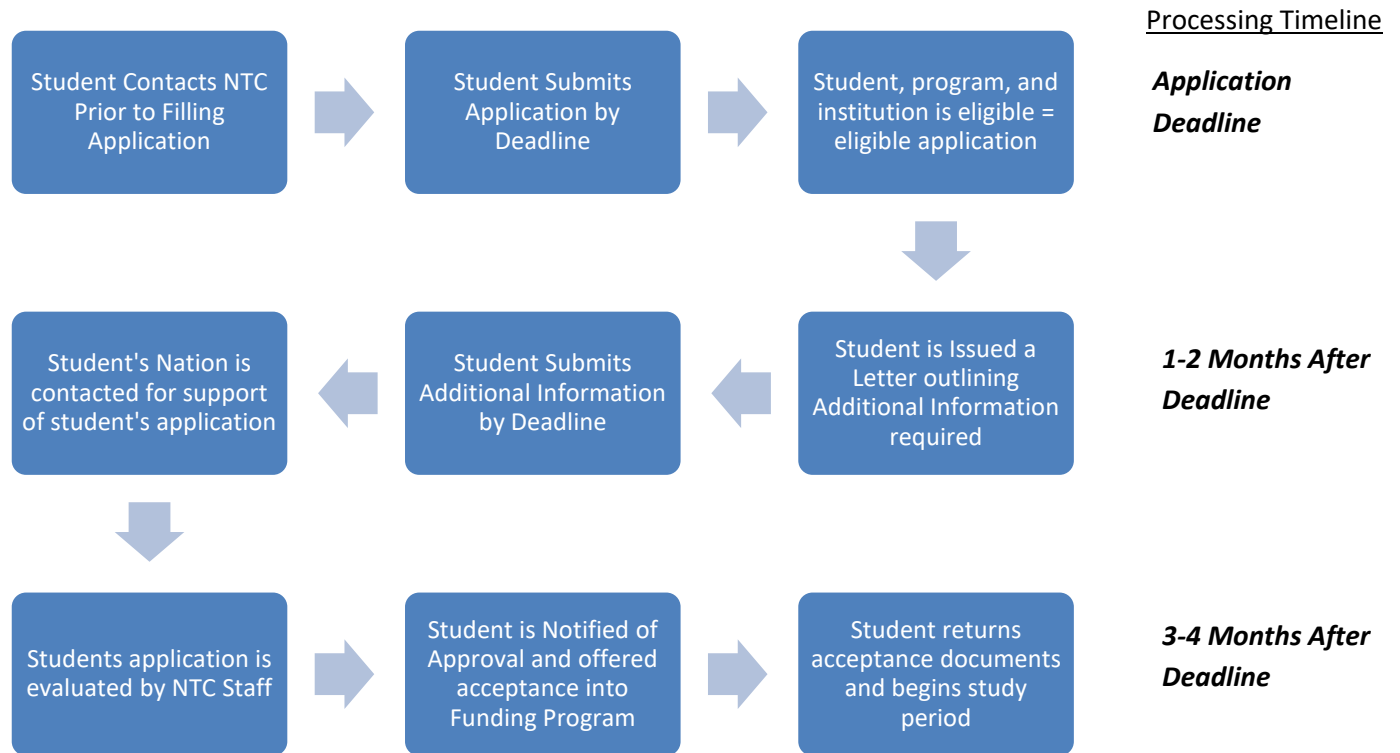
This form is required and authorizes the NTC to contact your bank through electronic means in order to deposit money into your account. Funds deposited will include regular payments such as living allowance for full-time students and irregular payments such as seasonal travel allowance for qualifying students or eligible reimbursements when documentation is provided.

### **Direct Deposit Form from your Banking Institution**

This form is required to provide the NTC the necessary information which is needed to ensure our finance system aligns with the institution's requirements to transfer funds from the NTC to your bank account.

Once a student has been approved for funding and has provided these documents to the NTC Post-Secondary Funding Program, the NTC will issue sponsorship information to institutions to let them know that you are a funded student by the Nuuchahnulth Tribal Council's Post-Secondary Funding Program.

**Figure 2: Application Approval Process**



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

## **SECTION 4: MAINTAINING YOUR FUNDING**

Students 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 Post Secondary institutions guidelines. 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 or Student Success Specialist with any questions or concerns that they may have with respect to this policy.

### **Documentation Requirements**

#### **Student Funding Agreements**

Students who are approved to receive funding from the NTC will be required to sign a Student Funding Agreement. In doing so, the student agrees to all terms of the NTC Post-Secondary Funding Policy. NTC Post-Secondary Funding Program staff are available to help support students who are experiencing difficulty in meeting the requirements of their program. It is critical that students contact NTC Post-Secondary Funding Program Staff when they are experiencing challenges. Students are advised to be proactive in their communications to NTC in order to ensure that staff are aware of situations which may become problems later on which may jeopardize funding. Delays in contacting the NTC Post-Secondary Counsellor or the NTC Student Success Specialist may result in funding delays, or suspension of funding.

Students who fail to contact the NTC Post-Secondary Program staff and who do not comply with the terms of this policy and NTC Student 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

A sample **Student Funding Agreement** is found in **Appendix D**.

#### **Administrative (Unofficial) Transcripts**

Administrative Transcripts must be provided to the NTC Post-Secondary Funding Program staff for each term the student is requesting sponsorship for. NTC will not pay for courses which are not listed on Administrative Transcripts which have been provided to the NTC Post-Secondary Funding Program.

Changes to course registrations (eg. Additions, withdrawals, etc.) require submission of updated Administrative Transcripts to NTC Post-Secondary Funding Program staff within 10 business days of the change. Failure to provide updated Administrative Transcripts may result in the change(s) not being paid from by NTC and the student will be accountable for the costs of the change(s). If the change results in a change from Full-time to Part-time status, students will be required to reimburse NTC any Living Allowance

funds they were not eligible to receive.

Administrative Transcripts are usually found on your online student account or the office of the registrar or campus advising services. Consult your institution's website or advising centre for information on how to access.

### **Textbook/Supplies Lists**

A list of required textbooks/supplies for each course listed on the Administrative Transcripts must be provided to the NTC Post-Secondary Funding Program staff each term the student is requesting sponsorship for. NTC will not pay for textbooks/supplies which are not on the list of required textbooks/supplies provided to the NTC Post-Secondary Funding Program.

### **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 placed on Academic Probation. Or, in serious cases of continued absences and failing grades, suspended from funding as per ***Section 7: Academic Probation and Suspension***.

If the student does not pass half or more of their courses as per the requirements of the institution, NTC Post-Secondary funding will be suspended.

### **Attendance**

The NTC recognizes that students may experience circumstances that limit their ability to manage full course loads as determined by their program. Student success in courses is linked to attendance and if there are persistent obstacles preventing regular attendance, students are required to inform the NTC Post-Secondary Funding Program staff.

### **Submission of Grades**

All students are required to submit an Administrative (unofficial) Transcript to the NTC Post-Secondary Funding Program 10 business days after the end of the academic term which shows the grade for each course attended in the Term. This is also detailed in the Student Funding Agreement which a student signs to commit to entry into the NTC Post-Secondary Funding Program and to be accountable to the NTC Post-Secondary Funding Policy. Students in courses that are longer than four months in length (eg. Certificate programs, some diploma programs, etc.). are asked to send in interim grades on the same schedule (January, April, September).

## Minimum Grades - GPA

For students to continue to receive NTC Post-Secondary 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 2: 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 Post-Secondary 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.

## Current Contact Information

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

- Mailing address
- Telephone number
- Email Information

## SECTION 5: LIMITS OF ASSISTANCE

Funding limits for students who have been approved for funding by the NTC Post-Secondary Funding Program are determined by Indigenous Services Canada's National Program Guidelines and is set at a maximum of \$53,000 per year per student for UCEPP and PSSSP. ***The maximum limit of funding is not guaranteed to each student who is approved for funding through the NTC Post-Secondary Funding Program.*** Eligible full-time Post Secondary students may receive Post Secondary funding which provides financial assistance for actual tuition cost, compulsory student fees, required books/supplies, seasonal travel, living allowance, and when funding is available Graduate student incentives. Eligible part-time students may receive Post Secondary funding which provides financial assistance with actual tuition costs, compulsory fees, and required textbooks and supplies.

Students who are full-time graduate students in an advanced professional degree program such as dentistry, medicine, or a masters or doctoral program, may be eligible for assistance in excess of \$53,000 per year.

The NTC may provide funding for repeat courses if the student has been approved by the institution and the NTC for medical or compassionate withdrawal (see **Section 9: Medical/Compassionate Withdrawal**). If there is no medical or compassionate withdrawal approved by the NTC or the institution, funding for repeat courses will not be approved.

Students who wish to pursue additional qualifications in a program at a credential 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 and will be determined on a case-by-case basis relating to the funding priority list noted in **Section 10: Funding Priority**.

### 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 may not count toward full-time status for the purposes of determining living allowance and tuition sponsorship eligibility.

Full-time students will be eligible to receive sponsorships for tuition and compulsory student fees, required textbooks and supplies, living allowance and seasonal travel allowances if applicable.

Part-time students will be eligible to receive sponsorships for tuition and compulsory student fees, required textbooks and supplies.

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.



## **Tuition, Textbooks, Living Allowance Information**

Tuition and compulsory student fees, required program textbooks and supplies, and living allowances may be provided as sponsorships through the NTC Post-Secondary Funding Program.

### **Tuition**

The cost of tuition and compulsory student fees (excluding student health and dental plans) will be sponsored by the NTC Post-Secondary Funding Program at public institution rates (see **Private, Out-of-Province, and Foreign Institutions** section for further details).

### **Textbook/Supplies**

The costs of required textbooks/supplies will be sponsored by the NTC Post-Secondary Funding Program at public institution rates (see **Private, Out-of-Province, and Foreign Institutions** section for further details).

### **Living Allowance**

Eligible Full-Time students will be provided with a Living Allowance during their study period in accordance with the NTC Post-Secondary Funding Program Policy Living Allowance Rate Table located in Appendix E (see **Private, Out-of-Province, and Foreign Institutions** section for further details). Living Allowance rates are subject to change and are affected by marital status and dependents who are living with the student during the study period for which the NTC Post-Secondary Funding Program has received information for.

### **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 provide accurate information to the NTC, or of changes to dependent eligibility, may be immediately suspended from funding and may be required to return previously received funds to the NTC.

### **Dependent Spouse Information**

The NTC will recognize a spouse as a dependent in calculating Living Allowance only when:

- The spouse 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.

### **Seasonal Travel Allowance**

Seasonal Travel allowance will be provided to students who are moving away from their permanent address temporarily to attend post-secondary schooling. Seasonal Travel Allowance will be provided for up to one return trip home for each 4 month term.

### **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 C), 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.

### **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 closest to the students' home address.
- Textbook/Supplies sponsorships will be based on textbook/supplies rates at comparable programs at an accredited Canadian public institution closest to the students' home address.
- Seasonal travel rates will be based on the nearest publicly funded institution offering a comparable program.

#### **Out of Province Institutions**

If a student residing in British Columbia wishes to enroll in a program outside of British Columbia:

- Tuition sponsorship for students will be based on tuition rates for comparable programs at an accredited British Columbian public institution closest to the students' home address.
- Textbook/Supplies sponsorships will be based on textbook/supplies rates at comparable programs at an accredited British Columbian public institution closest to the students' home address.
- Seasonal Travel Allowance rates will be based on the distance from an accredited British Columbian public post-secondary institution closest to the students' home address.

#### **Foreign Institutions**

Students residing in Canada 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. The student must provide evidence that it is recognized in Canada as an acceptable post-secondary program of studies, or it will not be considered eligible.

- Tuition sponsorship for students will be based on rates for comparable programs at an accredited Canadian public post-secondary institution closest to the student's home address.
- Textbook/Supplies sponsorships will be based on textbook/supplies rates at comparable programs at an accredited Canadian public post-secondary institution closest to the students' home address.
- Seasonal Travel Allowance rates will be based on the distance from an accredited Canadian public post-secondary institution closest to the students' home address.

## **Out of Country Students**

Students who are residing out of Canada may be eligible for funding from the NTC Post-Secondary Funding program if the program of study at the foreign institution is recognized in Canada as an acceptable post-secondary program. The student must provide evidence that it is recognized in Canada as an acceptable post-secondary program of studies or it will not be considered eligible.

- Tuition sponsorship for students will be based on rates for comparable programs at an accredited public post-secondary institution closest to the student's home address.
- Textbook/Supplies sponsorships will be based on textbook/supplies rates at comparable programs at an accredited public post-secondary institution closest to the students' home address.
- Seasonal Travel Allowance rates will be based on the distance from an accredited public post-secondary institution closest to the students' home address.

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

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

- The NTC Post-Secondary Funding Program has been notified no later than February 1<sup>st</sup> by either indicating on their NTC Post-Secondary Funding Application, through counselling sessions with the NTC Post-Secondary Counsellor or Student Success Specialist, or through written communication informing the NTC Post-Secondary Funding Program of intention to continue into Spring or Spring/Summer Terms.
- The course(s) are required for their approved program of study
- Funding will be provided for the duration of the Spring and/or Summer courses only and will be considered as an extension of their approved application for that year.
- 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.

## **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 is full-time may be eligible to receive living allowance for the duration of their practicum.

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 Post-Secondary living 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.

### **Graduate Student Incentives**

Students enrolled as full-time students in a graduate degree academic program may receive an incentive of \$1,500. Students will be eligible for this incentive upon commencement of the second year of the academic program, or upon successful completion of the degree. Graduate student incentives will be provided one time and will be based on available budget.

## SECTION 6: 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 and NTC Student Success Specialist 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

Students are 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 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,
- ✓ A letter from the institution which confirms there is an accommodation requirement due to disability.

### Accommodations for Students with Disabilities

The NTC may provide the following 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 will follow the institution's definition of a Full-Time course load for students with disabilities.

#### Additional Funding for Tutoring

Where the student requires more than the maximum amount available for tutor support 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 7: ACADEMIC PROBATION AND SUSPENSION**

***The NTC encourages all students to notify the NTC when they first begin to experience challenges. The NTC Post-Secondary Program 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 this 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 or their course enrollments within 10 school days of making the change, may:

- be placed on academic probation
- be immediately withdrawn from funding sponsorships
- be required to pay for their course(s) which have changed
- be required to reimburse the NTC before they will be eligible to receive additional funding
- be required to complete a term on own before they 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 regularly

### **Academic Probation**

A student will be placed on probation if the student's 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. Students who are placed on probation will be required to submit monthly progress reports and may be required to complete an NTC Student Learning Plan (See appendix C) with the NTC Post-Secondary Counsellor or the Student Success Specialist.

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, 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 will be dependent on the receipt of monthly progress reports. Failure to send in reports by the deadlines provided may result in funding being suspended. The NTC cannot guarantee timely processing of monthly living

allowances and other costs 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 term.
- 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 Post-Secondary funding will be suspended. Students who do not successfully meet the requirements of academic probation and who are meeting the requirements of the institution will remain on academic probation with the NTC.
- d. Students who were enrolled as a full-time student at the time of probation must demonstrate successful completion of one term of study in programs/courses while enrolled as a full-time student.
- e. Students who were enrolled as a part-time student at the time of probation must demonstrate successful completion of one term of study in programs/courses while enrolled as a part-time student.

## **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 a term 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 one term of study on their own in 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 one term of study on their own in programs/courses while enrolled as a part-time student.
- A counselling session with either the NTC Post-Secondary Counsellor or the NTC Student Success Specialist
- A completed NTC Student Learning Plan

Students who have been placed on suspension who are reapplying for sponsorship must meet these requirements before they can be eligible for renewed support.

## **Fraudulent Claims**

Students are responsible to provide accurate information not the NTC Post-Secondary Funding Program staff in order to support students to be successful in entering the NTC Post-Secondary Funding Program and to maintain their sponsorship according to the NTC Post-Secondary Funding Program Policy. Providing information to the NTC Post-Secondary Funding Program which is inaccurate, or intentional deception, in order to receive financial gain is considered fraud.

***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 NTC Post-Secondary Funding Application information
- Falsifying records, progress reports, or information on forms
- Falsifying attendance information to the NTC
- Falsifying information regarding marital status and/or dependents
- Falsifying residence information



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

If a student's NTC Post-Secondary funding application is not approved, the student will be notified of the decision and reasons for the decision in writing. If a student is suspended from funding, the student will be notified of the decision and the reasons for the suspension in writing.

Students have the right to appeal decisions made by the NTC Post-Secondary Funding Program if their request for funding is denied or if there are extenuating circumstances outside of the control of the student which prevented compliance with this Policy, or the Student Funding Agreement.

Appeals are presented quarterly to an NTC Education, Employment Training Committee (EETC). 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 Education, Employment & Training 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 by the Education, Employment & Training Committee, the Director of Education, Training and Social Development has the authority to adjudicate the current appeal without a formal review by the EETC.

### **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 Post-Secondary Funding Program. This request must be made to the NTC in writing using the Appeal Request Form in Appendix C.

In cases where the Nation in which the student is a member does not support an application for appeal, the appeal will not be adjudicated by the EETC or the Director of Education, Training & Social Development.

### **Appeal Application Submission Requirements**

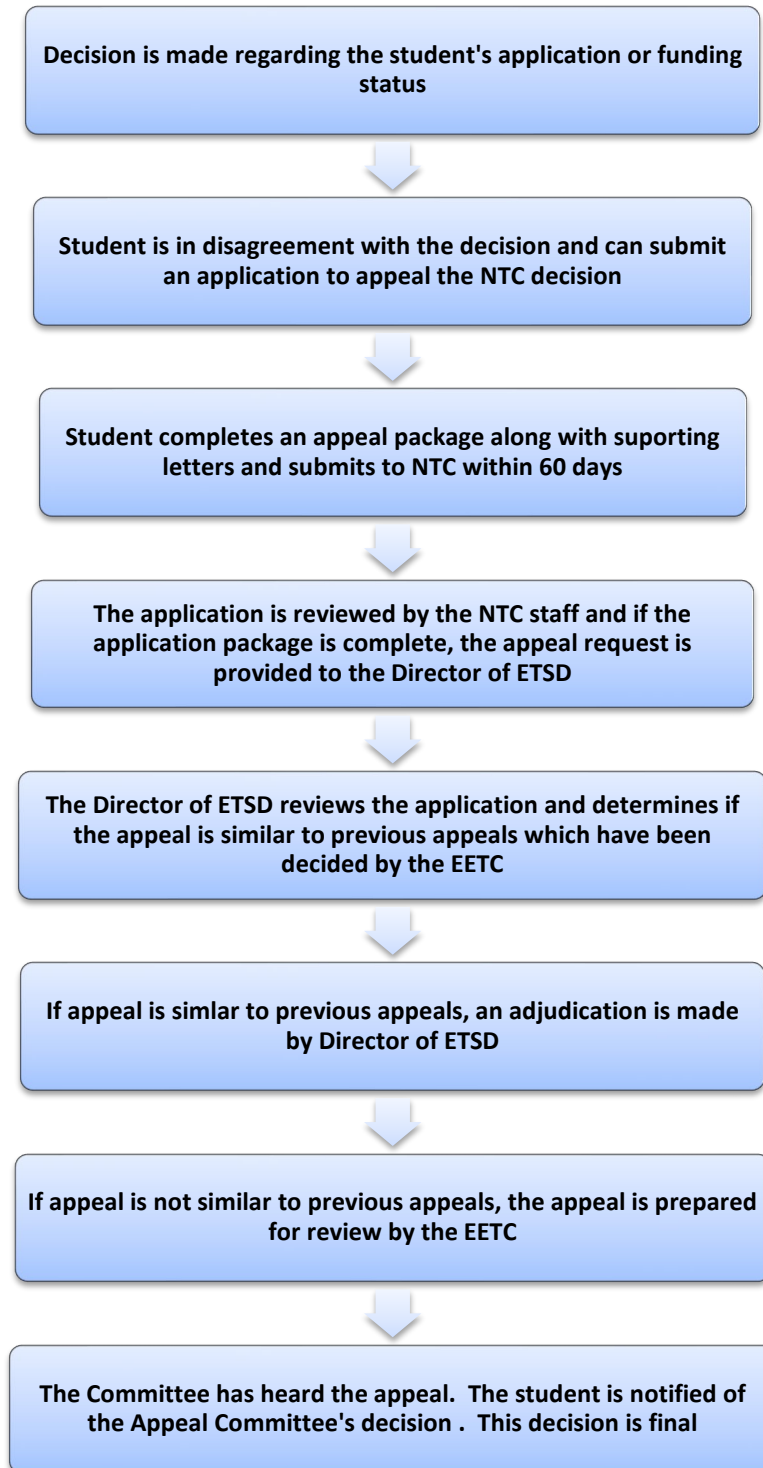
The student must provide all of the following in the Post-Secondary Appeal package:

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

## Appeal Timelines

Figure 3 shows the process for appeal requests and review:

**Figure 3: Appeal Process Flowchart**



## SECTION 9: MEDICAL/COMPASSIONATE WITHDRAWAL

Students may be presented with unexpected challenges 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 situations. Support may include adjusting course loads, funding a course more than one time, extending the times necessary for program completion and in additional ways. The Post-Secondary Counsellor or the Student Success Specialist can assist in communications 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 Funding Program when they become 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 Student Success Specialist, or information provided by a contact on the student's behalf. Students are required to provide necessary notification to the NTC of possible low grades, or even course failures, within their current term in order to avoid suspension from NTC Post-Secondary funding.

Students who fail to attend school including for medical and/or compassionate reasons, and who do not notify the NTC in accordance with the timelines in this policy, may be suspended from funding.

### 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 the Student:**

- a. Notification that the student they are seeking a medical withdrawal from their course and/program

As funding is only provided to students on a term-by-term basis, students who have received approval from the NTC for medical withdrawal are eligible to withdraw from all or part of their program in their current term. 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 Director of Education, Training and Social Development 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 Post-Secondary Funding Program
2. Include information relative to the specific circumstances for the request
3. A letter of support from the institution or certified health practitioner

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 (ie. Course count toward Full-Time status).

### **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. 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 Counsellor or Student Success Specialist 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 Funding Program budget allocation for the year, 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, Training and Social Development Department annually and may change as demand for certain credentials changes.

***Table 3: Funding Priorities in Budget Shortfalls***

Highest Priority	Criteria
↓	Continuing students with on-time applications
↓	Students who have been newly accepted into a post-secondary program with on-time applications
↓	Students who are returning to their program after taking time off with on-time applications
↓	Students who apply for programs of study in an area where NTC community needs, and/or future employment opportunities are extremely low, with on-time applications. <i>(as reviewed on an annual basis)</i>
Lowest Priority	Applications 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 Counsellor or the Student Success Specialist 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 Policy (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 Nuuchah-nulth 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 Nuuchah-nulth 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 100% 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 under 19 years of age and is dependent upon the student as defined by Revenue Canada.

**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.

**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 Post-Secondary Education Program, 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.

**Separated**

Students who are separated from their spouses for a period of more than 90 days due to a breakdown of their relationship

**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>	

*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:*

- None

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

## **APPENDIX C - FORMS**

- **NTC APPEAL REQUEST FORM**
- **NTC MEDICAL/COMPASSIONATE WITHDRAWAL FORM**
- **NTC MONTHLY PROGRESS REPORT**
- **NTC TUTOR SUPPORT FORM**
- **NTC STUDENT LEARNING PLAN FORM**



# Nuu-chah-nulth Tribal Council

AHOUSAHT  
DITIDAHT  
EHATTESAHT  
HESQUIAHT  
KA:'YU:'K'T'H'/CHE:'K'TLES7ET'H'

MOWACHAHT/MUCHALAHT  
NUCHATLAHT  
HUPACASATH  
HUU-AY-AHT

TLA-O-QUI-AHT  
TOQUAHT  
TSESHAHT  
UCHUCKLES AHT  
UCLUELET

P.O. BOX 1383  
PORT ALBERNI, BC V9Y 7M2  
TELEPHONE: 250-724-5757  
FAX 250-723-0463

## 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

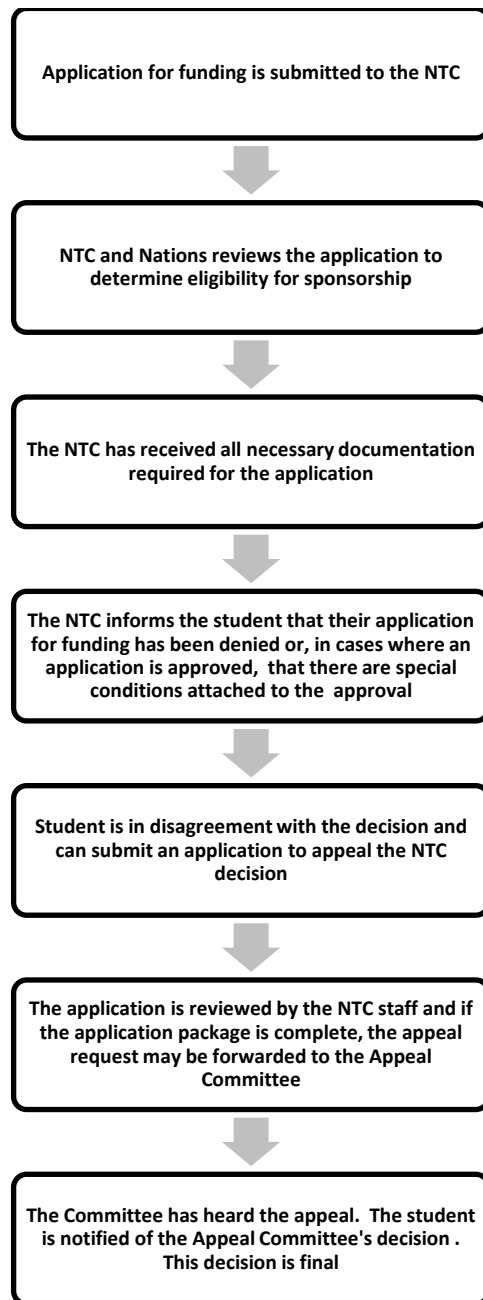
The deadline for students to request an appeal is 60 calendar days following the final decision (date on the correspondence) by the NTC Education Department. This request must be made to the NTC in writing using the Appeal Request Form in Appendix. In cases where the Nation in which the student is a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

- e. The completed Appeal Request Form
- f. 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
- g. At least one letter of support from an individual who is not a family member
- h. A letter of support from the Nation

Appeal Process Flowchart:





# Nuu-chah-nulth Tribal Council

AHOUSAHT  
DITIDAHT  
EHATTESAHT  
HESQUIAHT  
KA:'YU:'K'T'H'/CHE:'K'TLES7ET'H'

MOWACHAHT/MUCHALAHT  
NUCHATLAHT  
HUPACASATH  
HUU-AY-AHT

TLA-O-QUI-AHT  
TOQUAHT  
TSESHAHT  
UCHUCKLES AHT  
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

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

- ☐ **Achieved a minimum grade of C (2.0 GPA) in 75% of previous courses taken.**
- ☐ **NTC Post-Secondary Funding Application and additional information required was complete at time of decision.**
- ☐ **Application was denied or funding suspended by the NTC.**

Please include the following with your application:

- ☐ **Complete Appeal Application form**
- ☐ **A letter detailing the basis of the appeal including reference to the NTC Post-Secondary Funding Policy Sections that apply to the case**
- ☐ **At least one letter of support from someone who not a family member**
- ☐ **A letter of support from your Nation**

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

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For Office Use Only:

Authority:

- ☐ **Education Committee**
- ☐ **Director of ETSD**

Decision:

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

**Notes Regarding Decision:**

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## Section A: Student Information

Section B: Program InformationSection C: Summary of Grades[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**

P.O. Box 1383 Port Alberni, BC V9Y 7M2

Phone – (250) 724-5757 ~ Fax – (250) 724-9682

## **Medical/Compassionate Withdrawal Form**

I \_\_\_\_\_(name) applied for and received a medical/compassionate withdrawal from the \_\_\_\_\_ term.

I understand that I was granted this exception to the policy because I was faced with an unforeseen circumstance which impacted my ability to be successful in school. Since that time, I have done the following to ensure that my return to school will be successful.

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I further understand that an additional medical/ compassionate withdrawal will not be provided to me if I am unsuccessful in this term of studies and confirm that I am fully prepared to commit to my studies once again.

---

**Student Signature**

**Date**

**NUU-CHAH-NULTH TRIBAL COUNCIL POST-SECONDARY EDUCATION  
MONTHLY PROGRESS REPORT FORM**



Student Name:		School:	
Date:		Student ID#:	
Course:	Attendance: <input type="checkbox"/> Good Standing <input type="checkbox"/> #of Absences: _____		
Progress: (Informal until final grade available)	<input type="checkbox"/> Unknown <input type="checkbox"/> Not Meeting <input type="checkbox"/> Meeting <input type="checkbox"/> Exceeding		
Instructor Comments:			
Instructure Signature:		Date	
Course:	Attendance: <input type="checkbox"/> Good Standing <input type="checkbox"/> #of Absences: _____		
Progress: (Informal until final grade available)	<input type="checkbox"/> Unknown <input type="checkbox"/> Not Meeting <input type="checkbox"/> Meeting <input type="checkbox"/> Exceeding		
Instructor Comments:			
Instructure Signature:		Date	
Course:	Attendance: <input type="checkbox"/> Good Standing <input type="checkbox"/> #of Absences: _____		
Progress: (Informal until final grade available)	<input type="checkbox"/> Unknown <input type="checkbox"/> Not Meeting <input type="checkbox"/> Meeting <input type="checkbox"/> Exceeding		
Instructor Comments:			
Instructure Signature:		Date	
Course:	Attendance: <input type="checkbox"/> Good Standing <input type="checkbox"/> #of Absences: _____		
Progress: (Informal until final grade available)	<input type="checkbox"/> Unknown <input type="checkbox"/> Not Meeting <input type="checkbox"/> Meeting <input type="checkbox"/> Exceeding		
Instructor Comments:			
Instructure Signature:		Date	
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.			
Student Signature:		Date:	

**Progress Reports are due by the 10<sup>th</sup> of every month. Submit Progress Report Form to 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 up to a maximum of \$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 student must submit the completed Tutor Support Request Form directly to the NTC. The NTC will issue payment directly to the student.

- Requests for tutor support can only be considered for the current semester.
- Allow a minimum of two weeks for a direct deposit payment processing.

<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:	



# Nuu-chah-nulth Tribal Council

AHOUSAHT  
DITIDAHT  
ʔIIHATIS / ČIINAXINT  
HESQUIAHT  
HUPACASATH

HUU-AY-AHT  
KA:YU:K'T'H'/CHE:K:TLES7ET'H'  
MOWACHAHT/MUCHALAHT  
NUCHATLAHT  
TLA-O-QUI-AHT

TOQUAHT  
TSESHAHT  
UCHUCKLESAHT  
YUUŁUʔŁAʔATH

P.O. BOX 1383  
PORT ALBERNI, BC  
V9Y 7M2  
Tel: 250-724-5757  
Fax: 250-723-0463

## Student Learning Plan

Name: \_\_\_\_\_ Ph#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Most Recent English Course: \_\_\_\_\_ Most Recent Math Course: \_\_\_\_\_

Work skills, include all training and post-secondary education:  
\_\_\_\_\_

Career goals: \_\_\_\_\_

Career barriers: \_\_\_\_\_

Education goal: \_\_\_\_\_

### Education plan:

Semester 1	Semester 2	Semester 3

Printed resources for student: \_\_\_\_\_

What are your questions?  
\_\_\_\_\_

I, \_\_\_\_\_ (student name) understand that it is my responsibility to ensure that I meet any deadline for the submission of either the March 1<sup>st</sup> deadline for NTC post-secondary applications or the August 1<sup>st</sup> deadline.

Funding Application Received: ☐ Yes, ☐ No

---

Student Signature	Date	Post-Secondary Counsellor
Signature		

psinfo@nuuchahnulth.org

## **APPENDIX D – NTC PS Funding Application, Institution Eligibility**

- **NTC POST-SECONDARY FUNDING APPLICATION**
- **NTC STUDENT FUNDING AGREEMENT**
- **LINK TO ELIGIBLE INSTITUTION INFORMATION ( NATIONAL GUIDELINES)**

## NTC Post-Secondary Funding Application

A student may apply for the NTC Post-Secondary Funding program if they are from one of the following Nuu-chah-nulth Nations:

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

### Application Deadlines

Application Deadline	Program Start
March 1st	September/Fall Term of the same year
August 1st	January/Winter Term or Spring/Summer Term of Next Year

### Post-Secondary Application Checklist

Please use the below checklist to ensure that your application is complete including the additional documents required to process your application.

APPLICATION CHECKLIST	
<input type="checkbox"/> <b>PART ONE: STUDENT INFORMATION</b> - All fields completed	All fields need to be complete in order for NTC Post-Secondary to process your application.
<input type="checkbox"/> <b>PART TWO: CONTACT INFORMATION</b> - All fields completed	All fields need to be complete in order for us to contact you with vital, time-sensitive information.
<input type="checkbox"/> <b>PART THREE: PROGRAM INFORMATION</b> - Program Acceptance Letter included - Assessments included	Program Acceptance Letter is required for New students or New programs. English and Math Assessments for New students must be provided.
<input type="checkbox"/> <b>PART FOUR: ABILITY INFORMATION</b> - Accommodation Letter included	Indicate if you have a disability. Provide supporting document if you indicate a disability.
<input type="checkbox"/> <b>PART FIVE: DEPENDENT INFORMATION</b> - CCB included (or Spouses income info included)	Provide names for all children. Include most recent Canada Child Benefit (CCB) notice.
<input type="checkbox"/> <b>PART SIX: EDUCATION HISTORY</b> - Most recent transcript included	All fields need to be complete and most recent transcript attached.
<input type="checkbox"/> <b>PART SEVEN: EDUCATION GOALS</b> - Education goals and career goals	Provide details regarding what you are wanting to achieve in your education and after you achieve goal.
<input type="checkbox"/> <b>PART EIGHT: INFORMATION SHARING</b> - Sign and date	Add name(s) of those who you would like us to share information with. Sign and date.
<input type="checkbox"/> <b>PART NINE: DECLARATION</b> - Sign and date	Ensure information in application is accurate. Print name, sign, and date.



**INCOMPLETE APPLICATIONS MAY DISQUALIFY YOU FROM THE NTC POST-SECONDARY FUNDING PROGRAM!**

**NTC POST-SECONDARY FUNDING DEADLINES**

- ☐ **MARCH 1<sup>ST</sup>** (Classes Start: September – December of the same year)  
☐ **AUGUST 1<sup>ST</sup>** (Classes Start: January – August of the following year)

**Program Start Date:**  
(Upcoming Academic Year)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Day Month Year

For office use only – Received Date:

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

Last Name:	Middle Name:	First Name:
Previous Last Name:		Previous First Name:
Birthdate: ____/____/____ Day Month Year		SIN #
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		
Name of Spouse: _____ (if applicable)		
Nuu-chah-nulth First Nation:		
Status Number / IRN#: _____		
Are you currently transferring between First Nations? <input type="checkbox"/> No <input type="checkbox"/> Yes – attach supporting documentation		

**PART TWO: CONTACT INFORMATION – all fields must be completed**

Mailing Street Address:		
City:	Province:	Postal Code:
Phone #:	Home #:	
E-mail Address:		
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		

**FOR OFFICE USE ONLY**

Application Received on time: <input type="checkbox"/> Yes <input type="checkbox"/> No	Waitlisted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Waitlist#:
--	--	------------

PART THREE: PROGRAM INFORMATION – all fields must be completed			
<b>Semester Funding</b> (check all that apply): <input type="checkbox"/> Sep – Dec (This Year) <input type="checkbox"/> Jan – Apr (Next Year) <input type="checkbox"/> May – Aug (Next Year) <input type="checkbox"/> Other Dates (specify): _____		<b>Student Type</b> (check one): <input type="checkbox"/> New (New program or New student to NTC PS Funding) *New students must provide English and/or Math Assessments <input type="checkbox"/> Continuing (Attended same program last semester) <input type="checkbox"/> Returning (Going back to same program after year[s] off)	
Institution Name:		<input type="checkbox"/> English Assessment Attached <input type="checkbox"/> Math Assessment Attached	
Program Name: (as shown on Acceptance Letter, Transcript, or website)		<input type="checkbox"/> Full-Time (as defined by the Institution) <input type="checkbox"/> Part-Time (as defined by the institution)	
Program Acceptance Letter included? (required): <input type="checkbox"/> Yes <input type="checkbox"/> No, will follow		<b>Start Date</b> Month / Day / Year	<b>End Date</b> Month / Day / Year
<input type="checkbox"/> Adult Basic Education or College Preparation (UCEPP)			
<input type="checkbox"/> Certificate Program (usually up to a 12 month program)			
<input type="checkbox"/> Diploma Program (usually a two year program) <input type="checkbox"/> Year 1 of 2 <input type="checkbox"/> Year 2 of 2			
<input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Arts <input type="checkbox"/> Science <input type="checkbox"/> Education <input type="checkbox"/> Other, please specify: _____ Major: _____		<input type="checkbox"/> Year 1 of 4 <input type="checkbox"/> Year 2 of 4 <input type="checkbox"/> Year 3 of 4 <input type="checkbox"/> Year 4 of 4 <input type="checkbox"/> Year ___ of ___	
<input type="checkbox"/> Professional/Adv. Degree	Year _____ of a _____ Year Program (ie. Currently in Year 2 of a 3 year program)		
<input type="checkbox"/> Master of Arts Program	Year _____ of a _____ Year Program (ie. Currently in Year 2 of a 3 year program)		
<input type="checkbox"/> Doctoral Program	Year _____ of a _____ Year Program (ie. Currently in Year 2 of a 3 year program)		

PART FOUR: ABILITY INFORMATION	
Disability Status: <input type="checkbox"/> Not on Disability	<input type="checkbox"/> Yes (Accommodation Letter is REQUIRED) Type of Disability: <input type="checkbox"/> Long-term <input type="checkbox"/> Short-term <input type="checkbox"/> Learning

**PART FIVE: DEPENDENT INFORMATION**

Please attach the most recent Canada Child Benefit (CCB Notice) account summary from Canada Revenue Agency (CRA) listing each dependent's name. Spouses are eligible dependents *only when* income is below level determined by Canada Revenue Agency.

Last Name	First Name	Relationship (ie. son, daughter, spouse)	Birthdate (ie. May 2, 2019)	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

**PART SIX: EDUCATION HISTORY – all fields must be completed**

What is the highest level of education that you have completed to date:

☐ Grade 12 ☐ Adult Ed. ☐ Certificate ☐ Diploma ☐ BA/BSc/LLB ☐ MA, LLM ☐ PhD ☐ PDP  
☐ Other, please describe:

Attached is a copy the most recent transcript (Required): ☐ Yes ☐ No, transcript will follow

Have you taken any dual credit courses? If yes, please name the course and school.

Have you been previously sponsored by NTC for upgrading or any post-secondary studies: ☐ No ☐ Yes

If yes, provide: Date: \_\_\_\_\_ Program: \_\_\_\_\_ Institution: \_\_\_\_\_

If yes, have you ever been: ☐ Suspended from NTC P/S Funding ☐ Put on Academic Probation

If so, what have you done since that time to help ensure you are more successful? Please explain: (attach another page if needed)

**PART SEVEN: EDUCATIONAL GOALS – all fields must be completed**

I plan on completing:

My long-term career goal is (provide as much detail as possible):

**PART EIGHT: CONSENT TO RELEASE INFORMATION**

- A. Please note that NTC reserves the right to share information within NTC Departments and Programs for the sole purpose of determining eligibility and funding level.
- B. I provide my consent to allow the Nuu-chah-nulth Post-Secondary Education program staff 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.
- C. I provide my consent to allow the Nuu-chah-nulth Post-Secondary Education program staff to request copies of information from the Ministry of Children and Family Development and/or the Usma Child and Family Services, Revenue Canada, and the Ministry of Income Assistance for the sole purposes of determining my eligibility for Post-Secondary Funding.
- D. I provide my consent to allow Nuu-chah-nulth Post-Secondary Education program staff to share information about my post-Secondary funding with my First Nation.
- E. I provide consent to allow the Nuu-chah-nulth Post-Secondary program staff to discuss my funding application and file with:

☐ My parents and/or guardian Name: \_\_\_\_\_

☐ Other \_\_\_\_\_

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

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

**PART NINE: DECLARATION**

I, \_\_\_\_\_ certify that the information provided in the Application for Funding for the NTC Post-secondary Funding Program and supporting documents is current and accurate to the best of my knowledge.

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

**PLEASE ENSURE ALL APPLICABLE FIELDS ARE FILLED OUT COMPLETELY. INCOMPLETE FIELDS MAY AFFECT YOUR ELIGIBILITY AND YOUR FUNDING LEVEL.**

**NTC UCEPP or PSSSP  
Student Funding Agreement**

Your responsibilities are:

1. Maintain contact with the NTC Post-Secondary Counsellor to ensure that my responsibilities are maintained according the NTC Post-Secondary Funding Policy.
2. To inform NTC Post-Secondary Funding Program staff of any changes to your course schedule within 5 business days of making changes.
3. To provide Administrative Transcripts showing registration details for each semester for which you are registered. The NTC Post-Secondary Program staff will provide specific due dates.
4. To provide a list of **required** textbooks for each course you are registered in. Only required textbooks will be sponsored.
5. To attend class on a regular basis. Continual absence may result in failing grades and your funding being suspended.
6. Complete all NTC sponsored courses and programs and maintain a minimum 2.0 grade point average to remain in good standing.
7. Meet the expectation of the program requirements as per Institution guidelines.
8. If required due to academic probation, submit Progress Reports for each course registered in. No further funding will be released until this report is received.
9. To submit your Unofficial Transcript for each term within 10 business days of the end of the academic term.
10. To submit an official transcript upon completion of your program.
11. To comply with the Nuuchahnulth Post-Secondary Funding Policy (available online at [www.nuuchahnulth.org](http://www.nuuchahnulth.org)).

I, \_\_\_\_\_, have read and understand the above and agree to these conditions and requirements. Further, I understand that failure to fulfill these requirements and conditions may result in my funding being suspended or withdrawal from the NTC Post-Secondary Funding program.

Signature:	Date:
------------	-------

**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)

## APPENDIX E – Living Allowance Rate Chart

### Living allowance rates chart

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

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

Monthly Living Allowance Rate	
<b>Single Student:</b>	\$1,400
<b>Single Student with:</b>	
1 dependent	\$1,800
2 dependents	\$2,000
3 dependents	\$2,200
4 dependents	\$2,400
5 dependents	\$2,600
<b>Student with Dependent Spouse:</b>	\$1,800
1 dependent	\$2,000
2 dependents	\$2,200
3 dependents	\$2,400
4 dependents	\$2,600
<b>Student with Independent Spouse (SWIS):</b>	\$1,200
1 dependent	\$1,400
2 dependents	\$1,600
3 dependents	\$1,800
4 dependents	\$2,000
Additional Dependent	\$200
Maximum Rate	\$2,600
Spousal Students will each receive the <b><i>Student with Independent Spouse</i></b> Rate.	
Spousal Students with children: (1) One Student shall receive <b><i>SWIS</i></b> rate and;	
(2) the other Student shall receive <b><i>SWIS + dependents</i></b> .	

The NTC Post-Secondary program reserves the right to modify Living Allowance rates based on custodial orders and other program related court decisions.

**Note:** Students may be required to provide a copy of their spouse's (if applicable) recent Canada Revenue

Agency Notice of Tax Assessment and other documents that demonstrates proof of income.

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

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

**Updated September 2022**