

# Post-Secondary Support Program

Policies & Procedures with Revision Recommendations

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## **Huu-ay-aht First Nations**

Government Office: 170 Nookemus Rd, Anacla, BC

t: 250.728.3414 / 888.644.4555 f: 250.728.1222

**Mailing Address: 3483 - Third Ave., Port Alberni, BC V9Y4E4**

t: 250.723.0100 f: 250.723.4646

*reception@huuayaht.org / www.huuayaht.org*

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## 1.0 Program Eligibility

Many courses/programs are eligible to be funded through the HFN Post-Secondary (PSSP) Program. Courses must be an accredited program offered at an accredited institution to qualify for funding.

- i. Regular Post-Secondary Courses, University Transfer Courses & Upgrading or any college program leading to a certificate, diploma or degree.
- ii. Technical, Trades and Vocational Training
- iii. Adult Basic Education (graduation requirements), Occupational & Workplace Training and any other work-related education are also available
- iv. Post-Graduate studies that meet the following criteria:
  - a) Have a Bachelor's degree as a minimum requirement for entry.
  - b) Have a diploma or certificate awarded.
  - c) Have a minimum of 75% of their courses recognized as credit toward a degree at a recognized public post-secondary institution.
- v. College Preparation for students entering into a BA program - Where the program a student is entering requires the completion of provincial level Math or English as a pre-requisite for entry, the student is also required to write the appropriate Assessments.
- vi. Those students whose assessments place them at the College Preparation level must enrol in a preparatory program for a minimum of four (4) months. A course/seminar in study & writing skills must be taken at this time. This year of studies will:
  - a) Be used to improve study and communication skills
  - b) Introduce the student to the responsibilities that college routine place on him/her

### PLEASE NOTE:

Experience has shown that good high school grades do not always represent the English and Math skills necessary for success in Post-Secondary studies. It has been determined that assessments provide a more accurate reflection of a student's skills. This provides students with an opportunity to upgrade their skills and helps to ensure success in future studies. It is recommended that students take advantage of this assessment process.

## 1.1 College Preparation

This section outlines the criteria for students who are preparing for University.

- a) The number of College Preparation funding months available for students preparing to enter studies shall be eight (8) Months.
- b) Exception: those preparing to enter Fisheries, Forestry, Nursing, or General Science studies shall have sixteen (16) Months of funding available

College Preparation studies will be recognized as full time if the student is enrolled in a minimum of three (3) courses. With the exception: In the first term only, there is no course load requirement but the student must enrol in a study skills course and writing/composition skills courses at the grade 11 or 12 level.

First time applicants, who have completed English 12 and/or Math 11 (if needed) at a public college, may enrol directly in university transfer (UT) courses.

### PLEASE NOTE:

Only students entering post-secondary studies directly from high school with a B average or higher will be sponsored for more than the minimum three (3) courses per term during the first year of studies.

## 1.2 Post Graduate Studies

- A. Post-Graduate Qualifying Year: Some students, when applying to post-graduate studies may be asked by the school to do a qualifying term or year. A maximum of eight (8) months of PSSP funding is available to support these studies. These studies must be third and fourth year courses. If these studies have credit toward the post-graduate degree, the Post-Graduate Incentive funding will be provided.
- B. Law students in the articling year are considered to be fully employed and are not eligible to receive HFN Post-Secondary funding.

### PLEASE NOTE:

Students in paid practicums or co-operative programs that provide salary or wages will receive an HFN Post-Secondary monthly allowance only if it is needed to top up their support to their qualifying HFN Post-Secondary Allowance level.

## 1.3 Private Institutions

Programs offered at a private institution are eligible for funding under the HFN Post-Secondary Program when the following conditions are met:

- i) A minimum of 75% of the courses have transferability to a publicly funded institution.
- ii) Tuition will be paid to a maximum of that charged at a publicly funded BC institution.
- iii) The student is responsible for completing the application to attend a private institution form and obtaining required information, in order to have their request to attend a private institution considered for approval.

#### **1.4 Outside of BC**

If a student wishes to enrol in a program outside the province, the following conditions will apply:

- a. Tuition will be paid to a maximum of that charged at a publicly funded institution.
- b. Travel – Funding is available for students who must move to another community (to school and home again) to attend studies per funding year (see seasonal travel).
- c. Students enrolled in studies in the United States may be approved. If approved the funding will be provided and calculated in Canadian dollars.

#### **1.5 Length of Funding Limits**

This section outlines the maximum amount of time that students are eligible for funding and is dependent on the type of program:

- a. College Preparation: eight (8) months
- b. College Preparation: sixteen (16) months (Fisheries, Forestry, Nursing, General Science studies)
- c. Diploma Programs, e.g. Business, Aquaculture etc.: twenty- four (24) months
- d. Bachelor of Arts, Science: forty (40) months
- e. Bachelor of Education / Bachelors of Science in Nursing: forty- eight (48) months

In addition, students are eligible for two (2) of the following subjects for approval:

- a. Post Degree Program: eight (8) months
- b. Law School Preparation: three (3) months
- c. Law Degree: thirty-two (32) months
- d. Master's Preparation: eight (8) months
- e. Master's Degree: twenty-four (24) months
- f. Ph.D.: Preparation: eight (8) months

g. Ph.D.: thirty-two (32) months

PLEASE NOTE:

If a student is enrolled in summer school, those months will be calculated as part of the funding time limit.

**1.6 Additional Undergraduate Degree**

In specific circumstances, PSSP students who have been funded for and have completed a Bachelor Degree can apply for additional PSSP funding to complete a second undergraduate degree.

The student must provide a detailed letter with the PSSP funding application that outlines the specific reasons for the request to complete a second Bachelor level degree. The circumstances and conditions that will be considered are:

- a. The student maintained a minimum “B” average throughout all but the first year of the first BA studies,
- b. The student provides clear evidence that the employment opportunities with the first degree are very poor,
- c. The student provides clear evidence that the employment opportunities and benefits of the second degree are very good, especially within the student’s community of residence
- d. The student makes the commitment in writing to bring the training home, if the employment opportunity exists at a salary comparable to other employers, and
- e. The student understands and acknowledges that any PSSP funding months provided for the second BA studies will be deducted from the potential fifty-six (56) months of funding available from the HFN for a Masters and then Doctorate studies program.

PLEASE NOTE:

Requests for additional undergraduate PSSP funding will only be considered when all funding requests from students who have not used all their undergraduate funding months have been identified in the year’s approved PSSP budget.

## **2.0 Course Load - Full Time**

Only students who are enrolled full time will be considered for monthly Living Allowance support.

Students enrolled in College Preparation or the first year of undergraduate studies, will be considered full time if they are enrolled in a minimum of three (3) courses and/or nine (9) credit/units per term.

Students enrolled in certificate, diploma or the second year of undergraduate studies, will be considered full time if they are enrolled in a minimum of four (4) courses and/or nine (12) credit/units per term.

In all funding years following the first one, an undergraduate student will be considered full time if enrolled in a minimum of four (4) courses and/or twelve (12) credit/units per term.

A graduate student in both a qualifying year and their post-graduate studies will be considered full time if enrolled in a minimum of four (4) courses and/or twelve (12) credit/units per term.

A graduate student registered in their thesis or project will be considered full-time for eight (8) months.

## **2.1 Course Load - Part Time**

If a student is registered in less than the above number of courses, he/she will be considered a part-time student and funding will include support for tuition, books, daily travel and supplies according to the guidelines but not Living Allowance support.

### PLEASE NOTE:

Courses that are being repeated will not be considered when calculating the course load.

Also, when students have received Medical or Compassionate withdrawals from courses and these are core courses, required to complete the diploma / degree requirements, they can be repeated and considered when calculating the course load. The repeat tuition will not be paid by HFN.

### **3.0 Withdrawals**

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

If a student withdraws, officially or unofficially from school and does not advise the PSSP staff, the living support, tuition, and book support for that term must be repaid to the Huu-ay-aht First Nations before additional PSSP funding will be considered.

#### **3.1 Medical/Compassionate Withdrawals**

In unusual circumstances, students are eligible for a maximum of one consecutive semester of medical withdrawal. In order to qualify for a medical or compassionate withdrawal, a student must provide the following documentation:

- a. Official documentation for withdrawal from the course(s) from the institution or
- b. Where a withdrawal from the institution cannot be obtained, a letter from the course instructor(s) indicating that the student was performing at a C or better prior to the request for a medical withdrawal
- c. Medical Documentation - letter from a doctor outlining the medical condition and how it impacts the students ability to be successful in school or
- d. Where the condition is psychologically or emotionally based, a letter from a psychological professional or counsellor outlining the condition and how it impacts the student's ability to be successful.

A medical withdrawal will be provided where a student has provided the above required documentation which demonstrates that the student:

- A. Applied for the withdrawal within 1 month of the student becoming aware that the condition would affect their ability to be successful in school
- B. And advised the HFN PSSP staff of the condition within 2 weeks of becoming aware that the condition would affect their ability to be successful in school.
- C. The medical condition or situation was unforeseeable.
- D. A letter from the student which clearly outlines:
  - i. The situation/condition that impacted the student's ability to be successful.
  - ii. When the student first became aware of the situation/condition

- iii. And what the student has done to minimize the impact on their education (including contact with HFN PSSP staff).
- iv. Information about whether the student has missed school or has not been completing homework.

Where a student has had a medical withdrawal, the incomplete courses will be counted when calculating their overall GPA for the purposes of determining eligibility for scholarships and appeals.

Where a student has persistent medical conditions (qualified by doctor's note) that are impacting their success in post-secondary studies, the student will be required to maintain monthly contact with the HFN PSSP staff to obtain continued support and in order to ensure future success.

Prior to returning to funding after a medical/compassionate withdrawal, the student must sign a return to funding after a medical compassionate withdrawal form.

#### **4.0 Deadline for Applications**

There will be two opportunities for entrance into post-secondary studies per academic year: September 1 and January 1. Students must have their complete Post-Secondary application packages complete with all necessary documentation to HFN's government offices no later than May 31<sup>st</sup> for September entrance and October 31<sup>st</sup> for January entrance.

PLEASE NOTE: Incomplete application packages will not be processed.

Students should contact the Education Department at either of the HUU-ay-aht Government offices before the deadline to confirm to whom the PSSP application package should be sent.

The application package must be first approved by the HUU-ay-aht Citizen Development Committee before it is processed by the Education Department and then submitted to accounting for payment.

PLEASE NOTE:

Students wishing to take single courses, upgrading, occupational training can apply to the HFN Education Department at any time. Funding is provided on a first come, first serve basis.

#### **4.1 Application Package**

The application package must include:

- A. A completed and signed HFN Education Application and Student Funding Agreement,
- B. New students must submit an acceptance letter from the institution
- C. For Continuing students, a photocopy of the student's registration details (continuing students transferring to a new school must submit a new acceptance letter once available).
- D. For new students, proof of completed assessments as required for the program of entry
- E. For new students, a study of perspective employment opportunities that are available as a result of desired training
- F. For continuing students, a photocopy of the most recent college/university grades
- G. From students entering the second year of UT studies, a short description of specific academic goals and timeline to degree, and
- H. From students entering third year of UT studies, a copy of the "Record of Degree Completion Requirements" from the school's counseling department
- I. For students requesting Living Allowance Support, T4 or tax assessment for self and spouse
- J. For students requesting Living Allowance Support, an assessment of basic needs worksheet

PLEASE NOTE:

If registration details show a student is taking courses not directly connected with academic goals, HFN PSSP funding may be placed on hold.

**4.2 Deadline for Complete Submission**

Conditional approval of an application will require that all of the above is sent to the HFN by May 31<sup>st</sup> and October 31<sup>st</sup>. If any of the above is not included in the application package, the student's application will not be complete and will not be considered for approval.

Grade 12 Students - the one exception to the above is application packages from students presently enrolled in grade 12 will be accepted without the high school transcripts.

Summer Studies

If a student is in a program that is longer than eight (8) months per year because of teacher practicums, etc. or if a student wishes to continue in school during the summer, it is the student's responsibility to clearly show this on the PSSP application form. This time will be included in the overall eligible funding limits based on the student's academic goals.

**4.3 Approval of Applications**

**1) Approval Criteria**

As the funding for Post-Secondary is limited, applications which meet the basic requirements will not be automatically approved. It is the responsibility of the Huv-ay-aht Citizen Development Committee to review the applications and prioritize applications for funding. There are other factors that may be considered including:

- a. The past academic and employment record of the student,
- b. The commitment of the student to the program of studies,
- c. The value of the student's training to the community, and
- d. The commitment of the student to bring the training back to the community.

## 2) Funding Priority

Where demands on the Post-Secondary budget exceed the budget allocation, the following three (3) level priority systems will be used to determine which students will receive Post-Secondary support.

### Level 1 (Status and Residence)

- 1) Students with valid Huu-ay-aht Citizenship who are residents of Canada for the 12 months preceding their initial application for Post-Secondary funding.
- 2) Students with valid Huu-ay-aht Citizenship who are not residents of Canada for the 12 months preceding their initial application for Post-Secondary funding.

### Level 2 (Program area of study)

#### **Program Priority 1**

Undergraduate	Graduate (Masters)	Graduate (Ph.D.)	Trades
Child and Youth Care• Education (Elem / Sec)• Leadership• Environmental Studies• Business Nursing• Law•Medicine• Economics  Computer Science•Psychology / Counselling•Earth and Ocean Sciences• Social Work• Linguistics•Biology	Child and Youth Care• Education (Elementary)•Leadership  Education (Secondary)• Business  Nursing •Law •Medicine• Social Work  Environmental Studies  Linguistics•Biology	Law	Apprenticeable trade programs taken at any ITA recognized training providers including Red Seal Programs  (Industry Training Authority; <a href="http://www.itabc.ca">www.itabc.ca</a> )
**Under special circumstances, students who have made arrangements for tuition to be paid by another agency and only require monthly living allowance may be considered for funding**			

**Program Priority 2**

Undergraduate	Graduate (Masters)	Graduate (Ph.D.)
Indigenous / First Nations • Political Science • Chemistry  Mathematics • Engineering • History • Anthropology • Biochemistry • Statistics • Writing • Physics • Sociology • English  Women's Studies  Geography • Music • Visual Arts  Microbiology  Philosophy	Computer Science • Psychology / Counselling • Earth & Ocean Sciences • Economics  Indigenous / First Nations • Political Science • Chemistry  Mathematics • Engineering • History • Anthropology • Biochemistry • Writing • Physics • Sociology • English  Women's Studies	Child and Youth Care • Leadership  Education (Secondary) • Business/ Economics • Computer Science • Psychology/Counselling • Earth & Ocean Sciences • Social Work  Linguistics - Indigenous / First Nations • Political Science • Mathematics • Anthropology  Writing • Physics • Sociology • English  Education (elementary) • Medicine/ Nursing  Women's Studies

**Program Priority 3**

Undergraduate	Graduate (Masters)	Graduate (Ph.D.)	Trades
History in Art Theatre Pacific & Asian Studies French Medieval Studies Germanic / Russian Studies• Greek / Roman Studies• Hispanic / Italian Studies• Astronomy	Geography• Music•Visual Arts •Astronomy• Philosophy History in Art Theatre Pacific & Asian Studies French Medieval Studies Germanic / Russian Studies Greek / Roman Studies•Hispanic / Italian Studies• Microbiology	Chemistry• History• Biochemistry• Statistics• Geography• Music Visual Arts• Astronomy•Microbiology •Philosophy• History in Art Theatre Pacific & Asian Studies French Medieval StudiesGermanic / Russian Studies• Greek / Roman Studies• Hispanic / Italian Studies• Biology• Engineering• Environmental Studies	Non-Apprenticeable trade programs taken at any ITA recognized training providers  (Industry Training Authority; www.itabc.ca)

Level 3 – Performance

1. Students in continuing University Transfer (UT) with a “B” average or better.
2. Students completing College Prep with “B” average or better.
3. Students returning who previously had “B” average or better.
4. First time applicants with English assessment at UT studies level.
5. Students continuing UT studies with "C" average.
6. First time applicants with assessments at grade 12 level.
7. First time applicants with assessments at grade 11 level.
8. Students returning who previously had “C” average.
9. Continuing students completing the Probation term with “B” average or better.

10. Continuing students completing the Probation term with grades of "C" in each course.
11. Returning students who have completed a term on their own with grades of "B" or better (they previously had failed half or more of a term's courses).
12. Returning students who have completed a term on their own with grades of "C" or better (they previously had failed half or more of a term's courses).
13. Students completing a second Bachelor's degree.

PLEASE NOTE:

A waitlist of 20 students will be developed. These students will be provided with funding as funds become available.

## **5.0 Interviews**

HFN will have the option of interviewing all students who are applying for PSSP funding to discuss the goals of the student, and any challenges and successes they foresee. The HFN Education staff and/or the HFN Citizen Development Committee may request an interview. The interview will provide an opportunity for the applicant to discuss his/her reasons for wishing to enter post-secondary studies. During the interview, the need for total commitment of time and energy to studies will also be reinforced.

### PLEASE NOTE:

Appendix IV contains a list of potential interview questions.

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## 6.0 Minimum Grades

In order, for students to continue receiving HFN PSSP 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:

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

### PLEASE NOTE:

Students should be aware that while a 2.00 GPA may ensure continued PSSP funding, acceptance into programs such as social work, law, medicine or post-graduate studies will be difficult to obtain without a GPA much higher than 2.00. In addition, GPA is used to establish funding priorities for HFN budget allocation.

## 6.1 Submission of Grades

All students are required to have a term's grades into the HFN no later than the 15th of the month following the end of the term, as detailed in the Student Funding Agreement. Students in courses that are longer than four (4) months in length are asked to send in interim progress reports on the same schedule.

Students in the first year of funding will initially be sponsored for only four (4) months. These students are required to send in an interim report on courses in progress no later than ten 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.

## **7.0 Probation & Suspension of PSSP Funding**

A student will be placed on probation if his/her GPA drops below 2.00. Funding will be suspended if he/she fails half or more of his/her courses. As a condition of probation, a monthly report from each instructor showing the student's progress and attendance will be required.

### **7.1 Conditions of Probation**

1. Funding will be on a month-to-month basis and will be dependent on receiving the monthly reports. Failure to send in reports, continued poor progress, or unexcused absences will result in funding being suspended.
2. The probation will last one four (4) month term.
3. If the student does not pass all courses with a C grade or better during the probation term HFN PSSP funding will be suspended.
4. Students who are on probation during the semester directly preceding the summer session or have been placed on probation during their most recent semester of studies funded by HFN shall not be funded for the summer term.

### **7.2 Reapplying for Funding after Suspension**

Students, whose funding has been suspended in the past, may re-apply for HFN PSSP funding. A student, whose HFN PSSP funding has been suspended because of failing grades and/or unsuccessful probation, will be required to complete four courses and or twelve credit/units in a four (4) month term with a minimum grade of C (2.0), at the university transfer level, before HFN PSSP funding can again be considered.

Before students re-apply, they are encouraged to examine the reasons why they were not successful and to deal with the reasons. The HFN PSSP Education staff is available to assist. The students, when reapplying, will be expected, in the letter with the application and during the interview, to provide specific strategies to demonstrate success in their studies.

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

## **8.0 Student Major Projects, Theses and Dissertations**

All post-secondary students who complete either a Major Project, Thesis or Dissertation are required to submit a copy of their thesis, project or dissertation to the Huu-ay-aht Education department for the purposes of developing a library of research conducted. All Intellectual Rights will remain with the student.

## **9.0 Appeal Procedures - Notification of non-approval**

All students, who submit HFN PSSP application packages, will be notified in writing as to whether or not their application has been approved and the reasons for approval not being given will be included. The student may appeal that decision.

The appeal is to be sent, in writing, to the HFN administration and will be reviewed by the Huu-ay-aht Citizen Development Committee.

### **9.1 Appeal Review**

If the application is turned down by the HFN CDC, the appeal will initially return to the Citizen Development Committee with the appropriate supporting documentation for the appeal. In the event that the appeal is still denied by the HFN CDC, the appeal will be reviewed by the Executive Director for final decision.

### **9.2 Policy changes**

All requests to vary from any of the terms and conditions of the HFN Post-Secondary Policy will be heard by the HFN CDC. If request is approved by HFN CDC it will proceed to Executive Council for final approval of change.

### **9.3 Minimum Requirements**

There are minimum criteria for a Post-Secondary Appeal to be considered by the HFN Citizen Development Committee. For an Appeal to be considered for review, the student must meet the following criteria:

- a. Have achieved a minimum grade of "C" in 75% of the previous courses funded by the HFN. If Post-Secondary courses, not funded by HFN, have been successful, they can be included in the calculations.
- b. Program must have transferability to an undergraduate or graduate degree at a publicly funded college /university.

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

- a. A letter with details outlining the basis of the appeal,
- b. Copies of grades for all courses funded by the HFN,
- c. At least one letter of support

## Appeal Deadlines

For applications that have been turned down by HFN CDC, appeals need to be submitted to the HFN Administration. The Executive Council will review twice yearly 30 days from the date of the official letter of rejection.

## **10.0 Counselling**

Students are strongly advised to meet with HFN's Education staff and/or a School Advisor when planning a program of post-secondary study. Students are advised that entrance requirements, different schools' programs and potential for employment will all be considered when an application is being reviewed. The HFN PSSP Education staff is available to assist with registration problems and any other difficulties, (personal or academic) that students encounter.

## **11.0 Tutoring**

Funds for tutoring are available. If a student wishes to receive tutoring funds, he/she must obtain a letter from the instructor that:

- a. States the student has been working to his/her maximum potential, is in danger of failing a course but with tutoring would be successful, and
- b. Gives details as to the amount of tutoring needed, possible tutors and probable budget to the end of the term,
- c. A maximum of \$350 is available per four-month term for tutoring. HFN will reimburse up to \$35 per hour of instruction. Where indicated by the student's instructor that the student requires more than the maximum amount available for tutor support in order to be successful in their studies, a higher amount will be provided.

## 12.0 Students with Disabilities

Overcoming challenges, physical or emotional, ongoing or temporary, with some small amount of additional support or assistance will often lead to academic success. The policy exceptions and additional funding below will hopefully enhance students' access to and success in post-secondary studies.

### Qualification

To access any of the provisions or funding below, students are asked to attach a written request with the HFN Post-Secondary funding application. The student is also asked to provide documentation as to the type and degree of disability. A provincial disability certificate, if already in place, or a physician's letter with details will be acceptable.

### Course Load Requirements - College Preparation

During the first two four (4) month terms, qualifying students may enrol in two (2) courses/six (6) credits each term and still be considered full time and eligible for HFN PSSP living allowance.

### University Transfer

Following the first two terms of study, qualifying students may register in three (3) courses and/or nine (9) credits and be considered full time.

### PLEASE NOTE:

The student's funding months will be extended to accommodate the lighter course load.

### Graduate Studies

A graduate student in both a qualifying year and their post-graduate studies will be considered full time if enrolled in a minimum of three (3) courses and/or nine (9) credits/units.

### Daily Travel Support

Public transit may not be accessible to some qualifying students. If a student must use special transportation for which there are extra costs, any difference between the HFN Post-Secondary "Daily Travel" support already provided and the actual cost will be available. The student is asked to provide details on need and costs.

### Tutoring

Funds for tutoring, in certain situations are available. If a student wishes to receive tutoring funds, he/she must obtain a letter from the instructor that:

- a. States the student has been working to his/her maximum potential, is in danger of failing a course but with tutoring would be successful, and

b. Gives details as to the amount of tutoring needed, possible tutors and probable budget to the end of the term.

c. A maximum of \$700 is available per four-month term for tutoring. HFN will reimburse up to \$35 per hour of instruction.

Where indicated by the student's instructor that the student requires more than the maximum amount available for tutor support in order to be successful in their studies, a higher amount will be provided.

### **13.0 Summer Student Internships**

For students meeting the following minimum requirements, HFN may apply for funding (i.e.: FNEESC, NETP, HRDC, WOP, HDC) and work with the student to develop an internship:

- a) Student qualifies to access HFN PSSP funding.
- b) Student is enrolled in a full time post-secondary program for the following fall session.

#### PLEASE NOTE:

HFN's plan will (subject to available funding and interest) include as part of the Internship program, sections on study skills, financial planning, and other life skills training that will increase the chances that the students will succeed once they graduate from post-secondary studies. .

### **13.1 Adult Basic Education Program**

For students who do not meet the minimum criteria for PSSP funding, the student may choose to utilize HFN's Adult Basic Education (e.g. TRU, NIC, Choices) program to assist in reaching the level necessary for entry in to the post-secondary program.

For students residing off Treaty Settlement Lands, the Education department will work collaboratively with local partnerships to develop a plan to assist HFN citizens with transitions from Social Assistance to the post-secondary system. This may include:

- a) Provision of presentation of HFN PSSP program
- b) Provision of sessions assisting the student to prepare for entry into the HFN PSSP program
- c) Provision of sessions assisting students with their applications for PSSP funding
- d) Provision of sessions assisting students with their applications into a post-secondary institution.



## **Appendix I**

### **Deadlines**

March 31: First Deadline for completed post-secondary package to be received by the HUU-ay-aht First Nations Government Offices for September 1 funding.

April 30: Deadline for HUU-ay-aht Citizen Development Committee to review and decide on approved funding.

May 15: Deadline for HUU-ay-aht Education Department to send out letters of notification for student's application status (Denied/Accepted).

October 31: Second Deadline for completed post-secondary package to be received by the HUU-ay-aht First Nations Government Offices for January 1 funding.

November 25: Deadline for HUU-ay-aht Citizen Development Committee to review and decide on approved funding.

November 30: Deadline for HUU-ay-aht Education Department to send out letters of notification for student's application status (Denied/Accepted).

## Appendix II

### Post-Secondary Allowances

The information that a student provides on the Post-Secondary application is accepted as true. By signing the Post-Secondary application the student confirms this. The information on the form is the information used to determine the funding, in particular, living allowance support that will be provided to the student.

If it is found that a student has knowingly provided incorrect information on the Post-Secondary application in order to access more HFN Post-Secondary support than he/she is eligible for, this funding will be recovered before any additional Huu-ay-aht (including other HFN programs) funding is considered.

#### **Tuition**

All tuition and registration fees for eligible and approved PS studies in British Columbia will be paid by the HFN. It is the student's responsibility to provide a letter from the school listing the fees or if paying the fees him/herself, to provide an original itemized receipt for reimbursement (no debit or credit card receipts).

#### **Maximum Rates**

If a student wishes to take courses/programs at an approved Post-Secondary institution and those courses do not receive the full provincial funding, the HFN Post-Secondary Program will provide tuition support only to the level of the fees charged for those comparable, provincially funded courses.

#### PLEASE NOTE:

Students can request that HFN pay the full tuition amount and deduct the excess monthly from their living support. If the student withdraws from school before the full amount is recovered, the remaining amount must be repaid prior to HFN funding being re- instated.

#### **Out of Province Schools**

If a student wishes to enrol in undergraduate or post-graduate Post-Secondary studies outside British Columbia, the tuition fees charged for comparable studies at public Post-Secondary institutions in British Columbia will be paid by the HFN.

#### **Post Graduate Studies**

If a post-graduate student has received all the Post-Secondary funding available according to the Post-Secondary Policy and the student must continue to be registered when there is a delay in arranging the defense of the studies that tuition will be paid by the HFN.

#### **Administration**

Once a student's funding has been approved by the HFNCDC, a tuition sponsorship letter will be sent to the school.

- a) For continuing students, the sponsorship will be in effect for eight (8) months.
- b) For new students and students on probation, HFN will initially have their sponsorship set up for four (4) months. The sponsorships will be extended once it is clear that the student will continue.

### **Deposit**

Many schools now require registration or tuition deposits before students can register for classes. At many schools, these registration/tuition deposits are not refundable.

If a student does not begin classes, or does not continue during the next term for which registration or tuition deposits have been paid, the amount paid shall be noted in the student's Post-Secondary file and will be recovered from any future HFN program funding support.

### **Passport to Education**

Students are required to use their Passport to Education towards the cost of their tuition. HFN will pay the balance of the tuition after the full value of the passport has been used.

### **Withdrawal**

If a student withdraws either officially or unofficially from school without discussing it with HFN Post-Secondary staff, all the funding provided to the student that term (tuition, books and supplies, travel and living allowance) must be repaid before any future HFN program funding support is considered.

## Monthly Living Allowance

This living allowance is available to undergraduate 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

Living Allowance Rates					
unit type	up to \$14999*	\$15000 to \$19999*	\$20000 to \$29999*	\$30000 to \$39999*	>\$40000*
<b>Singles</b>					
living on own	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00
living at home	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00
<b>Families</b>					
1 dependents	\$1,600.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00
2 dependents	\$1,800.00	\$1,400.00	\$1,050.00	\$1,050.00	\$1,050.00
3 dependents	\$2,000.00	\$2,000.00	\$1,500.00	\$1,050.00	\$1,050.00
4 dependents	\$2,010.00	\$2,010.00	\$1,800.00	\$1,300.00	\$1,050.00
5 dependents	\$2,020.00	\$2,020.00	\$2,020.00	\$1,700.00	\$1,050.00
6 dependents	\$2,030.00	\$2,030.00	\$2,030.00	\$2,030.00	\$1,050.00

\*Combined Student /Spousal income.

Dependent children must be living with student, be already supported by student, and be under the age of nineteen (19). For students with family sizes above those listed in the rate table, \$10/month for each additional dependent will be added.

### PLEASE NOTE:

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

### **Child Support**

A child for whom a student is paying court ordered child support cannot be claimed as a dependent.

### **Additional Dependents**

The only dependents that can be added to a student's Post-Secondary funding after funding approval are newborn children.

### **Adult Dependents**

Spouses/partners with no income who are living with the student can be claimed as dependents only if there are dependent children in the home under the age of six (6).

#### PLEASE NOTE:

In the situation where there is a spouse in the home who is designated disabled and there are no children under the age of six in the home, the spouse may be claimed as a dependent.

### **Administration**

Living Allowance Support Funding will be released to a student once the following conditions are met:

- a.) A copy of the school's permission to register and registration details are received at the HFN
- b.) Second and subsequent month's allowance will be released to first term students once the student has met with the HFN Post-Secondary Counsellor
- c.) Third and subsequent month's allowance will be released to first term students once the student has provided an interim progress report for all courses.

If a student's courses extend into the second half of a month, a full month's Living Allowance will be provided. If a student's courses begin in the last half of a month or extend into the first half of a month, 75% of a month's Living Allowance will be provided for that month.

#### PLEASE NOTE:

If progress reports show any difficulties, continued monthly reports and monthly meetings with the Post-Secondary Counselor will be required for the release of the remaining support for that term. If the reports continue to show problems, a new tuition sponsorship will not be set up until the term's final grades are reviewed.

### **Text Books**

The cost of the text books will be paid directly to the school whenever possible. In rare situations, the student can be reimbursed for the actual costs of their textbooks upon producing an itemized receipt.

### **Childcare subsidy**

The cost of childcare is not available through the PSSP funding. Students will be assisted in applying to other agencies for childcare funding.

### **Relocation Travel**

Students who must move to another community to attend post-secondary school may be eligible to receive support for costs of moving. Relocation Travel support will be provided in the following circumstances:

- a. The student has to move from home to another community to attend school.

Funding, if required, will also be available for one (1) return trip for school interviews and assessments tests when the student is first applying to school.

When a student sets up a long-term residence in the school community, the relocation travel funding will no longer be available.

### **Dependents**

Students, with dependents, should indicate on the application if any or all of the dependents will also move. If this information is not provided, relocation travel funding will be provided for the student only.

### **Relocation Travel Rates**

\$120 per year will be provided to single students to assist with the costs of moving from their home

### **Daily Travel**

In order to assist full time students with the costs of travelling from their residence to their school, the cost of a monthly bus transit pass shall be provided.

### **Damage Deposits**

A damage deposit is available on a one-time basis. The student will keep the refund and use it for future deposits. A maximum of \$375 is available for a damage deposit. Additional funding up to the maximum amount will be available if there was an increase in a student's future damage deposits.

The expense of a damage deposit for rental accommodation is available when a student must move for educational purposes. The process for applying is:

- a.) Send in a copy of the rental agreement as to amount required or
- b.) Send in a copy of the damage deposit receipt and rental agreement when paid.

### **Special Clothing & Equipment**

Special clothing or equipment may be required for some programs, e.g. Business, Education, or Nursing. A letter from the school, detailing specific needs and costs will be required. The letter must state that the clothing/equipment is a mandatory course requirement. This letter should be included with the application. The maximum in this budget is \$200 per semester. Requests for additional funding for clothing/equipment received after the May 31<sup>st</sup> or October 31<sup>st</sup> deadline are unlikely to be considered.

### **Special Contingency**

Special expenses such as for field trips or practicums that are required parts of a student's program may be covered. A letter from the school stating that the trip, etc. is a required part of the program and detailing the expenses must be sent in. This should be included with the application. Requests for additional funding received after the May 31<sup>st</sup> or October 31<sup>st</sup> deadlines are unlikely to be considered.

### **Computer Hardware and Software**

The HFN Post-Secondary program is not able to provide funding for the purchase of computers. A letter to that effect can be provided to the student, which may assist with accessing equipment from another source.

#### PLEASE NOTE:

Computer software may be considered for funding in special circumstances and may be evaluated by the HFN Citizen Development Committee upon request.

#### PLEASE NOTE:

In all the above funding categories that involve special expenses, it is the student's responsibility to obtain the necessary information from the school at the earliest opportunity.

### **Post-Graduate Incentive Allowance**

In recognition of the increased incidental costs of post-graduate studies, and to further encourage educational progress, the following special benefits will be provided to students enrolled in full-time post-graduate studies:

Master's Degree Level: Normally computed assistance plus incentive grant of \$400 per four-month term.

Ph.D. Degree Level: Normally computed assistance plus incentive grant of \$800 per four-month term.

NOTE: A student in a continuous program such as law, medicine or dentistry becomes eligible for the post-graduate incentive (Master's level upon successful completion of four years of university study).

NOTE: The Post-Graduate incentive allowance will not be available for any qualifying term or year that must be completed before a student is accepted into post-graduate studies unless those studies are credited toward the post-graduate degree.

**Assessments, Preparatory Exams and Licensing Exams**

Each student is eligible to have the costs of one English assessment and one Math assessment covered by the HFN PSSP to a maximum of \$100 per exam.

Each student is eligible to have the costs of one preparatory exam covered per level of study to a maximum of \$200 per exam (i.e. LSAT, MCAT, and GRA).

Each student is eligible to have the costs of one licensing exam covered per level of study to a maximum of \$300 per exam.

Each student is eligible to have the costs of preparatory material for the above assessments and exams covered to a maximum of \$100 per exam

## **Appendix III**

### **Application Forms**

This appendix provides copies of the HFN PSSP Application forms.

## Appendix IV

### Application Interview Questions

#### New Applicants

1. Why do you wish to continue your education?
2. Do you have a specific career goal? How did you arrive at this goal? Have you worked or volunteered in this area?
3. What is your education level? Have you taken any courses or training in the last 2 - 5 years? If so, how successful were you in this work? Were the courses related to your career goal?
4. What is your employment history for the last 5 years?
5. Have you ever lived away from your home community in Vancouver, Victoria or Nanaimo?
6. In order to be successful in college or university courses, the student must be willing to commit all of his/her energies to school. This means giving up most outside interests and activities during the school term. Have you been in this situation in the past? Are you willing to make that commitment?
7. For each hour of class, a minimum of two or three hours of reading and preparing assignments will be required. Do you feel that you are ready, at this time, to make that much of a commitment in time and energy to your studies?
8. The support of family is very important when attending school. Have you discussed your plans with your family? Do you have their support?
9. Do you have any questions?

**Probationary / Reapplying / On Hold / Pending Students**

1. Why do you wish to continue your education at this time?
2. You have been funded in the past and did not do very well. Please give some reasons why you think that you had difficulties?
3. Why do you think that you will be more successful now? Please give some specific reasons. What have you done since you were last funded to attend school that will help you to be more successful?
4. Do you have a specific career goal now? How did you arrive at this goal? Have you worked or volunteered in this area?
5. Did moving away from your home community have an effect on your success? If so, how do you plan to deal with this problem?
6. In order to be successful in college or university courses, the student must be willing to concentrate all his/her energies on school and to give up most outside interests and activities during the school term. Are you willing to do that?
7. For each hour of class, two or three hours of reading and preparing assignments will be required. Do you feel that you are ready, at this time to make a total commitment of time and energy to your studies?
8. The support of family is very important when attending school. Have you discussed your plans with your family? Do you have the support of your family?
9. Do you have any questions?

**Appendix V  
Appeal Application**

This appendix provides copies of the Huu-ay-aht First Nations Education Appeal Process  
Post-Secondary Appeal Application

**Appendix VI**  
**Application to Attend a Private Institution**

This appendix provides a copy of the application to attend a Private Institution  
Post-Secondary Application to Attend a Private Institution

**Appendix VII**  
**Huu-ay-aht Post-Secondary Recognition Rewards**

Education is one of the pillars of the HFN Executive Council's Strategic Plan, and it has been determined that students should be rewarded for their perseverance and accomplishments based on the following:

Post-secondary Achievement is rewarded as follows (based on level of completion):

- Certificate & Diploma level: \$250.00
- Bachelor's degree and higher will receive \$1000.00 per accomplished level (Master's, Double BA, and PhD).
- Trades students will receive \$250.00 per accomplished level

Upon successful completion of their program, students should contact the Education Department to provide proof of graduation.

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