

SIPEKNE'KATIK
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Post-Secondary Education Assistance Program Policy

Revised May 10th, 2016

Date approved by Chief and Council: August 8th, 2013.
Revised: May 10th, 2016



Post-secondary Education Assistance Program Policy

1. Objectives:

- a. The primary objective of the Sipekne'katik Post-secondary Education program is to assist eligible registered band members to gain access to post-secondary education to graduate with the skills and competencies needed to pursue individual careers and life goals and objectives.
- b. This program is intended to provide financial assistance to eligible registered band members towards the costs of their post-secondary education.
- c. This program policy outlines:
 - i. The criteria to be met by students in order to qualify for financial assistance;
 - ii. The types and maximum levels of allowance available through this program;
 - iii. The maximum duration of assistance that may be provided by the Sipekne'katik band while a student attends post-secondary education program.
- d. This policy will be effective September 1st, 2016.
- e. This policy shall serve as the operating guidelines for Sipekne'katik while administering this program.
- f. This policy will be amended by the Sipekne'katik Chief and Council as required



2. Definitions:

In this program policy,

- a. **Band Member** means a person whose name is registered on the Sipekne'katik membership list.
- b. **Sipekne'katik Band Post-secondary Education Program** is the management unit of the Sipekne'katik Band Council, which is responsible for administering this program.
- c. **Post-secondary Education** means a program of studies offered by a recognized post-secondary institution for which completion of secondary school or equivalent is required for admission.
- d. **Post-secondary Institutions** are degree, diploma and certificate granting institutions, which are recognized by the Sipekne'katik' Education Committee and include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution.
- e. **Private-Career-Colleges** are privately owned and administered institutions that offer diplomas and certificates. Sipekne'katik prefers its students attend provincially administered colleges and universities. Funding support for private colleges will require special approval by the Sipekne'katik Education Committee.
- f. **Program of Studies** includes all post-secondary programs leading to a certificate, diploma or degree.
- g. **Full-time Students** are students who are considered full-time according to the policies, procedures and guidelines of the post-secondary institution that they are attending.
- h. **Part-time Students** are students who are considered part-time according to the policies, procedures and guidelines of the post-secondary institution that they are attending.



- i. **Academic Semester** is defined by the post-secondary institution for the program that a student is enrolled in.
 - j. **Eligible student** means a registered band member of Sipekne'katik who meets all admission requirements of the post-secondary policy institution, and the funding application requirements of Sipekne'katik's Post-secondary Policy.
 - k. **Targeted Community Program** is a post-secondary Education program that that Education Committee has recognized as essential to meet community priorities.
 - l. **Education Committee** is a committee that is appointed by the Chief and Council.
3. Students must comply with this policy. Non-compliance will result in disciplinary action of immediate suspension of sponsorship and funding for One full academic year starting on the date of suspension.
4. Post-Secondary Institution Priority

Students will be required to attend either university or community college. Private Career College will only be considered if prior to starting, Sipekne'katik Education Committee grants approval.

5. Eligibility:
- a. To be eligible to apply for assistance under this program policy the applicant:
 - i. Must be a registered band member of Sipekne'katik.
 - ii. Must have met post-secondary entrance requirements. Funding support for private career colleges will require special approval by the Sipekne'katik Education Committee.



- iii. Must have read, understood and agreed to the post-secondary policy. Each student will be given a copy of this policy and must sign and initial each page agreeing to abide by this policy.
 - iv. Students in a targeted community program must have a referral to program from Sipekne'katik Education Committee.
 - v. Must be in a program of studies outlined in section 2(e) of this policy.
 - vi. Once a student receives a degree/certificate consideration for further funding will depend on student's progression to up-grade their education. E.g. Bachelors to Masters to Doctorate. Students who regress or change career and educational goals will not be considered for funding.
- b. Financial assistance will be provided with the limits of the funds allocated to Sipekne'katik. Students will be deferred if the number of eligible applicants exceeds the annual approval budget.
6. Student Priority Categories:

Approval of applications shall be based on the priority categories listed below in their order of priority.

Category One:

- Full-time students who have successfully completed year one or subsequent years of the approved program of study. Success being defined as passing four (4) or more full credit courses per semester unless otherwise outlined by the post-secondary institution.
- High school graduates
- Students who have completed an under graduate degree and continue on to an advanced degree program of studies without a break in studies



- Student in Targeted Community Program as approved by the Sipekne'katik Education Committee.

Category Two:

- Mature students
- Students who started an education program and had to take an approved break in their studies. Approval who be at the discretion of the Education Committee.
- Students who application for support were deferred for lack of funds and who are re-applying for support.
- Students who were dismissed previously from post-secondary program or who withdrew from post-secondary studies.
- Un-successful students from previous year as defined in category 1(a)

7. Types of Assistance:

- a. The student's fees for application (Note: maximum of 3 university for freshman students) registration and tuition.
- b. The cost of books and supplies that are listed as required by the post-secondary institution. \$300.00 is provided to full-time students at the beginning of each semester. Only book and other course related material will be covered through the book allowance. Book expenses above \$300.00 will be reimbursed to the student upon submission of receipts.
- c. Living allowance (Appendix A)
- d. Graduation costs, as determined by the band.



e. Extraordinary costs. These will be defined and funded on a discretionally basis.

8. Limits of Assistance:

a. Assistance will be provided to eligible students attending:

Level i UCEP/College a program that require completion of secondary school or equivalent as a prerequisite for that program and is at least two years in duration.

Level ii Undergraduate – a program as defined by post-secondary education institution that leads to a bachelor's degree.

Level iii Advanced Undergraduate/Graduate – a program that requires an undergraduate bachelor degree to enter program.

Level iv. Targeted Community Program – a level ii or iii program designated as essential by a community.

b. Program with Professional Certificate – LLB, B.Ed.

c. The duration of assistance will be the official length of the program as defined by the post-secondary institution.

d. Students enrolled in undergraduate level programs will be assisted for up to one additional academic year if an extension is approved in writing by the faculty chair of the programs Dean.

e. Students enrolled in Targeted Community Program may be eligible for assistance only while they are enrolled in that program.

f. Students may be eligible for an additional year of funding to complete professional certification i.e., LLB|Articling, MD|Internship.



9. Undergraduate & Graduate Student Responsibilities:

- a. Student may apply to the post-secondary institutions of their choice. Conditional acceptance and final acceptance shall not be assumed that financial assistance will automatically be approved by Sipekne'katik.
- b. Student must register for course as required by the post-secondary institution and provide a copy of his/her course registration form to the Director of Education. Late registration fees are the responsibility of the student.
- c. Student must provide and sign a transcript release form from the post-secondary institution they are attending prior to the start of the academic semester. Tuition payments and living allowances may be withheld if verification of registration and the post-secondary files access permission form are not submitted.
- d. Students who plan to drop or add courses and change program studies must notify the Director of Education. Course selection is important and students may be required to reimburse the Sipekne'katik Band for courses dropped without valid reasons. Students who add course to their plan will be eligible to have the tuition, books and supplies paid for providing prior approval has been given by the Sipekne'katik Education Director.
- e. An application for student financial assistance must be submitted by all students 40 days before their program start date. Verification of approval for funding will be confirmed before the start of the approved area of study.
- f. If your program of study requires your attendance through part of all of the Spring and Summer Semesters you must submit a letter to the Sipekne'katik Education Department from your educational institution, once timelines for the program are given stating that it is a required that you attend throughout that time, that you will be either a part-time or full-time student and that you will be engaged in active studies.
- g. Student allowance payments will be issued on the second banking day of each month. Sipekne'katik will produce an annual schedule of payment dates. Students who fail to meet all of their responsibilities that band will have cheques withheld until requirements are met. Sipekne'katik reserves the right to adjust this schedule as per program cash management.



- h. No advances will be paid under any circumstances.
- i. The band does not cover any medical and dental plans offered by the university. All students are responsible to opt out of the medical and dental plan offered by their post-secondary institution.
- j. Sipekne'katik does not fund any expenses related to coping fees, late fees and other related costs that are not identified as eligible as per this policy.
- k. Sipekne'katik does not fund any student who is being funded by another program or organization i.e. CMM, Native Council, METS, unless a cost sharing arrangement has been made and approved by the Sipekne'katik Education Director.
- l. Sipekne'katik's Post-secondary students are required to get authorization in writing from Sipekne'katik Education Director before changing school and area of study.
- m. Student must comply with this policy. Non-compliance will result in a disciplinary action as provided in Appendix C.
- n. Student who have started one program with the Post-secondary Institution of their choice, cannot withdraw and start another Post-secondary Institution without the written approval from Sipekne'katik Education Director.
- o. Failure to notify the Director of Education of immediate withdrawal from the Post-secondary Institution will lead to immediate recourse as outlined in Appendix C.

10. Funding Probation:

- a. Students who are dismissed from an undergraduate program will be required to wait one academic year prior to reapplying for full-time post-secondary assistance from Sipekne'katik Education Department.
- b. Students can be asked to withdraw from post-secondary studies when a) limits of assistance have expired or b) when Sipekne'katik Education Committee believes a student is not fulfilling his/her responsibilities.



- c. Student who do not achieve a level of success as defined by the post-secondary Institution registrar's office.
- d. Student are required to inform the band in writing before the officially withdraw from their approved area of study.
- e. Any student who quits without officially withdrawing from the post-secondary institution and notifying the band will not be eligible for post-secondary funding as outlined in Appendix C.
- f. Students that are placed on probation will be provide with an approved learning plan that will be developed by the Sipekne'katik Education Director and the student. Students that fail to comply with this learning plan will have their funding suspended as per Appendix C.

11. Scholarship and Graduation Incentives:

- a. Graduation Incentive will be \$500.00 upon graduation
- b. Sipekne'katik will provide up to \$350.00 for graduation fees

12. Appeal Process:

- a. A student will have access to an appeal hearing if the student believes his/her application for funding was not fairly and objectively handled by the Director of Education.
- b. Students must write a letter to the Director of Education who will review the case in detail. A written response will be sent to the student and an appeal hearing will be set.
- c. The appeal committee shall consist of the Sipekne'katik Education Committee and student to be named by the student under appeal.



- d. The Appeal Board must agree by consensus either for or against.
- e. As per Sipekne'katik Terms of Reference Policy all committee decisions are subject to an overall appeal process that will be heard during a duly convened Chief and Council meeting. Any decision made by the Chief and Council regarding an appeal will be final.

13. Student Information System:

The administrating organization is responsible for maintaining a student registry. All data collected will remain confidential.

14. Attendance Beginning During Spring/Summer Semesters

- Students must have also completed on full year of university. They cannot apply for funding to attend a Spring/Summer Session course prior to their first year of university.
- Students will be considered for Spring/Summer Semesters if they are carrying a course load of equivalent to full-time during Fall and Winter Semesters as per section 2 (f) of this policy and have received a midterm mark of at least a "C" on each course.
- Sipekne'katik will not cover living allowance for during Spring and Summer Semesters starting in May and ending in August of each season.
- Students may be considered for Spring/Summer Semester if attendance during those semesters is considered mandatory and during the regular program timeline. Sipekne'katik will require a letter from the Institution you are attending stating that you will be engaged in active studies, the program requires your attendance during that period of time and that you are considered a full-time or part-time student.



- If the Institution you are attending gives notification to Sipekne'katik that you are required to attend class during Spring and Summer Semesters and you are considered full-time student, Sipekne'katik may allot a living allowance according to Appendix A during active studies. No living allowance shall be paid to part-time students.

15. Extenuating Circumstances:

- Provide withdrawal request in writing to the Director of Education.
- If the withdraw is due to medical circumstances, please have the Medical Certificate completed by your physician for supporting documentation. The students will be required to provide medical documentation to both the post-secondary institution and Sipekne'katik Director of Education.
- Students that fail to notify Sipekne'katik Band of extenuating circumstances and withdraw from school or not attend without proper notification will be suspended from receiving any support under this program as outlined in Appendix C.

16. Targeted Community Program/Cohort

- Any targeted community program or cohort will require approval of the Education Committee.
- Require a motion approving the targeted community program or cohort from a duly convened Chief and Council meeting.
- If the targeted community program or cohort is approved by the Education Committee and Chief and Council the Education Committee shall be responsible for selecting the best candidates using a fair and transparent process.



APPENDIX A

LIVING ALLOWANCE QUALIFICATIONS

Full-time:

- a. Students who live off reserve and are in an approved full-time program as per section 2(f) of the Post-secondary Assistance Program Policy, excluding students identified in sections B, C, D and E on this appendix will receive \$1,050.00 per month during active studies.
- b. Students who live on reserve and are in an approved full-time program as per section 2(f) of the Post-secondary Education Assistance Program Policy, excluding students identified in Sections A, C, D and E in this appendix will receive \$400.00 per month during active studies.
- c. Student who live in-residence on campus and are in an approved full-time program as per section 2(f) of the Post-secondary Education Assistance Program Policy, excluding students identified in sections A, B, D and E in this appendix will receive \$400.00 per month during active studies and shall have their residence (based on double-room occupancy) and meal plans paid for.
- d. Students will be expected to provide Confirmation of Enrollment whenever requested from the Sipekne'katik Band.
- e. Those students enrolled in a full-time online/distance learning program will receive \$400.00 per month of active studies.
- f. Students registered in Targeted Community Program/Cohort as per section 2(j) of the Post-secondary Policy will receive \$400.00 per month during active studies.



Part-time:

- a. Part-time students are eligible for reimbursement for tuition (actual cost and related fees) and books described within this policy.
- b. Part-time students do not qualify to have their residence fee's or meal plan covered.
- c. Part-time students do not qualify to receive a living allowance.

Procedure to receive funding:

1. Complete the application and receive approval for part-time program.
2. Submit application for (reimbursement) prior to commencing course.

Non-qualification:

- a. Students who collect living allowance beyond the point in which they are qualified will be required to pay Sipekne'katik all funding allocated. Sipekne'katik reserved the right to collect funding owed through various band support payments and bonus disbursements (including graduation incentives etc.).

STUDENT INITIAL REQUIRED _____ Date: _____

- b. No student will be eligible for a living allowance during Spring and Summer Semesters unless approved by the Education Committee.
- c. Students that are going to school part-time will not be eligible for living allowance.
- d. Students that receive living allowance funding from another source will be ineligible for living allowance support from Sipekne'katik.

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APPENDIX B

RELEASE OF INFORMATION

This is a Release of Information for the application of Post-secondary Educational Assistance from Sipekne'katik.

I, _____, of _____ in the Country of _____, province of _____, and applicant for Post-secondary Educational Assistance from Sipekne'katik, Hereby authorize Sipekne'katik to request the disclosure of my transcripts and any post-secondary institution that I am attending or have attended in the past in order to ensure that I am in compliance with Sipekne'katik Post-secondary Education Assistance Policy.

In the event that the Post-secondary Institution requires a signed transcript request, I hereby undertake to provide and deposit with Sipekne'katik, a signed transcripts request which they can use to obtain transcripts directly from the Post-secondary Institution I am attending for the _____ academic school year. I also give permission and consent for Sipekne'katik to speak with any educational supervisors, mentors, and others who play an active role in my learning plan.

This Release of Information for is in effect from when I first signed it and remains so until I inform Sipekne'katik in writing that I have revoked it or until I am no longer in receipt of Post-secondary Educational Assistance.

Signed at _____

This _____ day of (M) _____ of _____

Student Signature

Witness



APPENDIX C

SUSPENSION

One-Year Suspension:

- Students that do not meet the learning plan as outlined in their probation terms as per section 10 of this policy.

Three-Year Suspension:

- Students who are not truthful in their funding application
- Students that continue to collect living allowance support while not actively engaged in studies.
- Students that quit without officially withdrawing from the post-secondary institution and notifying the Director of Education.
- Extenuating circumstances will be considered before any student is placed on a three-year suspension.
- Only the Education Committee can approve a three-year suspension of any student.



Date Approved by Chief and Council: Aug 8, 2013

Last Revised: May 10, 2016

APPENDIX D

ELIGIBILITY QUICK REFERENCE

Full-time Students:

Student living off reserve and not living in campus residence will receive funding for:

- a. Tuition and applicable expenses
- b. Books and supplies
- c. Living accommodation of \$1,050.00 during active full-time studies

Students living on reserve and not living in campus residence will receive funding for:

- a. Tuition and applicable expenses
- b. Books and supplies
- c. Living accommodation of \$400 during active studies

Students living off reserve and in campus residence will receive funding for:

- a. Tuition and applicable expenses
- b. Books and supplies
- c. Living accommodation of \$400 during active studies
- d. Residence and meal plan for on-campus living

Part-time Students:

Students living on-reserve, off-reserve or in residence will have funding for:

- a. Tuition
- b. Books and supplies

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Signature Page

Chief

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