

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

## **Post-Secondary Program Policy**

**Version 4.0 Date: June 2021**

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## 1.0 Mission, Vision, and Administration

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- i. The Huu-ay-aht government and administration recognize that learning is not confined to childhood or the classroom, but takes place throughout life and in a range of situations. Huu-ay-aht First Nations seeks to encourage, support, and assist its citizens to access post-secondary education and training opportunities and to graduate from their respective programs of study with the skills, qualifications, and competencies to pursue their chosen careers or employment and to realize their full potential.

*ʔaayačitah ʔamaʔap*                      “I know lots of things”

- ii. **Mission**

As a leader among First Nations, Huu-ay-aht First Nations will create certainty for its people and generate wealth for financial independence by providing economic opportunities, and social, cultural, and recreational programs for all Huu-ay-aht.

*Naaca maʔat Huuʔeeʔath ʔaaʔak  
ʔuukʔaqhʔwitas ʔuuʔaaluk quuʔas minh  
ʔiisaakstaʔ ʔuusahqʔin čačimhi.  
Hupukʔwanim, ciqyak, ʔirnaqsti, tanaqit minhukqin*

- iii. **Vision**

Huu-ay-aht envisions a strong, self-governing and self-reliant Nation. *Iisaak* will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.

- iv. **Administration**

The Education Department administers the Huu-ay-aht First Nations Post-Secondary Program, under the direction of the Director of Community Services. The Budget Act and the Post-Secondary Program Policy are approved by Huu-ay-aht First Nations Executive Council. HFN citizens seeking education and training sponsorship may submit their applications in accordance with these policies. The Education Department will review and assess completed applications and will advise applicants as soon as practical of whether their application for sponsorship has been approved. Where an application is not approved and the applicant wishes to appeal the decision, they may follow the appeal process set out in the policy.

All enquiries about the HFN Post-Secondary Program Policy should be directed to:

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## 1.1 Program Eligibility

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

- i. Post-secondary courses, or any college or university program leading to a certificate, diploma, or degree.
  - ii. Trades and Applied Technology Programs (Foundational and Apprenticeship programs).
  - iii. Adult Basic Education (ABE), Occupational and Workplace Training, and any other employment-related education courses.
  - iv. Graduate-level programs that lead to a diploma, certificate, master's degree, or a doctorate.
  - v. Upgrading courses and post-secondary preparation courses.
- ***Prospective students will usually be required to take reading, writing and math assessment exams before they begin a program of study at a college or university, depending upon their existing credentials. Students applying for certain trades programs may also be assessed in mechanical and/or abstract reasoning, and space relations. Assessments help to evaluate academic readiness for a program, provide an opportunity to upgrade skills, and help to ensure success in future studies.***
  - ***As part of the application and intake process, students will be asked to describe their long term goals for certifications, diplomas or degrees, which may include employment goals. These goals will be part of the student's intake file. Continuing Education should ladder upwards and grow from these goals and may be used by the HFN Education department for approval or rejection of future sponsorship requests. Student goals must align with their chosen education path.***

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## 1.2 Post-Secondary Preparation

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Some students who are preparing for a post-secondary program may not have the prerequisites necessary for immediate consideration for a particular program. Post-secondary preparation support is available to students addressing these barriers to the furthering of their education.

- a) The number of post-secondary preparation funding months available for students preparing to enter studies is eight (8) months.

- b) Rare exceptions may be considered in some circumstances at the discretion of the Education, Employment, and Training Manager (e.g. student illness; individual program requirements; or recommendation of an academic advisor).

Post-secondary preparation studies will be recognized as full-time if the student is enrolled in a minimum of three (3) courses. An exception may be made at the discretion of the Education, Employment, and Training Manager if a student is accessing professional tutoring services, or at the recommendation of an academic advisor.

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### *1.3 Trades & Applied Technology*

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British Columbia's skilled trades system involves many people and organizations. The Industry Training Authority (ITA) is responsible for leading and coordinating the skilled trades training and credentialing system for the province. ITA provides strategic leadership, policy support, and customer services to help apprentices, employers and industry. ITA sets program standards, maintains credential records, and issues the highly regarded Interprovincial Red Seal and B.C. Certificate of Qualifications (C of Q) credentials.

HFN's Post-Secondary Program supports students entering Foundation or Apprenticeship programs with recognized training providers. Public institutions are preferred as a recognized training provider.

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### *1.4 Adult Basic Education/Occupational and Workplace Training*

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Adult Basic Education (ABE) courses are for adults who want to:

- complete prerequisite courses needed for further study;
- obtain a graduation certificate;
- prepare for employment;
- refresh their skills and confidence for work or further studies;
- reach a personal goal.

ABE courses are eligible for funding under the HFN Post-Secondary Program Policy.

Short-term and part-time courses and programs that will further a student's employment and career opportunities are also eligible for sponsorship through approved service providers.

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### *1.5 Graduate and Post-Graduate Studies*

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Graduate-level programs that lead to a diploma, certificate, master's degree, or a doctorate are eligible for sponsorship.

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### *1.6 Private Institutions*

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Programs offered at a provincially-approved private institution are eligible for funding under the HFN Post-Secondary Program. However, tuition will only be paid to the maximum of that charged at a publicly-funded institution in the province of British Columbia for an equivalent program.

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### *1.7 Outside of British Columbia*

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

- Tuition will only be paid to the maximum of that charged at a publicly-funded institution in the province of British Columbia for an equivalent program.
- Travel funding is available for students who must move to another community (to school and home again) to attend studies per funding year (see Relocation Travel).
- Students enrolled in studies in the United States may be eligible for sponsorship approval. If approved, the funding will be provided and calculated in Canadian dollars.

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### *1.8 Distance Education*

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Distance education is eligible for sponsorship approval under some circumstances. Additional accountability measures may be introduced depending upon the individual student's circumstances. It is preferred that whenever possible, students take courses in a classroom environment. There are only rare circumstances when Distance Education might be considered a full-time program; hence, it will generally not be approved for monthly Living Allowance support.

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

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

Students enrolled in three (3) ABE courses, or two (2) ABE courses plus regular tutoring, will be considered full-time students.

Students enrolled in College Preparation or in the first year of post-secondary studies will be considered full-time if they are enrolled in a minimum of three (3) courses each academic term.

Students enrolled in the second year of undergraduate studies will be considered full-time if they are enrolled in a minimum of four (4) courses, or twelve (12) credits each academic 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 each academic term.

Funding for graduate studies, and determination of graduate student full-time enrolment, will be evaluated on a case-by-case basis, with close investigation into program specifics.

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

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If a student is registered in fewer than the above number of courses, they will be considered a part-time student. Sponsorship will include support for tuition, books, and supplies according to the guidelines, but not Living Allowance support.

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### *3.0 Withdrawals*

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If a student wishes to withdraw from a course that is being sponsored by HFN, they must first discuss with HFN Education staff. If a student withdraws from courses without discussing this first, sponsorship may be suspended.

If a student withdraws, either officially or unofficially, from school and does not advise HFN Education, Living Allowance, tuition, and textbook support for that term must be repaid to the Huu-ay-aht First Nations before additional sponsorship will be considered. HFN Education reserves the right to have Treaty Benefits withheld from the student (e.g. dividend payments) until the amount owing has been repaid to the Nation.

Purchased textbooks are considered to be the property of HFN. HFN reserves the right to ask for their return.

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### 3.1 Medical/Compassionate Withdrawals

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

- official documentation for withdrawal from the course(s) from the institution, or:
- 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 level or better prior to the request for a medical withdrawal
- medical documentation from a medical professional outlining that the condition impacts the student's ability to be successful in school.

A medical withdrawal will be provided with the above required documentation when the student has:

- applied for the withdrawal within one month of the student becoming aware that the condition would affect their ability to be successful in school,
- and advised the HFN Education staff of the condition within two weeks of becoming aware that the condition would affect their ability to be successful in school and
- the medical condition or situation was unforeseeable.

In addition, a letter from the student is required which clearly outlines:

- the situation/condition that impacted the student's ability to be successful
- when the student first became aware of the situation/condition
- and what the student has done to minimize the impact on their education (including contact with HFN Education staff)
- information about whether the student has missed school or has not been completing homework.

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 Education staff to obtain continued support and in order to ensure future success.

Please note:

- When a student has received medical or compassionate withdrawals from courses and these are core courses required to complete the diploma or degree requirements, they can be repeated and considered when calculating the course load. The repeat tuition will not be paid by HFN.

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## 4.0 Deadline for Student Applications

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Applications are accepted at any time by HFN Education for full-time, part-time, or individual courses. It is advisable for students to submit their applications well in advance of anticipated start dates so that sponsorships and all required information are provided in a timely fashion. For example, for September full-time studies, it is recommended that applications be submitted by June. Students may contact HFN Education for further guidance.

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## 4.1 Approval of Applications

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### I. Approval Criteria

As the funding for post-secondary is limited, applications which meet the basic requirements will not be automatically approved. 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 and their goals as stated in their application
- c) The value of the student's training to the HUU-AY-AHT community, and
- d) The commitment of the student to bring the training back to the HUU-AY-AHT community.

### II. Funding Priorities

Where demands on the Post-Secondary budget exceed the budget allocation, the following three (3) level priority system will be used to determine which students will receive Post-Secondary support. Points i., ii., etc. outlined in levels are also listed in order of priority.

#### a. Level 1 - Citizenship and Residence

- i. Students with valid HUU-AY-AHT citizenship who are residents of British Columbia for the 12 months preceding their initial application for post-secondary funding.
- ii. Students with valid HUU-AY-AHT citizenship who are not residents of British Columbia for the 12 months preceding their initial application for Post-Secondary funding.

#### b. Level 2 – Performance

- i. Current continuing students who are demonstrating success in studies.
- ii. First-time applicants.
- iii. Students returning to upgrading or post-secondary studies after hiatus.

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## 4.2 Additional Application Considerations

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### **I. Truth of Application**

The information that a student provides on their HFN Post-Secondary Program 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, and in particular the living allowance support, which will be provided to the student.

If it is found that a student has knowingly provided incorrect information on their application in order to access more support than they are eligible for, this funding will be recovered before any additional HUU-ay-aht (including other HFN programs) funding is considered.

### **II. Tuition Deposit**

Many schools now require registration or tuition deposits before students can register for classes. At many schools, these 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 file and will be recovered from any future HFN program funding support.

### III. Monthly Living Allowance

Living allowance is available to upgrading, trades, and undergraduate, students enrolled in a full-time program as defined in this Policy. Graduate students will be evaluated for Living Allowance eligibility on a case-by-case basis, determined by program specifics.

<b>Living Allowance Rates</b>					
Previous year's income *Combined Student /Spousal Income	up to \$14,999*	\$15,000 to \$19,999*	\$20,000 to \$29,999*	\$30,000 to \$39,999*	>\$40,000*
<b>Single</b>					
living on own	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
<b>Families</b>					
1 dependent	\$1,850	\$1,500	\$1,500	\$1,500	\$1,500
2 dependents	\$2,050	\$1,650	\$1,500	\$1,500	\$1,500
3 dependents	\$2,250	\$2,250	\$1,750	\$1,500	\$1,500
4 dependents	\$2,260	\$2,260	\$2,050	\$1,550	\$1,500
5 dependents	\$2,270	\$2,270	\$2,270	\$1,950	\$1,500
6 dependents	\$2,280	\$2,280	\$2,280	\$2,280	\$1,500

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.

Dependent children must be living with the student, be already supported by student, and be under the age of nineteen. 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 if they are applying for a living allowance greater than the base amount of \$1,500/month.

Students enrolled in a full time program for a short period of time (e.g. a two week program) may be eligible for a pro-rated living allowance based on a weekly rate.

#### **IV. Child Support**

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

#### **V. Additional Dependents**

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

#### **VI. Adult and Elderly Dependents**

Spouses 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.

If spouse is designated as disabled, they may be claimed as a dependent even if there are no children in the household under that age of six.

Elders with no income who are living with an adult student may be claimed as dependents.

#### **VII. Textbooks**

The cost of the textbooks 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. Students are asked to provide HFN Education with a projected budget each academic year for their textbooks.

#### **VIII. Childcare Subsidy**

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

#### **IX. Relocation Travel**

Students and dependents who must move to another community to attend post-secondary school may be eligible to receive support for costs of moving. Relocation travel support of \$150 will be provided if the student has to move from home to another community to attend school. Funding, if required, will also be available for one return trip for school interviews and assessments tests when the student is first applying to school (\$0.33/km paved road, \$0.40/km unpaved road; ferry; and meal allowance).

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

#### **X. Daily Travel and Parking**

In order to assist full-time students with the costs of travelling from their residence to their school, the cost of a monthly transit pass may be provided upon request. Parking passes may also be eligible for reimbursement.

### **XI. 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 50% of one month's rent is available for a damage deposit. Additional funding up to the maximum amount will be available if an increase occurs 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 to amount required or
- b.) Send in a copy of the damage deposit receipt and rental agreement when paid.

### **XII. Special Clothing & Equipment**

Special clothing or equipment may be required for some programs (e.g. Nursing, Trades). A letter from the school, detailing specific needs and costs, is required. The letter must state that the clothing/equipment is a mandatory course requirement. This letter should be included with the application and be part of the budget.

### **XIII. Special Contingencies**

Special expenses such as those for field trips or practicums that are required parts of a student's program may be eligible for sponsorship. A letter from the school stating that the trip is a required part of the program, detailing the expenses, must be sent in. This should be included with the application.

### **XIV. Computer Hardware and Software**

Post-secondary students in a full-time program may apply on a case-by-case basis for consideration for software or hardware computer purchase support. Eligible students will receive a one-time \$400 allowance for this purpose. Decisions will be made based on the nature of the program and its demand for computer software and hardware. This allowance is not available to students in upgrading, post-secondary preparatory courses, or ABE programs.

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## *5.0 Interviews*

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HFN Education will interview all students who are applying for sponsorship to discuss the goals of the student, and any challenges and successes they foresee. The interview will provide an opportunity for the applicant to discuss their reasons for wishing to enter post-secondary studies. During the interview, the need for total commitment of time and energy given to studies will also be reinforced.

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## 6.0 Performance

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In order for students to continue receiving HFN Post-Secondary Program sponsorship, 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

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## 6.1 Submission of Grades

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All students are required to submit a term's grades in to 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, provided that it shows that the student is progressing favourably and attending classes regularly.

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## 7.0 Probation and Suspension of Sponsorship

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

### I. Conditions of Probation

- a. Funding will be on a month-to-month basis and will be dependent on monthly report submission. Failure to send in reports, continued poor progress, or unexcused absences will result in sponsorship suspension.

- b. The probation will last one four (4) month term or at discretion of Education, Trades and Employment Manager.
- c. If the student does not pass all courses with a “C” grade or better during the probation term, sponsorship will be suspended.
- d. Additional accountability measures may be introduced, depending on individual students’ circumstances.

## **II. Reapplying for Sponsorship after Suspension**

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

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

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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 HFN Education for the purposes of developing a library of research conducted. All intellectual rights will remain with the student.

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### *9.0 Appeals*

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#### **Appeal Procedure and Review**

- All students who submit applications to HFN Education for HFN Post-Secondary Program sponsorship will be notified in writing as to whether or not their application has been approved. In case of applications that are not approved, 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 Director of Community Services for reconsideration.

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### *10.0 Cultural Support, Counselling, and Tutoring*

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Cultural support is available to HUU-ay-aht students who are attending educational programming. HFN Education staff will work with students to provide supports in their places of learning that are appropriate for their needs.

Students are encouraged to meet with advisors at their campus Indigenous centre, when available. Students should connect with HFN Education if they need advice on how to access supports in the regions where they are studying.

Funds for tutoring are available. If a student wishes to access a tutor, they may refer themselves to a professional tutor. Students should speak to HFN Education for assistance in arranging tutoring that meets their individual needs.

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### *11.0 Students with Disabilities*

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Overcoming challenges, whether physical or emotional, ongoing or temporary, with some small amount of additional support or assistance will often lead to academic success. Accommodations will be made for students with documented and diagnosed disabilities.

Students are asked to attach a written request with their application. The student is also asked to provide documentation as to the type and degree of disability. A provincial disability designation, if already in place, or a physician's letter with details, will be acceptable.

HFN Education will work with the student to determine appropriate supports for student success. Support may be in the form of daily travel support, computer software, and/or other accommodations depending upon the student and their individual circumstances.