

**Bonaparte Indian Band
POST-SECONDARY EDUCATION
FINANCIAL ASSISTANCE PROGRAM LOCAL
OPERATING GUIDELINES**

**(As required by AANDC Post-Secondary Student Support Program and
University and College Entrance Preparation Program National Program
Guidelines)**

**Approved
March 31, 2014**

TABLE OF CONTENTS

PART I: INTRODUCTION	1
PART II: PROGRAM OBJECTIVES & ADMINISTRATION	2
1. FIRST NATION VISION STATEMENT	2
2. OBJECTIVES	2
3. ADMINISTRATION	2
PART III: LOCAL OPERATING GUIDELINES.....	4
1. DEFINITIONS	4
2. STUDENT ELIGIBILITY AND PRIORITY	9
<i>a. Student Funding Eligibility.....</i>	<i>9</i>
<i>b. Priority for Funding.....</i>	<i>9</i>
3. APPLICATION PROCESS & DEADLINES	11
4. STUDENT FUNDING SUPPORT	12
<i>a. Types of Student Funding Eligibility.....</i>	<i>12</i>
<i>b. Limits of Assistance</i>	<i>15</i>
5. STUDENT INCENTIVES	20
6. STUDENT RESPONSIBILITIES	22
7. TERMINATION OF SUSPENSION OF FUNDING	24
8. APPEAL PROCESS	25
9. APPENDIX A: APPLICATION FORM	27
10. APPENDIX B: STUDENT SUPPORT FUNDING AMOUNTS	30
11. APPENDIX C: SAMPLE CURRENT LIVING ALLOWANCE RATES	32
12. APPENDIX D: DOCUMENT RELEASE FORM	33
13. APPENDIX E: TRAVEL ASSISTANCE REQUEST FORM	34
14. APPENDIX G: FINDING INFORMATION ON ELIGIBLE POST-SECONDARY INSTITUTES	35

PART I: INTRODUCTION

The Bonaparte Indian Band is responsible for the development of operating policy and guidelines to guide the administration of the Post-Secondary Student Support Program and University and College Entrance Preparation Program for the Bonaparte Indian Band Post-Secondary Education (PSE) Assistance Program.

This Policy guides the Bonaparte Indian Band Education Department in assessing the eligibility of students to receive financial assistance to attend accredited post-secondary institutions in an eligible program of study.

This Policy has been ratified by Chief and Council and applies to all students seeking financial assistance from the Bonaparte Indian Band. This Policy has been designed to be consistent with the Aboriginal Affairs and Northern Development Canada National Program Guidelines.

PART II: PROGRAM OBJECTIVES & ADMINISTRATION

1. BONAPARTE INDIAN BANDS VISION STATEMENT

The Bonaparte Indian Band members and Band Council seek to enhance self-sufficiency, self-governance and stability within the community. Through Post-Secondary Education (PSE) each and every Bonaparte Indian Band member eligible for PSE has the opportunity to fulfill the needs of the Bonaparte Indian Band by gaining the skills, the education and professional training required to reach the growth needed today and for the future for self –sufficiency for the Bonaparte Indian Band (Stucstewsemc), the Shuswap Nation (Secwepemc) and the world around us.

2. OBJECTIVES

To support as many eligible Bonaparte Indian Band students as possible to access post-secondary education and graduate from their respective program of study with the skills, qualifications and credentials required to pursue their chosen career path and to realize their individual potential to contribute to the community and society.

3. ADMINISTRATION

The Education Department is mandated by Chief and Council to administer the PSE Assistance Program.

Bonaparte Indian Band members seeking PSE funding will be provided a copy of these Guidelines. They may submit their applications in accordance with these Guidelines. The PSE Director will review completed applications and assess whether they meet the terms and requirements set out in these Guidelines. The PSE Director will advise applicants as soon as possible as to whether his or her application for sponsorship has been approved.

Where an application is not approved and the applicant wishes to appeal the decision, she or he may follow the appeal process set out in these Guidelines.

All enquiries about the PSE program should be directed to:

Name: Micheal Lascelles
Title: Director of Operations
Address: P.O Box 669 Cache Creek, B.C VOK 1H0
Phone: 250 457 9624 Ext.248
Email: DirOps@bonaparteindianband.com
Fax: 250 457 9550

Note: The contact information will need to be kept up to date where there is a change in personnel.

PART III: LOCAL OPERATING GUIDELINES

1. DEFINITIONS

Definitions can be useful to ensure the Bonaparte Indian Band Administration, students and parents all have the same understanding of terminology and how terms apply throughout the Guidelines. Below are commonly used terms.

“Academic year” means the length of an academic year for a Program of Study as defined by the Post-Secondary Institution.

“Accredited Institute” means a school that has passed the quality tests of an accrediting body. In British Columbia, the accrediting bodies include the Private Career Training Institutes Agency and the Degree Quality Assessment Board. A school must be accredited in order to be eligible for PSSSP/UCEP funding programs.

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

“Band Member” means a person whose name is lawfully entered on the Band List. Only Registered Members of the Bonaparte Indian Band are eligible for PSE support through the Policy

“Common Law” means students who have cohabited with a person in a marriage-like relationship for a period of at least one year (12 consecutive months) as of the first day of classes

“Co-op Program” means a program of study which alternates periods of study with periods of work placement. In order for a student to be supported through the PSSSP, the co-op must be required and is not to exceed 50% of an academic term. The co-op placement must be approved by the post-secondary institute as a suitable learning situation.

“Correspondence/distance/online education” are E-learning programs that are supported electronically and can involve both out of classroom and in-classroom education (blended delivery). Content is delivered via the internet, intranet, audio or video tape, satellite TV, and CD Rom. It can be self-paced or instructor led. The Bonaparte Indian Band will support students in correspondence/distance/online education.

“Course Load” means the rate at which the student is currently working in order to complete their program of study.

“Dependent” means a person who is) under 19 years of age; ii) relies on the student for support, and iii) resides with the student on a full-time basis.

STUDENT AID BC ELIGIBLE DEPENDENTS:

Eligible dependents are any dependents for whom the Canada Child Tax Benefit is claimed or whom a benefit is claimed on the income tax return. Eligible dependents must meet one of the following criteria:

- For the student's (and spouse/common-law partner's) children who are 18 years of age and under, the student must have custody or provide care to the children, who must live with the student/common law spouse for at least 2 full days per week.
- The student's (and spouse/common-law partner's) children aged 19-22 are full-time dependent students (not married, common-law, or single parents)
- The student's (and spouse/common-law partner's) children are permanently disabled, are 19 years of age or older, are fully supported by the student, and are claimed on the student's income tax return.
- The children are the student's foster children, and foster parent income is claimed on line 35E and line 68 of the application.

"Dependent Spouse" means a person who is married to the student or has lived with the student as a partner, in a marriage-like relationship, for a period of at least one year prior to the student's application for post-secondary education support. This person is dependent upon the student and does not receive an annual income in excess of \$20,000.

"Full-time employment" is defined as work in excess of 35 hours a week. To be eligible for living allowance, a student's primary occupation must be full-time studies. The Bonaparte Indian Band is unable to provide living allowances for students whose primary occupation is considered to be employment.

"Full-time student" means a student who is enrolled in at least 60 percent (40 percent for students with permanent disabilities) of a full course load for at least 12 weeks in a Program of Study at an eligible Post-Secondary Institution and leading to a certificate, diploma, or degree.

"Full-time studies" means at least 60 percent of a full course load for a Program of Study offered by an eligible Post-Secondary Institution.

"Good Standing" means successful completion (i.e., student receives credit towards a formal credential, certificate, diploma or degree issued by the governing body of the school) of the course load at the post-secondary institute for each period of study. The Bonaparte Indian Band has high expectations for all students. Students must maintain a 2.0/C average in all courses, or risk being placed on academic probation.

"Guardian" is used to identify a person who is charged with the legal right and duty of care for a ward due to the ward's inability (due to age, or mental or physical inability) to care for himself or herself.

"Guidance and Counseling" means services and programs that promote the personal/social, educational, and career development of students.

“Indigenous Adult and Higher Learning (IAHLA) Institutes” are Aboriginal controlled adult and post-secondary education institutes in BC. IAHLA institute are community based and offer a broad spectrum of programming. IAHLA institute programs delivered in partnership with a Public Institution are designated programs under the Bonaparte Indian Band Policy.

“Internship” means a period of supervised practical experience undertaken after graduation from a program, which is required for licensure or professional practice. Internships are not eligible for funding under the PSSSP/UCEP.

“Married Students” are either married or in common law relationships. Married students whose marriage or common law relationship ceases are considered to be either independent students or single parent students, depending on whether the student has dependent children.

“Official Transcript” is a copy of a student's permanent academic record, which includes all courses taken, all grades received, all honors received and degrees conferred to a student. . An official transcript is prepared and sent by the issuing school with an original signature of a school official. The Bonaparte Indian Band requires sealed official transcripts to support application for and continuation of PSSSP/UCEP funding.

“Part-time student” means a student who is enrolled in 20 to 60 percent of a full course load for a Program of Study at an eligible Post-Secondary Institution.

“Part-time studies” means less than 60 percent of a full course load for a Program of Study offered at an eligible Post-Secondary Institution. The eligible program of study must be approved for full-time funding in order for students to be funded as part-time students.

“Post-Secondary Institution (or “school”) means an accredited Institution that grants certificates, diplomas and/or degrees and is a post-secondary institution recognized by provincial or territorial Minister of Education, or recognized to deliver post-secondary education programs by arrangement within an eligible post-secondary institution. See Appendix E for more information.

“Permanent Disability” refers to a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in studies at a post-secondary level or in the labour force and is expected to remain for the person’s expected natural life. The student shall provide, with their loan application, proof of their permanent disability in the form of

- a medical certificate;
- a psycho-educational assessment; or
- documentation proving receipt of federal or provincial disability assistance

“Preceptorship”: A period of final work experience required for graduation from an educational program in which the student performs actual clinical or other professional procedures in a real life setting under the immediate supervision of a single fully-qualified practitioner where the duration does not exceed 10 percent of the total program. Students registered in a preceptorship are eligible for support thorough PSSSP/UCEP provided other requirements are met.

“Program of Study” or “Program” means a program that:

- a) is delivered by an eligible Post-Secondary Institution;
- b) requires the completion of secondary school studies or the equivalent as recognized by the post-secondary institute (this may not necessarily require grade 12; entrance requirements may include such factors as English 12 and math skills); and,
- c) is least one Academic Year of duration (as defined by the Institution).

“Practicum” means a supervised and mandatory (required for graduation) portion of an educational program emphasizing the practical application of previously learned theory, methods, skills, professionalism, orientation and ethics in a specialized area of study which does not exceed more than 20 percent of the total program. Students must be supervised and evaluated by the employer while doing productive work (not merely observing) where no remuneration is received.

“Public Institution” means an institution controlled or managed by a body most of whose members are elected or appointed by or under the scrutiny of a public authority. Public Institutions receive provincial funding.

“Private Institution” means an institution, controlled or managed by a body most of whose members are not selected by a public authority. Private institutions do not receive provincial funding. Private Institution tuition will only be funded to the maximum rate set out in the policy/to the nearest public post-secondary institute with comparable programming/is ineligible for funding under the Bonaparte Indian Band’s Policy.

“Self-Paced Programs” are programs designed for completion in a specific time frame but may also be delivered at a reduced course load. All students must complete 100 percent of the course work, though the time required for completion may vary depending on the percentage of course load carried.

“Semester” means a distinct study period, lasting at least 12 to 17 weeks which forms part of a longer program, as defined by a Post-Secondary Institution.

“Single Parent Student” means a student who has never married, or is separated or divorced from a spouse, or who is widowed, and who have legal and/or physical custody and responsibility for supporting their own children at least two days per week during their entire study period.

“Tutoring” means the delivery of additional, special, or remedial instruction. Students are encouraged to access tutoring services through the post-secondary institute. Additional services are available through the Bonaparte Indian Band to a maximum of \$250 per semester to eligible students.

“University College Entrance Preparation Program (UCEP)” provides financial support to eligible students to enable them to attain the academic level required for entrance into a certificate, diploma, or degree program. The UCEP allows financial support for tuition, compulsory student fees, required books, and assistance for travel and living expenses. There is a one-year limit for UCEP funding.

2. STUDENT ELIGIBILITY & PRIORITY

a. Student Funding Eligibility

To apply for PSE financial assistance, students must meet the following eligibility criteria:

- Be a registered member of the Bonaparte Indian Band;
- Be a Canadian resident for the past 12 months prior to application;
 - See page 3 of the 2014-2015 of the AANDC National Program Guidelines for further information about residency.
- Be accepted by an Eligible Post-Secondary Institution (see below);
- Be accepted into an eligible program of study (i.e. certificate, diploma, degree, or University College Entrance Program UCEP)(see below); **and**
- Maintain academic standing with the Post-Secondary Institution, in accordance with the Institution's definition or description of satisfactory academic standing.

b. Priority for Funding

"The Bonaparte Indian Band wishes to support as many students as possible who demonstrate the greatest chances of success".... "who will use their skills and knowledge for the betterment of the Bonaparte Indian Band as a whole."

The Bonaparte Indian Band receives limited funding from AANDC for the delivery of the PSSSP and UCEP programs. In the event that there are more applications for funding than available money in the PSSSP and UCEP budget, the selection of applicants will be based on the following order of priority:

- Continuing students (e.g. students already being funded through the PSE Financial Assistance Program)
- Recent high school graduates
- Deferred students (eligible but not funded in the past due to funding restrictions)
- Recent PSE Graduates who wish to further their studies
- New applicants already studying at a post-secondary level (i.e. students who have already completed part of their program but were not previously funded by the PSSSP)
- Returning students (i.e. students who have stepped out of their post-secondary studies and now wish to return)
- Post-graduate students

- Full-time students
 - Part-time students
 - Supporting students who are self-funding (e.g. student loan)
 - Supporting student who have secured other funding assistance (e.g. scholarships, bursaries)
 - Grade 12 equivalency (course / challenge)
 - Location or type of Post-Secondary Institution
 - Type of credential sought (degree, diploma, etc.)
 - Other?
-
- Priority one: Continuing students enrolled in a current program of study
 - Priority two: New students who have just completed high school
 - Priority three: Returning or deferred students
 - Priority four: Students in graduate programs

3. APPLICATION PROCESS & DEADLINES

Students must complete and submit the “Bonaparte Indian Band Post-Secondary Education Application Form” in Appendix A, including all required supporting documentation, to the Education Department by the deadline **May 31, 2016**. Students are responsible for ensuring that their application form is **complete, signed and received by the deadline**. Incomplete applications will cause delays.

Late applications will only be considered if there are sufficient funds available after processing completed applications received on time.

Any application that misrepresents the student’s circumstances, or a spouse’s circumstances (where the student is claiming living allowance in relation to a spouse), will result in denial of funding or cancellation of funding.

Required Documentation

Please note that the following documents must be submitted with your Application Form:

- Copy of Status Card
- Original acceptance letter from Post-Secondary Institution
- Release form
- Reference letter
- Other? e.g. Letter of Support

Post-Secondary Check List

- Original Acceptance Letter**
- Tuition Cost – Invoice**
- Book Cost**
- Current Original Transcript**

Note for Students applying for assistance through UCEP:

Students applying for assistance through UCEP must obtain a statement from the relevant institution (i.e. college or university), which attests that:

- The UCEP program will provide the student with the necessary courses to attain the academic level for university or college entrance; **and**
- The student will be eligible for admittance as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

4. STUDENT FUNDING SUPPORT

The PSE Financial Assistance Program is not intended to cover 100% of student costs to attend post-secondary education programs. The Bonaparte Indian Band receives limited funding for the delivery of the PSSSP and UCEP programs. In the event that there are more applications for funding than available money in the PSSSP and UCEP budget, the selection of applicants will be based on the order of priority set out in section 2.

There are maximum amounts of funding payable per student. However, no student is entitled to this amount. The actual amount of funding available to an Eligible Student will depend on the overall amount of funding available the Bonaparte Indian Band receives for the program and the requirements set out in these Guidelines.

a. Types of Student Funding Support

The following student support funding may be available:

- Tuition and compulsory student fees;
- Books and supplies;
- Travel and living allowance;
- Tutorial, guidance and counseling services; and

Student support funding is subject to limits of assistance set out later in these guidelines

Students are responsible for making sure they stay within budget. The Bonaparte Indian Band is not responsible for paying any amounts over and above the limits of assistance.

i. Tuition & School Fees

Tuition and compulsory fees will be paid in full for sponsored students.

For a student in a UCEP, community college or CEGEP diploma or certificate program, or an undergraduate university program, the maximum amount payable per year cannot exceed \$35000.00. On an extraordinary and justified basis, the maximum amount payable per year for a student in an advanced or professional degree program (e.g., dentistry, medicine, Master of Doctoral programs) may exceed \$35000.00 up to a maximum of \$50000.00.

Part-time students, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and actual cost of books and supplies which are listed as required by the post-secondary institution but they are not eligible for living allowance or travel costs.

*** As per the National Program Guidelines put into effect April 1, 2013**

The Bonaparte Indian Band will pay the tuition directly to the Post-Secondary Institution upon receiving an invoice from the Institution. In the case that a Post-Secondary Institution does not bill the Bonaparte Indian Band directly, students will be responsible for submitting invoices directly to the Education department.

For more information on tuition rates for Canadian versus foreign Post-Secondary Institutions, see Appendix B.

We will only pay mandatory school fees. Depending on your school this could include such things as lab, activity, registration or bus fees. Mandatory school fees will vary by Institution. We require written confirmation that a fee is mandatory.

If the fee is not mandatory then the student must pay the fee. Contact your school to find out which fees are mandatory. Make sure you are aware of any fees that you will have to pay.

ii. Books and Supplies

Full-time and part-time students may receive assistance for books and supplies that are required for their program of study. Students must submit a copy of the course outlines and the prices charged by the institution's bookstore or supplier.

An allowance of \$500.00 for books and supplies will be issued at the beginning of the school year after the course calendar and book list have been received.

No books or supply expenses will be covered /reimbursed without the original paid receipts. Arrangements may be made for payments to be made directly to the bookstore.

*** As per the National Program Guidelines effective April 1, 2013 the Books and required supplies cannot exceed \$2000.00 per year maximum.**

iii. Travel and Living Allowance

Full-time funded students who must travel more than 100 km from their place of ordinary residence to attend their Post-Secondary Institution may be eligible to receive financial support for the cost of two return trip(s), up to a maximum of \$100.00 per academic year. The student may be eligible to receive travel allowance for his/her dependents as well at \$10.00 per dependent.

In applying for travel assistance, students are expected to use the most economical means of travel possible. Students wishing to apply for travel assistance must complete a Travel Assistance Request Form Appendix E at least 4 weeks prior to the expected date of travel.

Students taking classes through distance education or e-learning who are required to travel to another location to complete their required exams can be eligible for travel support. Where possible, students should request accommodation (such as taking the exam in the local school under the supervision of a teacher or school principal) to minimize need for travel.

Full-time students may receive financial support in the form of a living allowance to be used toward living costs such as food, shelter, clothing, daily transportation, utilities, daycare, and other personal items. The amount a student may receive will be determined by the Education Department in accordance with the chart set out in Appendix B.

Full-time students who are employed are not entitled to receive living allowance.

- ❖ *The Bonaparte Indian Band will not provide funding to full-time students who are employed as defined in the "Full-time Employment" definition.*

Part-time students are not eligible for travel or living allowance.

iv. Tutorial, Guidance and Counseling Services

Funding may be available for tutorial, guidance and counseling services for students enrolled in eligible programs and for individuals intending to apply to a Post-Secondary Institution.

Given limited funding availability, students are encouraged to take advantage of any complimentary tutorial services available to them.

“Students may apply for financial assistance for tutoring up to a maximum of \$250.00 per semester. Invoices for such services must be submitted by the service provider directly to the PSE Advisor and must set out the date, time, hours of service, and services provided to the student.

b. Limits of Assistance

i. Four levels

Assistance can be provided at four levels of program studies:

Level One: Diploma or Certificate Programs: Eligible students may receive financial assistance for tuition, compulsory student fees, required books/supplies, travel and living allowance to complete a Level One Program of Study.

❖ *The National Program Guidelines provide that:*

- *Students enrolled in Level One may be assisted for up to one additional academic year per level if such an extension is approved in writing by the institution’s dean or the department head.*
- *Students may be assisted in Level One studies after dropping out of Level Two studies, if not previously funded for Level One.*
-

❖ **Level Two: Undergraduate Degree Program:** Eligible students may receive financial assistance for tuition, books and supplies, travel and living allowances complete a Level Two Program of Study.

❖ *The National Program Guidelines provide that:*

- *Exceptionally, Level Two may include assistance for an additional degree at the bachelor level, which has as a prerequisite an undergraduate degree or undergraduate courses.*
- *Students enrolled in Level Two may be assisted for up to one additional academic year per level if such an extension is approved in writing by the institution’s dean or the department head.*

Level Three: Graduate Programs (Advanced or Professional Degree Programs, or Masters Programs): Eligible students may receive financial assistance for tuition, books and supplies, travel and living allowance to complete a Level Three Program of Study.

❖ *The National Program Guidelines provide that:*

- *Students enrolled in Level 3 may be assisted for up to one additional academic year for medical or personal reasons.*

Level Four: Doctoral Programs: Eligible students may receive financial assistance for tuition, books and supplies, travel and living allowance to complete a Level Four Program of Study.

❖ *The National Program Guidelines provide that:*

- *Students enrolled in Level 4 may be assisted for up to one additional academic year for medical or personal reasons.*

ii. High cost programs

It must be recognized that funding high cost Programs of Study reduces the number of applicants who can be sponsored for post-secondary education funding. The maximum payable per full time student under PSSSP or UCEP cannot exceed \$35,000 per year. On an extraordinary and justified basis, the maximum amount payable per year for a student in an advanced or professional degree program (e.g. dentistry, medicine) or a Masters or Doctoral program may exceed \$35,000 up to a maximum of \$50,000. Such awards may be granted by special request on a case-by-case basis only and considered when a graduate student has extraordinary circumstances that warrant the setting aside of the standard policy on maximum amounts payable. Funding for an individual graduate student above \$35,000 must be reviewed by Aboriginal Affairs and Northern Development Canada, BC Region before approval is granted.

iii. One program per level

Assistance may be provided to students to complete only one Program of Study at each Level.

iv. Duration of assistance (time limits)

The duration of assistance will accord with the official length of the Program of Study as defined by the post-secondary institution in which the student is enrolled, as long as the student is in satisfactory academic standing at the institution, as per the institution's definition of "satisfactory academic standing."

v. Moving from higher levels to lower levels

Students who have completed a Level 2, 3 or 4 Program of Study, *with or without assistance from this PSE program*, are not eligible for assistance for lower levels.

vi. Changing, transferring or pausing a Program of Studies

Where a student changes programs within one of the Levels, transfers to another Level or temporarily pauses their studies, the academic years or semesters used for each program within each Level will be counted for assistance purposes. This may affect the overall funding available to the student to complete his or her post-secondary education. The student should discuss his

or her revised education plan with the Education Department before changing their Program of Study.

Students who become eligible for assistance and who have previously completed a portion of post-secondary studies *without assistance* from this PSE Financial Assistance Program may receive assistance for the balance of their program of studies, but will not be reimbursed for previous expenses.

vii. UCEP students

For all UCEP students, the maximum time limit for financial assistance will be one (1) academic year, as defined by the institution offering the program, or, in the case of part-time students, the equivalent of one academic year.

At the end of the first term (or part of the academic year, as defined by the institution offering the program), financial support for the term will be subject to receipt of a statement from the institution confirming the successful completion of the first term.

The support for tuition, books and supplies, travel and living costs for UCEP will be the same as that provided under the PSSSP programs.

viii. Part-time students

Part-time students, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and the actual cost of books and supplies that are listed as required by the institution. Part-time students are not eligible for living allowances or travel costs.

ix. Summer Programs

“May-August courses will only be funded pending available PSE funds. Priority will be given to students enrolled during the September – April academic year. The student must fill out an application form, supported by required documentation. The deadline for submission of the application is February 28th. The student must be enrolled as a full-time student.”

Expenses NOT covered

Financial assistance is not provided for: parking, copies of transcripts, deferred examinations or rewrites, GMAT, GRE, clothes, etc.

5. STUDENT INCENTIVES

The Bonaparte Indian Band offers the following student incentives:

- a) Academic Achievement Scholarship (Levels 1 and 2)
- b) Strategic Studies Scholarship (Level 2), and
- c) One-time degree program incentive (Level 3 or 4).

The awarding of Scholarships will be subject to the availability of PSE funds. See below for details.

- ❖ The Bonaparte Indian Band will offer incentives for students to engage in studies that directly contribute to the Bonaparte Indian Band achieving self-government and economic self-reliance, or to recognize academic achievement. The National Program Guidelines permit Scholarships to be made available to students to **a maximum of five per cent (5%) of the PSSSP-funded student population** as set out below. One Scholarship will be available where the 5% maximum is less than one student.
- ❖ The National Program Guidelines allow for Eligible Students to be awarded either: (a) one Strategic Studies Scholarship, or (b) one Academic Achievement Scholarship, in one academic year, which may be provided at any or all the four Levels of PSE.

i. Academic Achievement Scholarship – Levels 1 and 2

In recognition of academic achievement, the Bonaparte Indian Band may award Academic Achievement Scholarships in the amount of \$1,000 to students in Levels 1 and 2 who are enrolled and funded as full-time students and who have achieved a grade average of B or higher in their program of studies. The award may be made at the beginning of an Academic Year, after successful completion of the previous Academic Year.

ii. Strategic Studies Scholarship – Level 2

The Bonaparte Indian Band may award a Strategic Studies Scholarship to full-time students in the amount of \$3,500 who are enrolled in a Program of Study that will directly contribute to the Bonaparte Indian Band achieving self-government and economic self-reliance in Level 2 (e.g. commerce, public or business administration, physical science, mathematics and computer sciences, forestry and engineering). The award may be made at the beginning of an Academic Year, after successful completion of the previous Academic Year.

The Eligible Student must achieve a grade average of B or higher in their program of studies.

x. Incentive - Level 3 or 4

The Bonaparte Indian Band **may** offer a **one-time only** incentive to funded full-time students who are enrolled in Level 3 or 4 in the amount of \$1,500 and will be awarded and provided upon successful completion of the degree.

This Student Incentives section is not subject to the Appeal Process set out in Section 9 of these Guidelines.

6. STUDENT RESPONSIBILITIES

Students must comply with these Guidelines.

Students must maintain good academic standing, as defined by the institution at which the student is enrolled in a Program of Study and a minimum grade point average (GPA) of 2.00. Where a student does not maintain good academic standing, his or her funding may be suspended or terminated, or the student may be placed on funding probation.

Students must submit to the Bonaparte Indian Band all pertinent documents demonstrating the student's enrollment and progress in his or her program of study, including: admission letter, course timetables, official transcripts, progress reports, etc. (as the case may be). Registration enrollment documents indicating course titles and credit allocation must be submitted to prior to the commencement of classes.

Students are responsible for registering for courses as required by the post-secondary institution and provide a copy to the Education Department. Late registration fees are the responsibility of the student.

Students must inform the Education Department of any changes in their enrollment status from full-time to part-time student in advance of any such change (this will affect the student's eligibility for certain types of assistance (e.g. travel and living allowance)).

Students who intend to drop or add courses must notify the Education Department in advance of any such change. Course selection is very important for determining funding eligibility and students may be required to reimburse the Bonaparte Indian Band for courses dropped without a valid reason. Students adding courses may be eligible for additional funding assistance.

Students are responsible for ensuring that the funding received is used for the intended educational expenses, as set out in these Guidelines.

A student must pay back any monthly living allowance provided to him or her where the student does not attend or quits his or her program of study after receiving the living allowance.

Students must not work for pay in excess of 20 hours per week.

Students must keep their contact information, including home address, home phone, cell phone and email current with the PSE Advisor. The student must notify the PSE Advisor of any changes immediately.

7. TERMINATION OR SUSPENSION OF FUNDING

The Bonaparte Indian Band may terminate funding granted to an eligible student in accordance with these Guidelines for any of the following reasons:

- *The student makes a misrepresentation or false statement on his or her Application Form;*
- *The student's academic status changes from full-time to part-time without the student first notifying the Education Department;*
- *The student withdraws from or changes his or her Program of Study without first notifying the Education Department;*
- *The student withdraws from the Post-Secondary Institution;*
- *The student is successful, without good reason, in fewer than 75% of the courses in which the student is registered;*
- *The student has 10 or more absences from classes that are unexplained or without good reason;*
- *The student does not maintain Good Standing at a Post-Secondary Institution in accordance with these Guidelines;*
- *The student is in breach of, and has not taken acceptable steps to rectify, a breach of his or her Student Contract.]*

Where a student has his or her funding suspended in accordance with these Guidelines, the student must work with the Education Department and take all necessary steps to rectify the breach that caused the suspension of funding. Once steps have been taken to the satisfaction of the Education Department, the student's funding may be reinstated.

Where a student has had his or her funding terminated in accordance with these Guidelines, he or she will not be eligible for further financial assistance unless and until the student repays the full amount of the funding provided to the student to the Bonaparte Indian Band. Where a student repays the full amount, he or she will be considered to be in good standing with the Bonaparte Indian Band PSE Financial Assistance Program and may apply for funding in accordance with these Guidelines.

8. APPEAL PROCESS

To ensure fairness and equitable treatment of students under the PSE Financial Assistance Program, the National Program Guidelines require that Local Operating Guidelines include an appeal process. Students have the right to appeal a funding decision as follows:

- ***Student access to appeal process and advisory support***
- ***Impartial appeal board***
- ***Community representatives access to participate in appeal process***
- ***Local Operating Guidelines are publicly available.***

Where a student believes she/he has been unfairly denied access to post-secondary education funding opportunities by the Bonaparte Indian Band under the PSE Financial Assistance Program, the student has the right of appeal in accordance with the following process:

- a) The student must discuss the recommendation with the Education Department in an attempt to resolve any disagreement that may have arisen in respect of the recommendation, including disagreements regarding the application process or interpretation of a provision of the Guidelines;
- b) Where the student and Education Department are unable to resolve the disagreement, the student may file a formal written Appeal Letter, including all relevant documents, with the Education Committee of the Bonaparte Indian Band within 20 days of the funding decision. The Appeal Letter must clearly state the reason for the appeal.
- c) The Band Administrator will review and respond to the Appeal Letter within 10 business days.
- d) If the Band Administrator rejects the Appeal, the student has the option of forwarding his or her Appeal Letter to the Appeal Committee.
- e) The Appeal Committee will review the Appeal and all related documents and information. The student will be notified in writing of the date and time of the Appeal Committee meeting at which the student's Appeal will be presented. The student will have the option of being present or having a representative there on his or her behalf. The student appellant should present his/her position directly to the Appeal Committee if attending the meeting in person. All attempts to accommodate the student to present their case will be made (i.e. an out of province student may request a conference call, or communication video conference or other electronic method compatible with the Bonaparte Indian Band's available technology).
- f) The appeal will then be reviewed by the Appeal Committee and if the appeal is considered to have merit, the student's appeal will be placed on the agenda of the Chief and Council and dealt with as soon as possible.
- g) The decision of the Chief and Council will be final.

AANDC will not accept appeals from students based on decisions made by the Bonaparte Indian Band.

APPENDIX A

BONAPARTE INDIAN BAND

Post-Secondary Education Funding Application Form



Office Use Only	
New Student <input type="checkbox"/>	Continuing <input type="checkbox"/>
Graduate <input type="checkbox"/>	Returning <input type="checkbox"/>

APPLICANT INFORMATION									
Last Name		First		M.I.	Date				
Registration Number (Status)	686			Date of Birth					
Street Address				Apartment/Unit #					
City			Prov.			Postal Code			
Phone			E-mail Address						
Years lived at Address			Social Insurance Number (SIN)			Emergency Contact			
Marital Status	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Common Law <input type="checkbox"/>	Separated/Divorced <input type="checkbox"/>					
Are you currently employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Employer						
If yes do you plan to continue employment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, how many hours per week?						
SPOUSE'S INFORMATION									
Last Name			Given Names						
SIN #			Employer						
Unemployed	YES <input type="checkbox"/>	Receiving other benefits?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State Benefits (W.C.B., Pension,				
DEPENDENTS									
<i>Dependents are : a person who is i) under 19 years of age; ii) relies on the student for support, and iii) resides with the student on a full-time basis.</i>									
Last Name			Given Names			Date of Birth	Relationship		

PROGRAM INFORMATION			
Institution Name		Student Number	
Program Name		Final Credential	
Length of Program	Start Date	End Date	
Occupational Field			
Full Time	YES <input type="checkbox"/>	Part-time	YES <input type="checkbox"/>
Current year of program			

EDUCATION AND TRAINING HISTORY					
Name of School	Location	Duration	Completed	Certification	Band Funded?
High School					
College					
University					
Graduate School					
Other					

STUDY PLAN (COMPLETE USING YOUR SCHOOL'S CALENDAR)				
	Fall Session	Winter Session	Spring Session	Summer Session
Duration				
Number of Courses				
Number of Credits				
FT/PT				
List months for which living allowance requested:				
Total number of months of living allowance requested:				
PROJECTED COMPLETION PLAN				
Year 1	Number of Courses:		Number of Credits:	
Year 2	Number of Courses:		Number of Credits:	
Year 3	Number of Courses:		Number of Credits:	
Year 4	Number of Courses:		Number of Credits:	
Year 5	Number of Courses:		Number of Credits:	
Year 6	Number of Courses:		Number of Credits:	
TOTAL NUMBER OF CREDITS REQUIRED FOR COMPLETION:				
I have consulted with an academic advisor/career counsellor: YES <input type="checkbox"/> NO <input type="checkbox"/>				
I have made contact with the Aboriginal support worker at my institution: YES <input type="checkbox"/> NO <input type="checkbox"/>				

FINANCIAL PLAN

Financial Projection

Estimated Costs	Current Year	Next Year
Tuition		
Books/Supplies		
Living Expenses		
Transportation		
Travel		

I have additional applications for funding. They are: (please list)

SCHOLARSHIPS :

BURSARIES :

AWARDS :

PROVINCIAL/FEDERAL STUDENT LOANS :

I have spoken with the financial aid department at my institution about funding: YES NO

DECLARATION OF RESIDENCY

I _____ certify that I have been resident in Canada for twelve consecutive months prior to this date.

Signature	Date
-----------	------

CODE OF CONDUCT AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

Signature	Date
-----------	------

OFFICE USE ONLY		
Request (reasons attached)	Approved	Denied
Application received:		
File Number:		
Total number of months living allowance:		
Total tuition:		
Total books/supplies:		

APPENDIX B

Student Support Funding Amounts

<p>Tuition: (Full-time and Part-time students)</p>	<p>Actual cost + compulsory student fees</p> <p>Tuition includes tuition and mandatory student fees for students:</p> <ul style="list-style-type: none"> • Attending Canadian public Post-Secondary Institutions, at the normal tuition rate or maximum of \$35000, including any compulsory student fees charged by the institution for a Canadian student; • Attending private or foreign Post-Secondary Institutions, at the same tuition rate or maximum of \$35000 , including any compulsory student fees, charged by the public or private Canadian institution nearest to the student’s place of residence (e.g. residence at the time of application) which offers the least expensive comparable program; or • Enrolled in a foreign institution at the actual tuition rate or maximum of \$35000, including other compulsory student fees charged by the foreign institution, when it is demonstrated that there is no comparable program available at an institution in Canada and where the prior approval of AANDC (BC Region) is acquired.
<p>Books and Required Supplies: (Full-time and Part-time students)</p>	<p>\$2000/year</p> <p><i>The maximum set by the National Program Guidelines is \$2,000.</i></p>
<p>Travel: (Full-time students only)</p>	<p>Actual cost of one return trip to the student’s permanent place of residence from the nearest Canadian post-secondary institution that offers the program of studies selected by the student, every 16 weeks (not more than two trips per academic year) for the student and for each dependent</p> <p>Students taking classes through distance education or e-learning who are required to travel to another location to complete their required exams can be eligible for travel support.</p> <p>Requests for accommodation, such as taking the exam in the local school under the supervision of a teacher or school principal, should be examined to minimize costs.</p>

APPENDIX C

CURRENT LIVING ALLOWANCE RATES 2016/2017 SCHOOL YEAR

The living allowance established by the Canada Student Loan Program, as amended from time to time. Rates are based on the Canada Student Loan Need Assessment Living Allowance and what category you fall under as a student (i.e.: single living away, single with dependents, married etc.). Maximum rates are available from Human Resources and Social Development Canada.

STUDENT DEMOGRAPHIC	MONTHLY ALLOWANCE
Single Student	\$975.00
Single Student with: 1 Dependent 2 Dependents 3 Dependents \$50 per month for each additional Dependent	\$1,345.00 \$1,505.00 \$1,655.00
Married student with employed spouse.	\$975.00
Married student with dependent spouse: With 1 Dependent With 2 Dependents With 3 Dependents \$50per month for each additional Dependent	\$1,195.00 \$1,345.00 \$1,505.00 \$1,655.00

APPENDIX D

DOCUMENT RELEASE FORM

PSE Institution Name & Address:

Attention: Office of the Registrar

To Whom It May Concern:

As a student assisted by the Bonaparte Indian Band, I hereby authorize the above named post-secondary education institution to release all transcripts, attendance records and other documents indicative of my progress to the Bonaparte Indian Band .

Student Name:

Student Number:

Program of Study:

School Year:

Please forward the above mentioned documentation as they become available to:

Bonaparte Indian Band
P.O Box 669
Cache Creek, B.C
VOK 1HO

Attention: Keith Zabetel
Education Manager

Student signature

Date

APPENDIX E

TRAVEL ASSISTANCE REQUEST FORM

STUDENT

NAME: _____ ACCOUNT _____ DEPARTMENT _____

CHEQUE PAYABLE TO: _____

PAYEE ADDRESS: _____

PSE TRAVEL REQUEST

DATE REQUESTED: _____ PSE YEAR: _____

FULL-TIME STUDENT

DISTANCE EDUCATION E-LEARNING STUDENT

REQUEST

RETURN TRIP HOME

FALL SEMESTER DATE: _____

WINTER SEMESTER DATE: _____

SPRING SEMESTER DATE: _____

SUMMER SEMESTER DATE: _____

E-LEARNING DATE: _____

MANDATORY TESTING DATE: _____

STUDENTS SIGNATURE DATE

APPENDIX F

Finding Information on Eligible Post-Secondary Institutions

For information or to find lists of Post-Secondary Institutions, please visit:

- <http://www.canlearn.ca/eng/onlinetools/index.shtml> (this is the master list of designated education institutions)
- http://www.aved.gov.bc.ca/find_an_institution/welcome.htm
- <http://www.pctia.bc.ca/listings>

Important note: the presence of an institution on a list (e.g. CanLearn) does not automatically imply that the program of study offered is eligible. A program must meet the eligibility requirements below to be an Eligible Program.

Post-secondary institutions designated for Canada Student Loans purposes are considered Eligible Post-Secondary Institutions.

Public post-secondary institutions are considered to be recognized by the provincial Ministry of Education.

Private post-secondary institutions may be considered as Eligible Institutions (e.g. if they are registered with the provincial registration agency – in British Columbia, this is the Private Career Training Institutions Agency (PCTIA)). Consult the Master List to ensure institute is designated.