Nuu-chah-nulth Tribal Council

Post-Secondary Funding Policy and Procedures

Approval Date: July 26, 2016
Effective Date: September 1, 2016

This policy replaces all NTC Post-Secondary Program Policies and Procedures that were in effect prior to the effective date of this policy.
# NUU-CHAH-NULTH TRIBAL COUNCIL
# POST-SECONDARY FUNDING POLICY AND PROCEDURES

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

Effective: September 1st, 2016

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 are not sure of any of the material in this policy, please contact an NTC Post-Secondary Counsellor at psinfo@nuuchahnulth.org
SECTION 1:

POST-SECONDARY FUNDING SPONSORSHIPS AND ADVISORY SERVICES

The Nuu-chah-nulth Tribal Council (NTC) is committed to helping Nuu-chah-nulth students of all ages meet their educational goals.

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

Advisory and Guidance Services

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

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

- Career Exploration
- Upgrading your education
- Preparing for entry level assessments
- 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?

Call the NTC at (250) 724-5757 to speak to a Post-Secondary Counsellor advisor or email us with your questions to psinfo@nuuchahnulth.org
Post-Secondary Funding Services

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

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

The NTC encourages anyone thinking of taking courses at the post-secondary level to contact the NTC Education Department for support.

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

- University/College Entrance Preparation Programs (UCEPP)
- College and/or University Certificate, Diploma or Degree Programs (PSSSP)

Funding For University/College Entrance Preparation Programs (UCEPP)

The Nuu-chah-nulth Tribal Council, through the Education Department may also provide funding assistance for College Preparation and Adult Basic Education Programs that are offered in an accredited Canadian public college, university or other eligible post-secondary institution.

Funding For College or University Certificate, Diploma or Degree Programs (PSSSP)

Funding may be available from the Education Department for Nuu-chah-nulth students who are enrolled in full-time or part-time studies at most post-secondary institutions.
SECTION 2: FUNDING SPONSORSHIP ELIGIBILITY CRITERIA

AM I ELIGIBLE TO RECEIVE FINANCIAL ASSISTANCE FROM THE NTC?

The Nuu-chah-nulth Tribal Council (NTC) is required to follow the standards for funding set out by Indigenous and Northern Affairs Canada (INAC) and by the requirements in this policy document in order to provide funding assistance for students. Funding is not always guaranteed.

Eligibility versus Approval

Eligibility to be considered for funding does not guarantee that an individual will be approved to receive support. All students must apply for funding annually.

A student may be eligible to receive funding if their application is complete and they meet the criteria listed in the categories below. This, however, does not guarantee that a student will be awarded funding from the NTC. The approval and allocation of funding for a student may be determined on program priorities, the amount of available NTC post-secondary budgets and other factors.

There are three (3) key areas of eligibility that are considered when applications are reviewed. The requirements for all three must be met in order for the NTC to consider providing funding sponsorships to students. These areas are:

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

In addition to meeting the criteria for all of the categories above, funding approvals may also be dependent on criteria including but not limited to:

- Entry Assessment Results
- The amount of funding remaining in the NTC budget
- Funding history and sponsorship compliance
- Priority areas of study based on workforce requirements
Eligibility Criteria

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 member of a Nuu-chah-nulth Nation that has a service agreement with the NTC to provide funding (see Appendix B)
✓ Must have been residing in Canada for 12 consecutive months prior to the date of application for funding
✓ Must be accepted into an eligible program
✓ Must be accepted by an accredited post-secondary institution
✓ Must maintain satisfactory academic standing in accordance with the standards set out in this policy
✓ Cannot be enrolled in a public secondary school where funding is provided through an agreement between the school board and the NTC

Eligibility based on Assessment Results:

All new students who wish to apply for funding support from the NTC are required to write an academic English assessment.

This is the policy of the NTC even if the institution does not require that students complete an assessment as part of the institutions entry requirements.

And

Where the program and/or courses a student is enrolling in requires(s) the completion of an additional provincial level assessment(s) (for example, Math), students are required to write the additional required assessment(s).

Students whose assessment results demonstrate Grade 12 proficiency and who have been accepted by an accredited institution may receive funding support for certificates, diplomas, and degrees under PSSSP without having to take College Preparation courses.

Students whose assessment results do not demonstrate Grade 12 proficiency and who have been accepted into first year programs at an accredited institution may receive funding support for a certificate, diploma, and/or degree program under PSSSP. These students will be placed on Probationary Acceptance for the first year of their program. In the case of part-time students,
Probationary acceptance will continue until the student has completed all first year courses as required by the institution and program. Students will have the opportunity to opt for UCEPP level courses if they so 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 College Preparation (UCEPP) courses. Funding may be provided to students while they are enrolled in UCEPP.

**Probationary Acceptance**

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

**Category 2: Program of Study Eligibility Criteria**

The Nuu-chah-nulth Tribal Council provides sponsorship under two main categories of programs; University and College Preparation Programs (UCEPP) and Programs offered under the Post-Secondary Student Program (PSSSP).

**Program Levels and Funding Type**

With respect to PSSSP, programs fall under any one of four (4) *levels* of programming depending on the type of credential achieved following completion of the program. Where new programs are introduced by institutions after normal deadlines for applications to the NTC for sponsorship, the Education Department Manager has the discretion to accept late applications for that particular program. The amount of funding available to students varies depending on the both the type of program and the level of the program. The types and levels are illustrated on page 7:
In order for a post-secondary program to be considered as eligible, the program must meet the criteria in Table 1: Funding Eligibility by Program Type/Level on page 8.
### Table 1: Funding Eligibility by Program Type

<table>
<thead>
<tr>
<th>Program/Course Type</th>
<th>Minimum Standards for Funding Eligibility</th>
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| University/College Preparation Courses (UCEPP) | **Programs/courses must:**  
  - require the completion of secondary school studies, or equivalent, as recognized by the post-secondary institution  
  - provide the student with the necessary courses to attain the academic level required for university or college entrance within one (1) academic year  
  - be at least one academic year in duration as defined by the institution  
  - must be taken through a publicly funded institution |
| Level 1: Diploma or Certificate programs and Level 2: Undergraduate Degree Programs | **Programs/courses must:**  
  - require the completion of secondary school studies, or equivalent, as recognized by the post-secondary institution;  
  - be a minimum of one (1) academic year in length;  
  - have a certificate, diploma or undergraduate degree awarded when completed;  
  - be an accredited program offered at an accredited institution |
| Level 3: Graduate Programs (Advanced or Professional Degree programs or Master’s program) and Level 4: Doctoral Programs | **Programs/courses must:**  
  - have a Bachelor’s degree or equivalent as defined by the institution as a minimum requirement for entry  
  - Have a diploma or certificate awarded, or where required by the institution, a preparatory year prior to acceptance into a Graduate Program  
  - Programs that are considered as dual programs, double majors and other combination programs may be eligible for full level 3 funding and will be assessed as such by the NTC on a case by case basis. |
| Programs offered at Private Institutions |  
  - 75% of the courses must be eligible for transfer to a publicly funded institution  
  - Must be a Level 1, 2, 3 or 4 program |

### Category 3: Institution Eligibility Criteria

The institution offering the program/courses of study must:

- Be a degree, diploma or certificate granting institution.
- Be recognized/accredited by a province or territory in Canada to deliver post-secondary programs, or be recognized to deliver post-secondary programs by arrangement with an accredited institution. Please refer to Appendix ___ for information on how to access the most recent listing of accredited institutions.
Where the institution is located in another country, the student must provide evidence that the institution is recognized in Canada as an acceptable post-secondary program of study.

Eligibility Summary:

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

**Figure 2: Funding Eligibility Matrix**

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

- **Student Eligibility** ✓
  - Program Eligibility ✓
  - Institution Eligibility ✓
  = Student’s application is eligible for funding approval pending full application review

- **Student Eligibility** ✗
  - Program Eligibility ✓
  - Institution Eligibility ✓
  = Student’s application is not eligible for further consideration for funding

- **Student Eligibility** ✓
  - Program Eligibility ✗
  - Institution Eligibility ✓
  = Student’s application is not eligible for further consideration for funding

- **Student Eligibility** ✓
  - Program Eligibility ✓
  - Institution Eligibility ✗
  = Student’s application is not eligible for further consideration for funding
SECTION 3: FUNDING LEVELS AND LIMITS OF ASSISTANCE

Funding limits are, in part, determined by the type of program and/or combination of programs where a student moves from one level of program into another. Eligible students may receive financial assistance for tuition, compulsory student fees, required books/supplies, travel and living allowance.

Length of Time in a Program By Program Type and Level

The length of supports available to students in UCEPP and PSSSP programs varies by the program levels described in Section 2. **Students who have completed a Level 2, 3 or 4 Program of Study with or without assistance are not eligible for assistance at a lower level.** The NTC will not provide funding for repeat courses unless the student has been approved by the institution and the NTC for medical or compassionate withdrawal and the institution has committed to a tuition reimbursement.

**Table 2: Maximum Duration of Funding Eligibility** (Page 11) depicts the length of time that a student can receive funding at any or all program levels. This policy direction replaces the use of funding months as limits in accordance with previous NTC Post-Secondary Policies and Procedures directives.
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<td><strong>UCEPP</strong></td>
<td>Up to one academic year</td>
<td>Students may receive funding when studying part time for the number of courses equivalent to those required for a full academic year of study</td>
<td>Where students fail to complete one program and continue on to another at the same level, funding will only be provided for the time/course load equivalent to one full program as defined by the institution. Students wishing to receive funding for an additional UCEPP program should contact the NTC Education Department as in some cases, special circumstances may apply</td>
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<td><strong>PSSSP Level 1:</strong></td>
<td>The length of time it should take to complete the diploma or certificate in accordance with the official length of the program as defined by the institution.</td>
<td>Funding may continue until the student has completed the required courses necessary for the credential as defined by the institution.</td>
<td>Where students fail to complete one program and continue on to another at the same level, funding will only be provided for the time equivalent to one full program as defined by the institution. Students wishing to receive funding for an additional UCEPP program should contact the NTC Education Department as in some cases, special circumstances may apply</td>
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<td>Students may receive funding to complete the required courses as defined by the institution for one Undergraduate Degree Program</td>
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<td>Students may receive funding to complete the required courses as defined by the institution for one Advanced or Professional or Master’s Degree Program</td>
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Students who were approved under previous NTC Post-Secondary Policies and Procedures directives will no longer be limited to funding on a funding month count basis as per prior NTC policy.

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

Private, Out-of-Province, and Foreign Institutions

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

Private Institutions:

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

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

Out of Province Institutions:

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

Foreign Institutions:

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

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

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

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

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

- The course is required for their approved program of study
- Students must demonstrate that the completion of summer courses accelerates the time required to complete their program. This must be supported by documentation from the institution.
- Funding will be provided for the duration of the spring and/or summer courses only
- Students must be registered in a minimum of two (2) courses (6 credits) in a single term to be eligible for full-time support. 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
- Students must advise the NTC of their intent to take summer courses at least 2 months prior to the completion of their winter term
- Spring and summer completion does not qualify as meeting suspension or probation requirements

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

Certain programs may require additional course components such as co-operative education placements, and/or paid/unpaid practicums.

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

Students in paid practicums or co-operative programs that provide salary or wages may receive an NTC P/S living allowance to top up their support to NTC P/S allowance levels.
Full and Part-time Status and Funding Eligibility

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

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

Tutoring

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

The NTC may sponsor students for any amount up to $500 per four-month term for tutoring. The maximum amount of funding for tutoring support for spring and/or summer terms is $200 per term.
SECTION 4: APPLICATION PROCEDURES

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

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

Deadlines for Applications

The NTC accepts applications for funding support twice annually.

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

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

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

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

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

Table 3: Application Date Summary:

<table>
<thead>
<tr>
<th>Program Start</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>September/Fall Semester</td>
<td>March 1st - same year</td>
</tr>
<tr>
<td>January/Winter Semester</td>
<td>August 1st of previous year</td>
</tr>
<tr>
<td>Spring/Summer Terms</td>
<td>August 1 of previous year or at a minimum 2 months prior to the commencement of the spring and/or summer term.</td>
</tr>
</tbody>
</table>
Late Applications:

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

Nation Support and Communication Requirements

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

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

Application Package Requirements

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

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

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

Submission of Additional Documentation

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

Complete application packages will be reviewed in the order in which they are received. Students who do not provide information to the NTC in a timely manner may be put on a waiting list for funding support.
The following information must be received before an application is considered complete:

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

Consultation Requirement

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

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

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

Notice of Approval for Funding

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

Students who have been approved to receive funding are required to sign a funding agreement. This form is, in essence, a contract between the student and the NTC that identifies the requirements that students must continue to meet while receiving funding sponsorship. The NTC cannot provide funding to either the institution or to the student until the student has submitted the signed form to the NTC. Any additional expenses that are incurred because the student fails to submit the signed sponsorship in a timely manner may be the responsibility of the student.
SECTION 5: STUDENTS WITH DISABILITIES

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

How to Qualify for Additional NTC Supports

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

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

Accommodations for Students with Disabilities

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

Adjustment to Course Load Requirements

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

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

Additional Funding for Tutoring

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

Costs for extra materials, \textit{excluding computers, software or electronics}, may be covered on a case by case basis. The student is responsible for any costs that may be incurred for extra materials purchased without prior NTC written approval.
SECTION 6: ACCOUNTABILITY

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

Funding Agreements

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

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

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

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

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

Academic Standing/Progress Reports

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

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

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

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

Current Contact Information

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

- Mailing address
- Telephone number
- Email Information

Privacy and Access to Student Information

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

This information may include:

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

Parent/Guardian Access to Information

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

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

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

Submission of Grades

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

Students in the first year of funding may initially be sponsored for only four months. These students are required to send in an interim report on courses in progress no later than six weeks into the first term. Sponsorship will be set up for future terms when the report is received and it shows that the student is progressing favorably and attending classes regularly.

Minimum Grades - GPA

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

Table 4: Grade Point Average Equivalencies

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

GPA will be calculated using only the grades of courses that are part of the student's actual program as either a mandatory course or recognized elective.
**Note:** Students should be aware that while a 2.00 GPA may usually ensure continued eligibility for NTC P/S funding, acceptance into programs such as social work, law, medicine or post-graduate studies may be difficult to obtain without a GPA much higher than 2.00.

**Audited Courses**

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

**Dependent Information**

The NTC living allowance rates consider the number of dependents residing with the student during their study period. The NTC requires copies of the Child Tax Benefit summary as proof of dependents. In cases where students share custody, the NTC requires copies of the custodial orders/court documents. The NTC reserves the right to adjust living allowances based on the information provided in such documents. Students who fail to accurately inform the NTC of changes to dependent eligibility will be immediately suspended from funding and may be required to return previously received funds to the NTC.
SECTION 7: ACADEMIC PROBATION AND SUSPENSION

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

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

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

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

Academic Probation

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

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

Conditions of Academic Probation

a. Funding will be determined on a month-to-month basis and may be dependent on the receipt of monthly progress reports. Failure to send in reports may result in funding being suspended. The NTC cannot guarantee timely processing of monthly living allowances and other costs in a timely manner if progress reports are not received by the deadline for submission. The student is responsible for notifying the NTC of any potential delays in the submission of required reports.

b. The probationary period is no less than one four (4) month term. Spring and/or summer sessions are not considered as part of the requirements necessary to remove the probationary status of a student.

c. If the student does not pass half or more of their courses as per the requirements of the institution, during the probation term, NTC P/S funding may be suspended. Students who do not
successfully meet the requirements of probation and who are meeting the requirements of the institution will remain on probation.

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

Suspension of Funding

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

Eligibility for Funding Following Suspension

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

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

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

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

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

Fraudulent behaviours include but are not limited to falsifying records, progress reports and forms, failing to report changes to enrolment in accordance with policy, and failing to report accurate attendance information to the NTC.
SECTION 8: APPEALING A POST-SECONDARY FUNDING DECISION

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

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

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

The decision of the NTC Appeal Committee is final.

Precedence for Administrative Decisions

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

Deadline to Submit an Appeal

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

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

Appeal Application Submission Requirements

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

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

Figure 3 shows the process for appeal requests and review:

Figure 3: Appeal Process Flowchart

1. Application for funding is submitted to the NTC

2. NTC and Nations reviews the application to determine eligibility for sponsorship

3. The NTC has received all necessary documentation required for the application

4. The NTC informs the student that their application for funding has been denied or, in cases where an application is approved, that there are special conditions attached to the approval

5. Student is in disagreement with the decision and can submit an application to appeal the NTC decision

6. The application is reviewed by the NTC staff and if the application package is complete, the appeal request may be forwarded to the Appeal Committee

7. The Committee has heard the appeal. The student is notified of the Appeal Committee’s decision. This decision is final
SECTION 9: MEDICAL/COMPASSIONATE WITHDRAWAL

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

Communication with the NTC

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

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

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

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

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

1. **From the Institution:**
   a. Proof of withdrawal from the courses at the institution for medical reasons

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

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

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

Required Documentation for Compassionate Withdrawal

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

Requests for compassionate withdrawal must:

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

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

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

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

Where a student has persistent medical conditions that are impacting their success in Post-Secondary studies, the student may be required to maintain monthly contact with the Post-Secondary advisor to obtain support in order to ensure future successes.
SECTION 10: FUNDING PRIORITY

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

Budget Shortfalls

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

Table 5: Funding Priorities in Budget Shortfalls

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

Among the other factors that may be considered are:

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

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

Nuu-chah-nulth Tribal Council
Post –Secondary Program Policies & Procedures (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.

Accredited Institute
A school that has passed the quality tests of an accrediting body. In British Columbia, the accrediting bodies include the Private Career Training Institutes Agency and the Degree Quality Assessment Board. A school must be accredited in order to be eligible for PSSSP/UCEPP funding programs. A list of accredited institutions can be found at http://www.aved.gov.bc.ca/degree-authorization/welcome.htm.

Academic Probation
A period of time during which a student is under strict academic guidelines as a result of low or failing grades.

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. Only Registered Members of Nuu-chah-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 Nuu-chah-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.

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.

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 50% 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. Nuu-chah-nulth Tribal Council may support students in correspondence/distance/online education in certain situations.

Course Load
The number of courses or credits a student is enrolled in during a semester.

Dependent
A person who is under 19 years of age, residing with the student on a full-time basis and who relies on the student for support

Dependent Spouse
A person who is married to the student or has lived with the student as a partner, in a marriage-like relationship, for a period of at least one year prior to the student’s application for post-secondary support. Spouses may only be counted as dependants if there are children aged 6 or younger in the household.

Disability – Short-term or Permanent
Disabilities is an umbrella term, covering impairments, activity limitations, and participation restrictions. An impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action; while a participation restriction is a problem experienced by an individual in involvement in life situations.

Full-time Employment
Work in excess of ___ hours per week. To be eligible for living allowance, a student’s primary occupation must be full-time studies. Nuu-chah-nulth Tribal Council is unable to provide living allowances for students whose primary occupation is considered to be employment.

Full-time Students
- Used to be – 4 courses per semester
- PSSSP National Guidelines – “As defined by the post-secondary institution”
- New - A student who is enrolled in at least 60% (40% for students with permanent disabilities) of a full course load for at least 12 weeks in a Program of Study at an eligible Post-secondary Institution and leading to a certificate, diploma, or degree.

Full-time Studies
At least 60% percent of a full course load for a Program of Study offered by an eligible Post-secondary Institution.

Good Standing
Successful completion of the course load at the post-secondary institute for each period of study (may be in the form of a credit toward a formal credential, certificate, diploma or degree issued by the governing body of the school).

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.

**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 receiving tuition and books, but not full-time living support.

**Post-secondary Institution**

Any educational institution that provides classes to students who have already completed high school. Postsecondary schools could be trade schools, traditional colleges or graduate schools.

**Practicum**

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

**Probationary Acceptance**

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

**Program of Study**

An academic and career plan developed by your school to help move you towards a college and career path.

**Progress Report**

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

**Public Institution**

The name that is applied to a post-secondary institution that is run for the public to use. Public Institutions are subsidized by provincial governments, reducing tuition costs for individual students.

**Private Institution**

Educational institutions that are run privately, and are not subsidized by provincial governments. Tuition at private institutions tends to be higher for individual students.

**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**

Generally, a four month period of time in which a course will be completed. Usually semesters run from September to December, and from January to April. Summer semester time-frames vary from institution and may run May through August, or May-June and July-August.

**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.
Appendix B:

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

<table>
<thead>
<tr>
<th>Ditidaht</th>
<th>Hupacasath</th>
<th>Tla-o-qui-aht</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ehattesaht</td>
<td>Mowachaht/Muchalaht</td>
<td>Tseshah</td>
</tr>
<tr>
<td>Hesquiaht</td>
<td>Nuchatlaht</td>
<td>Uchucklesaht</td>
</tr>
</tbody>
</table>
APPENDIX C: Forms

- Tutoring
- Consent to access to information
- Appeal request form
- Medical/compassionate withdrawal form
- Progress Report
- Funding Agreement
- Student Return to Funding Agreement
- Term on Own Agreement
Tutor Support Request Form

Tutorial assistance is available to NTC Post-Secondary students. The amount a student is eligible to access per semester is $225 (more if required & indicated by instructor). The maximum payable is $15 per hour. In order to receive funding for tutoring, this form must be submitted complete.

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

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

<table>
<thead>
<tr>
<th>Student Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
<tr>
<td>Course Name and Number:</td>
</tr>
<tr>
<td>Instructor:</td>
</tr>
<tr>
<td>Instructor’s Signature:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tutor Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>By signing this, the tutor certifies that the student named above is receiving tutoring services for the above mentioned class.</td>
</tr>
<tr>
<td>Tutor Name:</td>
</tr>
<tr>
<td>Tutor Address and Phone Number:</td>
</tr>
<tr>
<td># Hours Provided:</td>
</tr>
<tr>
<td>Total Cost:</td>
</tr>
<tr>
<td>Tutor Signature:</td>
</tr>
</tbody>
</table>
NTC POST-SECONDARY CONSENT TO RELEASE INFORMATION

Personal Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIN (Social Insurance #)

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Institution Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Institution</td>
</tr>
<tr>
<td>City</td>
<td>Student #</td>
</tr>
<tr>
<td>Province, Country</td>
<td>Institution Address</td>
</tr>
<tr>
<td>Postal Code</td>
<td></td>
</tr>
</tbody>
</table>

A. I provide my consent to allow the Nuu-chah-nulth Post Secondary Education Office to request copies of information from the Educational Institution listed above for the sole purposes of determining my eligibility for Post Secondary Funding.

B. I provide my consent to allow the Nuu-chah-nulth Post Secondary Education Office to request copies of information from the Ministry of Children and Family Development and the Usma Child and Family Services program for the sole purposes of determining my eligibility for Post Secondary Funding.

C. I provide consent to allow the Nuu-chah-nulth Post Secondary Office to discuss my funding application and file with my parents and/or guardian. Name: ________________________________

Signature ___________________________________________ Date ____________________________

For Office use Only:

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

☐ Transcripts for the period between ________________ and ________________

☐ Other: ____________________________________________________________________________

Please forward the information to the following:

Mail: PO Box 1383, Port Alberni, BC, V9Y 7M2
Fax: (250) 724-9682 or (250) 723-0463 Email: psinfo@nuuchahnulth.org
NTC Post-Secondary Appeal Application

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

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

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

Please include the following with your application:

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

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

NOTE: Appeals will be reviewed at the next Education Committee meeting.
Application for Post Secondary Funding

Section A: Student Information

| Name:                                     | Year of Studies (check one): |
|                                          | □ C/P □ 1 □ 2 □ 3 □ 4         |
| First Nation:                             | □ PDP □ MA □ PhD             |

| Student Type (check one):                 | School Attendance will be (check one): |
| □ NEW □ CONTINUING □ RETURNING            | □ Part Time □ Full Time            |

| Appeal Request Type:                     | Appeal Request (list specifically what you are requesting as part of your appeal): |
| □ Additional Funding Months             |                                          |
| □ Probation                             |                                          |
| □ Funding Suspension                     |                                          |
| □ Other: __________________             |                                          |

Section B: Program Information

| School:                                   | Location:                          |
|                                          | Program Type (check one):          |
|                                          | □ CERTIFICATE □ DIPLOMA □ DEGREE   |
|                                          | □ OTHER                            |

Section C: Summary of Grades

Please provide a summary below of all courses sponsored by NTC including grades received.

<table>
<thead>
<tr>
<th>Course Taken</th>
<th>Grade</th>
<th>Course Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
## Section D: Basis for Appeal

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

<table>
<thead>
<tr>
<th>What is the basis of your appeal (i.e. Special circumstances that lead to your current situation that don’t fit current P/S policy)?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>How will completing your education benefit you and your community?</th>
</tr>
</thead>
</table>

## 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.

<table>
<thead>
<tr>
<th>I confirm that the above information provided is complete and accurate.</th>
</tr>
</thead>
</table>

| Student Signature | Date |
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.

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

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 ____________
## NTC Post-Secondary Progress Report

<table>
<thead>
<tr>
<th>Students Name:</th>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month:</td>
<td>Student #:</td>
</tr>
</tbody>
</table>

### Instructors Section

<table>
<thead>
<tr>
<th>Course:</th>
<th>Attendance (indicate if student has had absences):</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Progress, informal until final grades are available, choose one of the following:

**Progress, circle one:** Performance Level Unknown / Not Yet Meeting / Meeting / Exceeding

**Progress, circle one:** D C- C+ B- B B+ A- A A+

Instructor’s comments:

Instructor’s Signature: | Date:

<table>
<thead>
<tr>
<th>Course:</th>
<th>Attendance (indicate if student has had absences):</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Progress, informal until final grades are available, choose one of the following:

**Progress, circle one:** Performance Level Unknown / Not Yet Meeting / Meeting / Exceeding

**Progress, circle one:** D C- C+ B- B B+ A- A A+

Instructor’s comments:

Instructor’s Signature: | Date:

<table>
<thead>
<tr>
<th>Course:</th>
<th>Attendance (indicate if student has had absences):</th>
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</table>

Progress, informal until final grades are available, choose one of the following:

**Progress, circle one:** Performance Level Unknown / Not Yet Meeting / Meeting / Exceeding

**Progress, circle one:** D C- C+ B- B B+ A- A A+

Instructor’s comments:

Instructor’s Signature: | Date:

---

Student Signature: ____________________________________________

**NOTE:** Any falsified information on this Progress Report may result in the student’s loss of funding and possible repayment to the Nuu-chah-nulth Tribal Council.
Funding Agreement:

Your responsibilities are:

1. Meet with the NTC P/S Counsellor or Advisor and ensure the school and program you have chosen to attend or are attending is the best choice to fulfill your educational goals.

2. To attend class on a regular basis. Continual absence may result in failing grades and your funding being suspended.

3. Complete all NTC sponsored courses and programs with a minimum “C” grade or better. Failed and/or incomplete courses will NOT be paid for Nuu-chah-nulth Tribal Council Post Secondary Program.

4. Students in their first year of funding are required to maintain a course load of three (3) courses and/or nine (9) credits with a minimum of a “C” grade or better to continue receiving funding.

5. Continuing students are to maintain a course load of four (4) courses and/or twelve (12) credits per semester and maintain a minimum of a “C” grade or better to continue receiving funding.

6. Students in their first year of funding must provide an interim report for all courses no later than the sixth week of their first term. No further funding will be released until this report is received.

7. To submit both an interim report (unofficial transcript) and an official transcript according to the schedule provided as part of your approval package:

8. To comply with the Nuu-chah-nulth Post Secondary Policy and Procedures (available online @ 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.

__________________________________  ______________________________________
Student Signature                           Date
Student Agreement

For Return to NTC Post-Secondary Funding

Payment Plan:

I, ___________________________ am committing to the payment in the amount of $XXXX, XX months living allowance, as per letter from the Manager of Education Services, dated XXXX.

Payment Dates:

<table>
<thead>
<tr>
<th>Date Sent: To be completed by student MMM/DD/YYYY</th>
<th>Amount: To be completed by student</th>
<th>Date Received: To be completed by NTC Post-Secondary Counsellor MMM/DD/YYYY</th>
<th>Amount: To be completed by NTC Post-Secondary Counsellor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Term on Own:

I plan to complete my Term on Own and I will provide:

- Registration details at the beginning of the term that I plan to complete on my own; and
- A transcript to demonstrate successful completion of the term on my own.

I, _____________________________ have read and understand the above and agree to these conditions and requirements. Further, I understand that failure to fulfil these requirements and conditions will result in my funding being delayed. I also understand that it is my responsibility to ensure that I meet any deadline for the submission of either the January 31st deadline for NTC post-secondary applications or the August 1st deadline.

_________________________________________  ______________________
Student Signature  Date

_________________________________________  ______________________
Manager of Education Services  Date
Student Agreement

For Return to NTC Post-Secondary Funding

Term on Own:

I plan to complete my Term on Own and I will provide:

- Registration details at the beginning of the term that I plan to complete on my own; and
- A transcript to demonstrate successful completion of the term on my own; and
- An NTC Post Secondary Funding Application by the posted deadlines.

Reapplying for Funding

Students, whose funding has been suspended, may re-apply for NTC P/S support. A student, whose NTC P/S support has been suspended, will be required to complete 4 courses 12 credit/units in a four (4) month term with a minimum grade of C (2.0), at the UT level, before NTC P/S funding can again be considered.

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

I, ________________________________ have read and understand the above and agree to these conditions and requirements. Further, I understand that failure to fulfil these requirements and conditions will result in my funding being delayed. I also understand that it is my responsibility to ensure that I meet any deadline for the submission of either the January 31st deadline for NTC post-secondary applications or the August 1st deadline.

______________________________  ________________________________
Student Signature                  Date

______________________________  ________________________________
Manager of Education Services     Date
APPENDIX D:

- Application Package
**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

**APPLICATION DEADLINE DATES** (Check applicable one only)

- **MARCH 1, (YEAR) _____ FALL (SEPTEMBER) ENROLLMENT**
- **AUGUST 1ST, (YEAR) _____ WINTER (JANUARY) ENROLLMENT**

**Part One: Student Information**

<table>
<thead>
<tr>
<th>Birth Date (Month, Day, Year)</th>
<th>Last Name</th>
<th>Previous Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Name</td>
<td>Previous First Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIN (Social Insurance Number)</th>
<th>Gender</th>
<th>Marital Status</th>
<th>First Nation</th>
<th>IRN (Indian Registry Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Single</td>
<td>Married</td>
<td>Common-Law</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Other Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Phone #</td>
</tr>
<tr>
<td>City</td>
<td>Call Phone Number#</td>
</tr>
<tr>
<td>Province, Country</td>
<td>Email address</td>
</tr>
<tr>
<td>Postal Code</td>
<td></td>
</tr>
</tbody>
</table>

**Part Two: Dependent Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Birth date (i.e. November 2, 2006)</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>M</td>
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<tr>
<td></td>
<td></td>
<td>F</td>
</tr>
<tr>
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<td></td>
<td>M</td>
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<tr>
<td></td>
<td></td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F</td>
</tr>
</tbody>
</table>

**Part Three: Financial Information**

<table>
<thead>
<tr>
<th>Personal Income</th>
<th>$</th>
<th>Spousal Income</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household income per year is (check one)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>less than $15,000</td>
<td>$15,000 to $19,999</td>
<td>$20,000 to $29,999</td>
<td>$30,000 and over</td>
</tr>
<tr>
<td>$15,000 to $19,999</td>
<td>$20,000 to $29,999</td>
<td>$30,000</td>
<td>$40,000 and over</td>
</tr>
</tbody>
</table>

Does your program require additional supplies?  
- Yes  
- No

If yes, please indicate approximate cost and attach supporting documentation $.

Have you received a “Passport to Education”?  
- Yes  
- No

If yes, what is the value of your passport to education $.
**Part Four: Institution and Program Information**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Student Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Online Account/Password</td>
</tr>
<tr>
<td>Year of Study</td>
<td>Program Length</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Semester Funding (please check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Prep</td>
<td>Sep - Dec</td>
</tr>
<tr>
<td>Certificate</td>
<td>Jan - Apr</td>
</tr>
<tr>
<td>Diploma</td>
<td>May - Aug</td>
</tr>
<tr>
<td>BA/LLB</td>
<td>Other dates (specify):</td>
</tr>
<tr>
<td>Other</td>
<td>Other dates (specify):</td>
</tr>
</tbody>
</table>

Enrolled in:
- [ ] Full-time Study
- [ ] Part-time Study

Student Type (check one):
- [ ] New
- [ ] Continuing
- [ ] Returning
- [ ] Technical Vocational Training (T VT)

**Part Five: Other Information**

- [ ] Long Term Disability
- [ ] Short Term Disability
- [ ] Not On Disability

Have you submitted the required disability documentation? [ ] Yes [ ] No

Have you been a resident of Canada for the past 12 consecutive months (new student)? [ ] Yes [ ] No

**Part Six: Additional Educational Information**

What is the highest level of education you have completed (list any courses, certificates, diplomas that you have completed up to this point): [ ] College Prep [ ] Certificate [ ] Diploma [ ] BA/BSc/LLB [ ] MA, LLM [ ] MEd [ ] PDP [ ] Other:

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

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

Have you ever been on a “Term On Your Own” or academic probation?

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

---

I provide my consent to allow the NTC Post Secondary office to request information from MGFD, Unum, MEIA and NTC Social Development programs for the sole purpose of determining eligibility for F/S funding.

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

---

Student Signature: ____________________________ Date: ____________________________

---

NOTE: You will receive a letter outlining information needed to complete your application. This letter will arrive within 6 weeks of the application deadline. If you do not receive this letter, please contact our office.
APPENDIX E:

LIVING ALLOWANCE RATES CHART

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

Rates

<table>
<thead>
<tr>
<th>Living Allowance Rates</th>
<th>up to $14999*</th>
<th>$15000 to $19999*</th>
<th>$20000 to $29999*</th>
<th>$30000 to $39999*</th>
<th>&gt;$40000*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Single</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>living on own</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>living at home</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td><strong>Families</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 dependants</td>
<td>$1,600.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>2 dependants</td>
<td>$1,800.00</td>
<td>$1,400.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>3 dependants</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>$1,500.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>4 dependants</td>
<td>$2,010.00</td>
<td>$2,010.00</td>
<td>$1,800.00</td>
<td>$1,300.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>5 dependants</td>
<td>$2,020.00</td>
<td>$2,020.00</td>
<td>$2,020.00</td>
<td>$1,700.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>6 dependants</td>
<td>$2,030.00</td>
<td>$2,030.00</td>
<td>$2,030.00</td>
<td>$2,030.00</td>
<td>$1,050.00</td>
</tr>
</tbody>
</table>

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

Materials and Supplies

<table>
<thead>
<tr>
<th>Part-Time Students</th>
<th>$45 per semester, paid in first month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Students</td>
<td>$90 per semester, paid in first month</td>
</tr>
</tbody>
</table>

Travel, Tutoring and Mandatory Fees

- Funding may be provided to the student to support the cost of seasonal travel, tutoring and other school-related expenses.
- Eligible students may receive financial assistance for compulsory student fees, application and assessment fees, additional supplies as needed for specific programs, and exam and licensing fees.

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

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