NAK'AZDLI WHUT'EN

September 2019

Post-Secondary Policy and Procedures

"We Challenge the Future!"

TABLE OF CONTENTS

PART 1 – ELIBILITY TO APPLY FOR FUNDING

PART 2 – REQUIRED ASSESSMENTS

2.1 New Students
2.2 Other Students
2.3 Fees Covered

PART 3 – ELIGIBLE PROGRAMS

3.1 Adult Upgrading
3.2 College University preparation program
3.3 Certificate Programs
3.4 Technical, Trades and Vocational Training
3.5 Certificates, Diplomas and Undergraduate Degrees
3.6 Graduate Degrees
3.7 Additional Graduate Degrees

PART 4 – DESIGNATED INSTITUTIONS

4.1 Institutions Within BC and Canada
4.2 Private Institutions
4.3 Foreign Institutions

PART 5 – FULL-TIME AND PART-TIME STATUS DETERMINATION

5.1 Full-Time Status
5.2 Part-Time Status
5.3 Funding Implications

PART 6 – DECISION MAKING CRITERIA

6.1 Selection Priority List
6.2 Continuing Students
6.3 Newly Graduated Students
6.4 Mew Eligible Applicants
6.5 Other Applicants
6.6 Late Applicants

PART 7– FUNDING TIMELINES AND EDUCATION LIMITS

7.1 Timelines for Semesters
7.2 Upgrading
7.3 Certificates
7.4 Diploma
7.5 Bachelors
7.6 Masters
7.7 Total Time Allotment

PART 8 – POST SECONDARY FUNDING APPLICATIONS

8.1 Review Time
8.2 How to Submit
8.3 Entrance Opportunities and Deadlines
8.4 September Entrance
8.5 January Entrance
8.6 Summer Classes
8.7 Approval Dates
8.8 Probationary Acceptance
8.9 Late Applicants

PART 9 – APPEALS

9.1 Illegitimate Appeals
9.2 Legitimate Appeals
9.3 Chief and Council (C&C) Decision Final
9.4 Appeal Dates and Deadlines

PART 10 – EDUCATION MANAGER DISCRETIONARY SUPPORTS

PART 11 – FUNDING LIMITS

11.1 Maximum Length of Funding
11.2 Funding Limits at Private Institutions
11.3 Funding Limits at Foreign Institutions
11.4 Living Allowance Eligibility
11.5 Living Allowance Allocation
11.6 Additional Living Allowance Considerations

PART 12 – STUDENT INTEGRITY

12.1 Nak'azdli Whut'en Integrity Agreement
12.2 Student Integrity Agreement
12.3 Fraudulent Behaviors
12.4 Attendance
12.5 Grades
- 12.5.1 Minimum Grades
- 12.5.2 Submitting Grades

12.6 Student Communication with Nak'azdli Whut'en Education Department
- 10.6.1 Current Contact Information
- 10.6.2 Notifying of Changes to Academic Program

PART 13 – DEALING WITH THE UNEXPECTED

13.1 Failing a Class
13.2 Dropping a Course
13.3 Tutoring
13.4 Academic Probation and Suspension
- 13.4.1 Academic Probation Conditions
- 13.4.2 Academic Suspension
- 13.4.3 Re-applying for Funding After Suspension

13.5 Medical and Compassionate Withdrawal
- 13.5.1 Medical Withdrawal Documentation
- 13.5.2 Compassionate Withdrawal Documentation
- 13.5.3 Approval of Medical and Compassionate Withdrawal
- 13.5.4 Returning to School After Medical or Compassionate Withdrawal

PART 14 – EXCEPTIONS FOR STUDENTS WITH DISABILITIES

14.1 Documentation for Students with Disabilities
14.2 Full-Time and Part-Time Status for Students with Disabilities
- 14.2.1 Full-Time Status
- 14.2.2 Part-Time Status
- 14.2.3 Funding Implications

14.3 Tutoring for Students with Disabilities
14.4 Additional Living Allowance Considerations for Students with Disabilities

APPENDIX A – FORMS

1. Post-Secondary Application Form
2. Basic Needs Assessment Form
3. Application Form to Attend a Private or Foreign Institution
4. Post-Secondary Funding Application Checklist
5. Post-Secondary Funding Decision Appeal Form
6. Tutor Support Form
7. Return to Funding After a Medical/Compassionate Withdrawal Form

APPENDIX B – STUDENT INTEGRITY

1. Student Integrity Agreement
2. Post-Secondary Student Monthly Progress Report

Vision Statement: *"To gain access to post-secondary education and to graduate with the qualifications and skills needed to pursue individual careers as we move toward self-government and economic autonomy"*

Forward:
Congratulations on your decision to pursue higher education! This is a big decision and not one to be entered into lightly, you must be willing to put in the time and effort to be successful. The purpose of this policy is to provide you with information regarding the levels of funding, eligible expenses, your responsibility to your education and the rules that apply to accessing and continuing to access sponsorship. Applying for support does not guarantee funding; there are a number of variables that must come into play when consideration is given for approval. This includes; number of requests for funding, what level of education you are at; how many past years students are continuing, available funding etc.

The purpose of this policy is to ensure transparency and continuity in how we deal with funding disbursements, sponsorship requests and to provide the potential student with guidelines and timelines for applying for Post-Secondary supports. It is your responsibility to ensure that you are knowledgeable about the policies and how they pertain to you.

It is each individual students' responsibility to ensure that they keep on top of the requirements of the post-secondary institute and share information that they receive with the Education Department. There is information that we do not receive from the College or University that you attend. If you notice that something has been missed please inform the Education Department before it becomes an issue.

This policy was current at the time it was written. From time-to-time amendments may be necessary to keep up with changes to funding criteria and may result in either adjustments or cancellations to funding limits or types of funding. Please check with your Education department to ensure that you have the most current copy of the Policy.

Procedure:
The committee will review the policy annually to ensure that it is kept current to legislative changes to funding formulas and is valid and effective. They may at their discretion vote to rescind or modify any policy. Once the Chief and Council are notified and have approved the changes, they will come into effect on the first day of the month after. The committee may at their discretion change any parts of the policy, that does not alter the intent of the policy, without Council approval.

When in doubt contact us! We want you to be successful and to continue to be funded to achieve your goals. Keeping the Education Department in the loop will help avoid issues that may affect your current and long-term funding.

The purpose of our funding is to:

Provide supports that will enable Nak'azdli Whut'en members to pursue higher education by:

- Upgrade to a level that will allow them to qualify for post-secondary educational opportunities
- Access education and skills development opportunities at the post-secondary level
- Attend College or university to achieve a certificate, diploma or degree in a field of your choice
- Provide an opportunity to achieve your personal career goals through educational enhancement

PART 1 – ELIBILITY TO APPLY FOR FUNDING

1.0 To be eligible to apply to the Nak'azdli Whut'en for post-secondary funding, individuals must:

a) Be a registered member of the Nak'azdli Whut'en, as per the *Nak'azdli Whut'en Membership Code.*
b) For Transfers: must have been a member for a minimum of two years and must provide copies of previous transcripts showing all training and sponsorship which will be used to determine eligibility.
c) Be accepted into (or seeking acceptance into) an eligible program at a designated post-secondary institution
d) Have completed any past sponsorship training in good standing
e) For students who have completed Certificates or Trades programing; they must be able to demonstrate that the additional training will enhance their existing skills and make them more employable in their chosen field.
f) Maintain satisfactory grades and general compliance with this policy.

1.2 Being eligible to apply for funding does not mean that funding is approved or guaranteed.

a) For multiyear programs a student must demonstrate compliance with the sponsorship policies to have their funding continue; including policies as they relate to sponsorship allowance in years. Maintaining acceptable attendance standards and passing grades.
b) The student will have submitted an unofficial transcript within a month of the end of each semester.
c) Students will keep their contact information including email, phone and address current. Failure to do so will result in cheques being held until you contact us.
d) Students in a multi-year program must annually submit an official transcript of grades and one-page funding application; this will indicate your desire to continue and advise us of any changes to address, family unit etc. This will be submitted at the end of each year of schooling.
e) Nak'azdli Whut'en will always take past sponsorship compliance and performance into account when approving funding for continuing education.
f) Restitution agreements must be in place or completed for past incomplete sponsorship.

1.3 Due Diligence:

The student and the Education Department are a team! As a team each party is responsible for being diligent to deadlines. Students will be equally responsible for ensuring that:

1) Their funding application has been received by the Post-secondary institute
2) That all fees and tuition invoices have been forwarded to the Education Department
3) That they are enrolled in and approved for their courses
4) That all of their documentation has been forwarded to the Education Department
5) That the Education Department is aware of any issues that they are having at the post-secondary institute in a timely manner.

PART 2 – REQUIRED ASSESSMENTS

2.1 New Students

If a new or first-time student is applying for funding for a College/University Certificate program or higher, the Nak'azdli Whut'en may require the student to write at least an English and Math assessment if their transcripts are old or they do not show a grade 12 level.

Good high school grades do not always represent the English and Math skills required to be successful in post-secondary studies. Assessments provide a more accurate reflection of a student's skills, help them recognize when upgrading may be beneficial, and help ensure success in future studies.

Students may be additionally required to write program specific assessments to be accepted into a program or field of study by the Post-Secondary institute.

Funding will not be approved where a student is likely to have an unsuccessful outcome based on the results of the assessments. Where this occurs, the student may be required to take upgrading prior to being accepted for funding under the Post-Secondary Education Policy

2.2 Where any of the following apply:

a) transcript is more than 5 years old and/or
b) does not show a level of Math and English usually required to be successful in Post-Secondary studies and/or
c) The education record for the student has been sporadic with long breaks or gaps and/or
d) the student does not meet the minimum criteria required to be accepted into the desired program and/or
e) there is not a reasonable assurance of success based on other known factors

Students will be required to take part in one or more assessments to gauge the likelihood of success moving forward. Even when it is not a requirement of the program the Education Committee can and will exercise their responsibility of due diligence by ensuring that at least one assessment is completed, with sufficient information provided to make an education plan for moving forward.

2.3 Assessment Fees

Individuals can write Math and English assessments at most post-secondary institutions. If a Nak'azdli Whut'en applicant is not sure which post-secondary institution they are interested in applying to, they can write their assessment at the Post-Secondary institute closest to their home.

The cost of the required assessments will be reimbursed including writing fees, with proof of purchase provided, if the student does not have the financial ability to pay the Band will cover the cost and pay directly to the Post-Secondary institute.

2.4 Funding Implications

a. If a student's assessments or transcripts demonstrate grade 12 proficiency (specifically in Math and English) and they have been accepted into an accredited institution, the Nak'azdli Whut'en may fund them without requiring them to take a College/University Preparation program.

b. If a student's assessments do not demonstrate grade 12 proficiency but they have been accepted into an accredited institution, the student is **strongly** *encouraged* to enroll in a College/University Preparation program, which the Nak'azdli Whut'en may fund (more information on College/University Preparation programs is outlined in **Section 3.2**

c. All students who are funded will be on academic probation for the first year which will determine both their success and funding levels moving forward; this includes attendance, completion of course load, and academic standing.

d. If a student's assessments do not demonstrate grade 12 proficiency and they have not been accepted into an accredited institution, the Nak'azdli Whut'en requires the student to successfully complete a College/University Preparation program and/or high school upgrading, before being funded for a post-secondary program. Funding may be available under **Section 3.3** of this policy or by accessing other or a combination of funding options.

e. Be specific on your application; you will only be approved for what you ask for. If you do not ask for living supports, books or others we will only deal with what is on the application.

PART 3 – ELIGIBLE PROGRAMS

The following courses and programs are eligible to be funded under this policy:

a) Adult upgrading from Grade 10 – 12, partial funding i.e. Incentive, supplies as needed etc.
b) College/University Preparation programs
c) Certificate program
d) Diploma program
e) Technical, Trades and Vocational Training

f) Undergraduate Degrees
g) Graduate Degrees

Acceptance into a program only qualifies you for sponsorship to the end of that program. To continue you must resubmit an application to the education department to request additional sponsorship. A normal year of funding is two semesters, September and February. Any courses that are not normally a part of your program are not approved automatically you must contact the Education Department to find out what can or cannot be covered.

Where **intersession** is part of the normal program you must let the Education, staff know prior to the start of the program.

Where a student who normally is not required to do intersession wishes to do intersession, they must apply for additional funding in advance and the value or need must be clearly outlined i.e. finish early; Intersession funding will only be approved when it is directly related to your current course of studies, required to meet a pre-requisite for a program of studies you are entering and/or the Education Department has sufficient funds to cover the cost. As described in section 4.0, courses and programs must be offered at a designated institution to qualify for funding.

3.1 Adult Upgrading

An individual that is 18 or older and has a minimum of grade 10 education, can enroll in Adult Upgrading, which is for adults who want to:

a) Obtain a high-school graduation certificate (the "Adult Dogwood")
b) Complete pre-requisite courses needed for further study
c) Prepare for employment
d) Refresh their skills and confidence for work or further studies
e) Reach a personal goal

If an individual is 18 or older and does <u>not</u> hold a Dogwood Diploma, they can take Adult upgrading courses that lead to an "Adult Dogwood" for free through local colleges and school districts; As such, the Nak'azdli Whut'en will <u>not</u> fund tuition fees or books and supplies for Adult upgrading unless it is expressly requested from the college.

However, Nak'azdli Whut'en citizens can apply for a financial incentive if they are enrolled in Adult Upgrading courses that lead to an Adult Dogwood and they have a minimum of a grade 10 education.

3.2 College/University Preparation

A new or first-time student may wish to enroll – or may be required under section 2.4(a)

to enroll – in a College/University Preparation program to help ensure success in their post-secondary studies.

If the student is required under 2.4(a) to take College/University Preparation, the program must be for a minimum of 8 weeks in duration. During this time, Nak'azdli Whut'en encourages students to take a study and writing skills course, and a computer skills course.

Nak'azdli Whut'en citizens may apply to have College/University Preparation tuition and student fees, books and supplies funded. Full time students may be eligible to apply for living allowance.

3.3 Certificate Programs (12 weeks to 10 months in duration)

A certificate program is a program of 240 hours or more that leads to a final certificate and may contain multiple day certificates (e.g. Food safe, Serving It Right, Air Brakes, Marine Advanced First Aid, Chainsaw Safety).
A certificate program is designed to assist in

a) determining career paths;
b) or is the first level of achieving a diploma;
c) or is a foundation program;
d) or is an employment readiness program
e) Or is required as part of your Undergraduate or Graduate Degree

Certificate programs must be approved prior to the start date; where ever possible students should apply for other means of obtaining funding by accessing partnership funding opportunities that have been identified. Nak'azdli Whut'en members who are attending local programs may be eligible to stay on supports that they currently access, allowing them to reserve their funding for future programs. Sponsorship may only be for a top up provision depending on the program length, deliverables, projected outcomes and funding availability.

Students can apply to have Certificate program tuition and student fees, books, supplies, and reasonable travel expenses funded. For the purpose of funding Certificate program travel expenses, Nak'azdli Education will reimburse as per the amounts laid out in the Nak'azdli Travel Policy.

Note: Individual day certificates will not normally be eligible for funding. The exception to this is when a student lives out of province and the certificate is a requirement to acquire employment. When this is the case the student will only be funded the tuition, books and reasonable travel to attend where applicable. There will be no other monetary supports provided.

3.4 Technical, Trades and Vocational Training

Nak'azdli Whut'en citizens may apply to have technical, trade or vocational training tuition and student fees, books and supplies funded. Full time students are eligible to apply for living allowance.

3.5 Certificates, Diplomas and Undergraduate Degrees

Nak'azdli Whut'en citizens can apply to have a college or university Certificate, Diploma or Undergraduate Degree's tuition and student fees, books and supplies funded. The minimum credits required for fulltime funding is normally 12 per semester.

3.6 Graduate Degrees

Nak'azdli Whut'en citizens can apply to have a Graduate Degree's tuition and student fees, books and supplies funded. Full time students are eligible to apply for living allowance.

Please note that students who are doing paid internships, articling, or residency are considered as fully employed and are only eligible to receive a top up provision from Nak'azdli Whut'en post-secondary funding where they receive less than their current living allowance. All students must provide a letter from their employer to determine the level of funding they will receive.

3.7 Additional Undergraduate Degrees

Students who have already been funded for, and successfully obtained an Undergraduate Degree (i.e. Bachelor's Degree) can apply for additional funding to complete a second undergraduate degree.

In addition to a Post-Secondary Funding Application Package, the student must submit a detailed letter outlining why they want to complete a second undergraduate degree. The letter must include:

a) Evidence that the employment opportunities with the first undergraduate degree are very poor without upgrading
b) Evidence that the additional degree will assist them in achieving their educational goals and employment opportunities.
c) Acknowledgement that funding provided for the second undergraduate degree will impact and be deducted from potential future funding available from Nak'azdli Whut'en (e.g. for a graduate degree)
d) The second degree will only be allowed where it falls within the acceptable years of coverage as currently laid out in the Education Policy.

Note: Funding requests for an additional undergraduate degree will only be considered if:

I. Surplus dollars are available in that fiscal year's post-secondary education budget
II. Student has committed to a completion target and timeline which falls within the acceptable years of sponsorship
III. Student understands that accessing the additional post secondary under graduate degree may disqualify them from going for the graduate degree if not completed within the timeline as per our funding guidelines.

PART 4 – DESIGNATED INSTITUTIONS

A designated institution is one that is recognized by a provincial or territorial government, has passed quality assurance tests, and is authorized by the government to grant certificates, diplomas or degrees. Nak'azdli Whut'en, based on experience, may not support sponsorship at some private institutes. To avoid disappointment, talk to the education personnel before applying to a private institute.

4.1 Institutions Within BC and Canada

A list of designated institutions in BC can be found at: by going to www.gov.bc.ca and searching "EQA Designated Institutions" (EQA stands for Education Quality Assurance).

A list of designated institutions in Canada can be found at:
http://www.cic.gc.ca/english/study/study-institutions-list.asp

4.2 Private Institutions

The BC provincial government's Private Training Institutions Branch regulates designated private institutions. A list of designated private institutions in BC can be found at https://www.privatetraininginstitutions.gov.bc.ca/students/pti-directory or by exploring www.privatetraininginstitutions.gov.bc.ca.

Programs offered at a designated private institution are eligible for funding under Nak'azdli Whuten's Post-Secondary Education Policy, if at least 75% of that institution's courses are transferrable to a publicly funded institution.

Note: that costs at private institutions are typically much higher than costs at publicly funded institutions. Therefore, as per section 9.3 of this policy, funding for students attending private institutions may be based on rates for comparable programs at publicly funded institutions in BC.

4.3 Foreign Institutions

If a student enrolls in a foreign institution, the student must provide evidence that it is recognized in Canada as a designated institution. Additionally, 75% of that institution's courses are transferrable to publicly funded Canadian institutes.

Note: that costs to attend foreign institutions are typically much higher than costs at publicly funded institutions in Canada. Therefore, as per this policy, funding for students attending foreign institutions may be based on rates for comparable programs at publicly funded institutions in BC. Funding will be provided and calculated in Canadian dollars. Students **cannot** access travel assistance to move their household to foreign countries. Travel will be limited to the cost of an airplane ticket or other mode of transportation and will not include the cost of household goods.

PART 5 – FULL-TIME AND PART-TIME STATUS DETERMINATION

The institution the student is enrolled in will assign them full-time or part-time status based on the number of courses they are enrolled in. Nak'azdli Whut'en reserves the right to request proof of registration and/or proof of full or part-time status (as determined by their institution) at any time.

See **Section 15** for more information on Full-Time and Part-Time Status for Students with Disabilities.

5.1 Full-Time Status

While the student's institution will determine full-time status, the following are general guidelines:

a. **Adult Upgrading**: a minimum of three (3) courses per term completed
b. **College/University Preparation**: a minimum of four (4) courses or twelve (12) credits per term.
c. **Certificate, Diploma or Undergraduate Degree:** a minimum of four (4) courses or twelve (12) credits per term; summer term: a minimum of two (2) courses or six (6) credits per term
d. **Graduate Degree**: a minimum of four (4) courses or twelve (12) credits per term
e. **Online Courses**: a minimum of four (4) courses or twelve (12) credits per term **online programs will only be eligible for full living supports for fulltime**: to be eligible for funding you must complete 12 credits per semester and grades must be submitted prior to the next course being approved.
f. **Newly graduated grade 12 students are students who have graduated from grade 12 in the last 12 months and are** moving into post-secondary for the first

time, will receive a one semester advantage and still maintain their fulltime status. For the first semester of their post-secondary education a newly graduated grade 12 student will only be required to take (3) courses or (9) credits. This exception only applies to fulltime in person students for their first semester.

5.2 Part-Time Status

If a student is enrolled in fewer courses than the guidelines listed above, their institution will likely assign them part-time status. Anything less than fulltime status will only be approved for full living supports where the student has a proven disability. I.e. mental health, mobility or other which has been identified and diagnosed by a medical doctor; psychologist or psychiatrist licensed to practice in Canada. Students may however be eligible for an incentive or partial support.

5.3 Funding Implications

Both full and part-time students can apply for funding support for tuition and student fees, books and supplies, living allowance may be available for part-time at an adjusted rate such as an incentive at a fixed rate.

PART 6 – DECISION MAKING CRITERIA

6.0 Selection Priority List:

6.1 **Continuing students**: received sponsorship in the last academic year and whose current course of studies require more than one year to complete; and have met all of the continuing education criteria

6.2 **Newly Graduated Students**: are those who have completed their grade 12 or equivalent in the last 12 months, meet or exceed all entrance requirements and are eligible under this policy

6.3 **New applicants** who meet the minimum requirement for education funding and are Nak'azdli Band members

6.4 **Other applicants** who have made reparation for past academic sponsorship

6.5 **Late applicants** who have not met the deadlines for submitting their intention to pursue post-secondary or trades training

PART 7 – FUNDING TIMELINES AND EDUCATION LIMITS

7.0 Each eligible approved student will be entitled under this policy for up to 9 years of funded education. Each year of education will be divided into blocks i.e. a semester will equal 1 block of funding. No student will be allowed more than 18 blocks of education funding. Blocks of time are by semester (4 months) and not calendar year so a student who takes intersessions will use 3 blocks for a year.

Students need to be aware that taking frivolous or unrelated sponsored training will use up their years of education and may not be beneficial to their long-term goals. Where ever possible students should talk to their career counsellor and do an education plan which takes into consideration their individual needs and interests

Years of funding are determined by semester i.e. 2 semesters equal one year. The student must be earning 12 credits per semester to be eligible for fulltime student status (with the exception of the first year for young students or students with identified disabilities), anything less is considered part-time and will not be eligible for full funding.

Semesters are: September to January
January to April
April to August (also known as intersession)

Summer breaks are not funded. Students must prepare for how they are going to support themselves during the time away from school. It is your responsibility to find a means of support prior to it becoming a crisis. You will not receive full funding for any months that your course starts after the 20th or ends before the 15th of the month. Funding will be prorated based on actual days of school.

7.1 **Upgrading**: You are allowed two years to complete adult upgrading or (4 semesters)
7.2 **Certificate program:** You are allowed one year to complete a Certificate program (3 semesters maximum)
7.3 **Diploma program**: You have two years to complete a Diploma program (4 semesters)
7.4 **Bachelors program**: You have up to five years to complete your Bachelors program; including any additional Certificates required i.e. Teaching, Nursing (10 semesters)
7.5 **Masters:** you have two years (4 semesters) to complete your Master's program
7.6 **Doctorate**: You have two years (4 semesters) to complete your Doctorate
7.7 **Total allowable years of funding cannot exceed 18 blocks.**
7.8 **Students who defer their education:** Students who have been approved to take post-secondary education, and who decide to take a break from their studies, are considered to be deferred students. A student deferment will only be in effect for 12 months, after which time if the student does not return to school, they lose

their deferment status and must reapply. They will then be considered for funding as a new applicant based on funding availability.

PART 8– POST-SECONDARY FUNDING APPLICATIONS

8.0 Funding applications must be reviewed at a regularly scheduled Education meeting. Education meetings are usually held on the first Thursday of each month. Requests for funding must be in one full week before the meeting day to be included on the up coming agenda. If you cannot submit your full application you must provide your letter of intent, contact information, course outline and the application form.

8.1 How to Submit Funding Applications

Information related to post-secondary funding applications can be submitted in a variety of ways:

In-person: Nak'azdli Whut'en Administration –100 Highway 27 Fort St. James, BC
Phone: 250-996-7171

E-mail: Education Manager – educationmanager@nakazdli.ca

Mail: Nak'azdli Whut'en Administration Office
Attention: Education Department
P.O. Box 1329
Fort St. James, BC
V0J 1P0

Fax: 250-996-8010

*Note: If an applicant submits by fax, *it is the applicant's responsibility to call the Nak'azdli Whut'en Administration office at 250-996-7171 and ensure the fax was successfully received, and received on time.*

Applicants should use the Post-Secondary Funding Application Checklist found in Appendix A [4] to ensure they have submitted all required information. *Incomplete applications may hold up approval process.*

8.2 Entrance Opportunities and Application Deadlines

We do not hold to a strict and fast rule for funding deadlines since so many programs now start and end with less notice then in the past and at irregular times. However, being prompt and getting your application in in a timely manner may be the difference between you being approved or disappointed. Our post-secondary funding is committed early in the fiscal year so timing is everything.

If your course is starting in September you should have your application in before the end of June at the latest. If your course starts in January you should have your application in before the end of November. Failure to submit your full application will hold up the approval process and may result in you not getting funded. It is your responsibility as the applicant, to get your application in on time for consideration.

The Education Department is there to assist you in any way they can. If you require assistance it is your responsibility to contact us and ask for help. Failure to provide all of the necessary documentation may result in being turned down for funding. The Post-Secondary Assistant will attempt to contact you however you are responsible for supplying the necessary information for us to make a decision.

Due to Nak'azdli Whut'en internal financial processes and responsibilities, students are strongly encouraged to apply 60 to 90 days before the start of their program to avoid disappointment.

8.3 Application

The following documentation must be submitted for New students

a) Post-Secondary Application Form (Appendix A [1])
b) If requesting Living Allowance support:
    a. A Basic Needs Assessment Form (Appendix A [2])
    b. A copy of their status card proving band membership
    c. A copy of your letter of acceptance if you have it
    d. A copy of the course outline
    e. A letter introducing yourself and explaining who your family is and what your career goals are
    f. A copy of your most recent transcript
    g. A copy of your Diplomas, certificates etc. if we do not have it already
    h. If applicable, an Application Form to Attend a Private or Foreign Institution (Appendix A [3])
    i. English/math assessment results, along with any other assessment results (e.g. Math) required by a program or institution
    j. A direct deposit form from their banking institution

Continuing students:

i. Proof of their course registration details
ii. Proof of their most recent college/university grades
iii. If transferring to a new institution, an acceptance letter from that institution
iv. Any changes to their course(s) etc.

Students must ensure they have submitted all required information. *Incomplete applications at this stage will not be approved.*

8.3 Summer Classes

New students cannot begin their studies during the summer term.

Continuing students that wish to take summer classes can indicate so on their annually submitted Post-Secondary Funding Application Form (Appendix A [1]). A summer program counts as 1 block of time from our funding and must be pre-approved.

8.4 Probationary Acceptance Status:

If is our desire that all of our students will be successful in their pursuit of higher education. However, it is our responsibility to ensure that we are making wise investment choices for our community's funding. For that reason, the following policies have been developed:

applicants are *strongly encouraged* to enroll in a College/University Preparation program before they begin post-secondary studies, which Nak'azdli Whut'en may fund

A) Students are all considered probationary for their first year of funding and will also be probationary if they have not successfully completed a program in the past; had attendance and commitment issues; have not proven that they have the grade 12 proficiency as outlined in this policy; not passed all of their last semesters courses and/or are on academic probation with the post-secondary institute.

B) If a student has been accepted into a program offered by an accredited institute and had funding approved, the Board, may at their discretion designate probationary status to any student or program being offered for the first time; or offered in community.

C) Probationary status will result in the program and applicants being carefully scrutinized by the Education department staff. The Education Manager can

at his/her discretion, dock days of sponsorship for attendance missed over two days per month.

D) The Manager will report any concerns to the board and request refusal of future sponsorship in any program or course of studies where questionable outcomes and success rates have been noted; or where students are not required to meet a standard minimum for the type of program; or where student accountability is questionable.

E) The Education Department can also cancel funding at anytime for any student who has not shown the level of commitment required to be successful.

Failure to submit timely progress reports will result in immediate funding suspension.

PART 9 – APPEALS

If a Nak'azdli Whut'en members Post-Secondary Funding Application has been denied, they may appeal to the Education Committee with any further submissions that they feel should be considered. All appeals must be in writing to the Committee and will be reviewed at regular monthly meeting. Please submit a Post-Secondary Funding Decision Appeal Form (Appendix A [5]).

The lack of funding will be considered a legitimate reason for denying sponsorship and cannot be appealed.

9.1 Illegitimate Appeals

An illegitimate appeal is an appeal that is based on applicant conduct and not policy

An example of an illegitimate appeal: A student has committed fraudulent behavior and their eligibility to apply for funding has been suspended pending the completion of some sort of reparation. Despite this, they have re-applied for funding and it has been denied. The student submits an Appeal Form which is denied based on these reasons.

9.2 Legitimate Appeals

Legitimate appeals are appeals that are based on non-application of Education Policies If the Education Committee determines the appeal is legitimate, it will go forward to the Education Manager for resolution.

An example of a legitimate appeal: A student submits a Post-Secondary Funding Application based on having used their years of funding. Upon review of the file it was determined that it was a clerical error and the appeal was upheld. The Education Committee must therefore give the application consideration.

9.3 Chief & Council (C&C) – Policy Appeal

If a student wishes to challenge the policy a written submission to council will be require. At that point the Chief and Council will determine if changes are needed and provide direction to the Committee.

PART 10 – EDUCATION MANAGER APPROVAL AUTHORITY

The Education Manger has been given the discretion to fund program supports for students without committee authorization; and up to the set budget each year, when the Student meets the funding criteria and/or are attending programing that is dually funded and of short – time duration; is time sensitive and critical;

The Education Committee has deferred this authority to enable them to concentrate on the long-term and higher level of education files which need more time to process, examine and make decisions on.

Therefore, the Education Manager can:

10.1 Approve funding of incentive as per the set levels for otherwise funded programs where at least 50% of the cost is paid by another program or service.
10.2 Approve funding for increases to students who are attending post-secondary and require additional supplies; text books or parking pass
10.3 Approve additional funding for travel where an emergency situation occurs
10.4 Approve a reduction in course load for an approved student where there is a documented health or mental health issue
10.5 Approve the cost of a tutor for a post-secondary student who is struggling in their courses
10.6 Fund a student living allowance where they are waiting for Employment Insurance or another support to kick in up to three months (3)
10.7 Short-term course(s) for students who are residing outside the province and are not eligible under the Education and Training for that reason; and can prove the courses will enable them to become employed.
10.8 Tuition for on-line short-term courses with proof of registration
10.9 Trades training up to what is currently in the budget for courses that start outside of the Normal September – January approval process.

10.10 Purchases of equipment or tools that are necessary to the course student is enrolled in.

10.11 Can approve the cost of supports for students attending adult upgrading where they are not covered and an invoice is received from the training institute

10.12 The withdrawal of a student from a course of study

10.13 The withdrawal and hold of approval for students who wish to take a break providing it is done in such a way as to avoid costs and penalties to the band.

10.14 Approve increases with supporting documentation for families where a student is funded and they either have an expansion to their family; or the family unit breaks down and they lose support.

10.15 Other unusual or unexpected expenses occurring that were not previously identified

10.16 The Education Manager will be responsible for issuing completion bonus for students who are in good standing and have proven the completion of their qualified certificate, diploma, under graduate, graduate degree. The amount of the bonus will be determined at the beginning of each fiscal year based on the level of achievement. Education bonuses will only be eligible for payment if they are completed and all documentation submitted, within the fiscal year from April 1 – March 31 of the year of completion.

PART 11 – FUNDING LIMITS

11 Maximum length of funding

Funding limits are determined by the length of time that a student is eligible to attend and in attendance of an approved course of study which combined does not exceed either the bands ability to pay, or the available blocks of funding remaining.

Nak'azdli Whut'en will not provide funding for courses that a student must repeat, unless the student has been approved by both their institution and Nak'azdli Whut'en for medical or compassionate withdrawal.

11.1 **Students Attending a Private Institute**
Living allowance will be the same as attending any Post-Secondary institute based on the size of the family unit.

11.2 **Students Attending a Foreign Institute**
Living allowance will be the same and paid in Canadian funds as it would be to attend any Post-Secondary institute based on the family unit.

11.3 Living Allowance Eligibility

Is based on Fulltime attendance for a student or part-time attendance for a student who is deemed disabled under the policy. Fulltime funding is available for students who are enrolled in an on-line program where the semester result is 12 credits

Note: Students with disabilities should review the policy for additional information on Full-Time and Part-Time Status for Students with Disabilities.

11.4 **Living Allowance Allocation**

As laid out in previous sections, a student requesting living allowance support must submit a Basic Needs Assessment Form (Appendix A [2]) A student will be assigned a living allowance allocation based on the information provided in their Basic Needs Assessment Form

11.5 **Additional Living Allowance Considerations**

For the purposes of living allowance support:

i. A graduate student writing their thesis will be considered a full-time student for a maximum of eight (8) months.

ii. Students in paid practicums or co-op positions that provide wages will only receive living allowance if it is required to "top up" their monthly income to the equivalent of Nak'azdli Whut'en allocated living allowance.

For example, if a student's monthly living allowance from Nak'azdli Whut'en is typically $800 but their paid practicum provides them with $500 in monthly wages, the student will only receive $300 in living allowance from Nak'azdli Whut'en for that month.

11.6 **Other funding considerations:**

Wherever possible a student must attempt to access alternate or combination funding. For example: E.I. Reach back, Section 25 endorsed quit etc.

a. Where a student applies for **scholarships and bursaries** and successful receives them and the funding, they receive goes directly to them, the money is theirs. Where a student receives funding that is paid directly to the university or college as tuition etc. The student will be reimbursed up to **$5,000.00** per calendar year. Any amount over that is not reimbursable and is considered to be their contribution to their education. The reimbursable portion must be claimed in the year that the expense is incurred.

b. **Student Loans**: are private loans taken by students which are related to their education, but are not the responsibility of the band to repay. Where your student loan is paid directly to your post-secondary institute to cover costs you must provide us with proof of payment before you will be reimbursed.
c. Where a student is eligible under the **Child in Care** program, they must disclose this to the Education staff to ensure that we do not pay unnecessary expenses on their behalf.
d. Nak'azdli Education will reimburse eligible students for enrollment fees up to $300.00 maximum twice per segment (a segment is a certificate, diploma, or degree)

PART 12 – STUDENT SUPPORTS

12.1 Fulltime approved Student:

Students who are attending a fully funded approved Post-Secondary program will be funded for and can claim reimbursement for the following expenses:

a) **Enrollment** - for initial enrollment fees up to $300.00 maximum twice.
b) **Parking** – student will be entitled to receive either a parking pass or bus pass
c) **Travel** – students will be eligible to receive travel to and from their home community in the following manner:
    a. Travel to training community from home community
    b. Travel home for Christmas
    c. Travel to training community from home community
    d. Travel home at the end of the training year
    e. Students who reside in the community where they are accessing training; are not eligible for travel funding. Travel will only cover the cost of returning to the community of residence prior to the start of training.
    f. Students who are traveling are required to go by the most economical route available, i.e. for students who are flying; they must book their flight on which ever airline is offering the best rates; long enough in advance to take advantage of sale prices; and after checking both availability and cost.
    g. Travel will be restricted to the maximums that are available to band staff in accordance with current travel rates.
d) **Bereavement** - travel may be approved for immediate family members which includes, children, spouse, mother, father, brother, sister, step-father, step-mother, the siblings or parents of your spouse, a person who raised you and

acted in place of an absent parent. Again, this will not exceed the cost that is normally available under our travel policy.

e) **Text books** – a credit will be set up for you at the University/College store and can be adjusted where there is a demonstrated need (get ahold of Education if you need more funds approved) the credit is usually set at $1,000 per year which covers text books
f) **Supplies** – Can be purchased on the credit at the university/store. The credit is set at $500.00 per year
g) **Tools** – required by the post-secondary institute to take part in the training, this will either be by obtaining and submitting a quote for approval, or by direct billing from the post-secondary institute. We reserve the right to require you to obtain more than one quote when the cost is excessive.
h) **PPE** – where it is a requirement of the training up to a limit of $300.00
i) **Uniforms and special foot ware** – Up to $300.00 with receipt
j) **Living Allowance** – up to the limits set and depending on your family unit size
k) **Tuition** – as billed by the Post-Secondary Institute
l) **Other unforeseen expenses will have to be approved prior to start**

12.2 Part time approved Students:

a) **Text books** – a credit will be set up for you at the University/College store and can be adjusted where there is a demonstrated need (get ahold of Education if you need more funds approved) the credit will be determined by need
b) **Supplies** – Can be purchased on the credit at the university/store the credit the credit will be determined by need

12.3 On-line:

a) **Text books** as required
b) **Supplies** as required
c) **Course fees** paid one at a time and based on successful completion of the previous course
d) **Living allowance** if the course load meets the minimum requirements for full-time

12.4 Partner funded

All or part of required and agreed expenses over what a partner funder approves

PART 13 – INTEGRITY

13.1 Nak'azdli Whut'en - Integrity

Nak'azdli Whut'en Education will conduct their selections and approvals with transparency, making all decisions based on facts and not personal opinions of a person. The Education Committee in return expects and requires the students

accessing funding supports to do so with principles of honesty, integrity and hard work. We expect our students to appreciate the opportunities afforded to them and in turn, uphold these principles.

13.2 Student Integrity Agreement

Students who successfully receive post-secondary funding are required to sign and submit a Student Integrity Agreement (Appendix [6]) at the beginning of each academic year. In doing so, the student agrees to all terms and conditions of this policy.

If a student does not abide by the terms of their Student Integrity Agreement or this policy:

a) Their funding may be suspended, altered or discontinued for up to 2 years
b) They may be required to reimburse sponsorship funds in full
c) Other financial benefits may be withheld or deducted from the amount owing to the Nak'azdli Whut'en
d) In some cases, the student will be required to complete a "term on own" in lieu of financial reimbursement or make other reparation
e) If a student engages in fraudulent behavior, their funding will be immediately suspended and possibly permanently discontinued

13.3 Fraudulent Behaviors

If a student engages in fraudulent behavior, their funding will be immediately suspended and possibly discontinued for up to 2 years. Fraudulent behaviors include, but are not limited to:

a) Falsifying information, records, progress reports and forms
b) Failing to report changes to enrolment or changes to academic standing in accordance with policy
c) Failing to report changes to household dependent responsibility
d) Failing to report accurate attendance information
e) Being suspended or kicked out of school for any reason and not reporting it
f) Dropping out of school and continuing to take living supports
g) Lying or cheating

13.4 Attendance

Students must attend classes regularly as per this funding agreement and only miss where there is a bonified medical reason.

13.5 Grades

The Nak'azdli Whut'en requires proof of academic standing from students within 30 days of the end of each semester and reserves the right to contact the Post-Secondary institute to check on programs, progress and standing, or withhold funding until the necessary documentation has been received.

Students that do not meet course requirements or minimum grades requirement will automatically be placed on Academic Probation and given one term to improve their grades. Students need to keep in touch with the Education Department where they are struggling and may be eligible to receive financial support for tutoring. Where a student has been placed on academic probation fails to resolve the issues within the next semester their funding will be immediately canceled.

13.5.1 Minimum Grades

Students funded must maintain a minimum "C" grade average, or 2.0 grade point average (GPA). GPA is calculated using the following scale:

Grade	A+	A	A	B+	B	B-	C+	C	C-	D+	D	D-	F
GPA	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

13.5.2 Submitting Grades

a. Students must submit their grades to the Education Department at the end of each term, and no later than the 30 days after the end of the term:

- January 30: Students that have just finished a fall semester (September-December) must submit their grades by January 30.
- May 30: Students that have just finished a winter semester (January-April) must submit their grades by May 30.
- Sept. 30: Students that have just finished a summer semester (May-August) must submit their grades by September 30.

b. Students enrolled in a course that is more than 4 months long must submit their exam and/or paper scores at the end of that course's first term (in place of a course grade). At the end of the course's final term, the student must submit the course's final grade.

c. Students being funded under Probationary Acceptance or Academic Probation must provide a Post-Secondary Student Monthly Progress Report (Appendix 7]) on the last day of each month.

d. Failure to submit an of these reports will result in immediate funding suspension and or cancellation.

13.6 Student Communication with Nak'azdli Whut'en Education Department

13.6.1 Current Contact Information

A student is required to provide their up-to-date contact information at all times, including:

a) Mailing address
b) Physical address
c) E-mail address
d) Cell phone or telephone number

13.6.2 Notifying of Changes to Academic Program and Standing

Students must notify of any changes to their program or academic plans within 5 school days of making the change.

In some cases (e.g. dropping a course), the student is required to communicate with the Education Department ahead of time. If a student drops one or more courses, resulting in their status being reduced to part-time, and they do not notify the Nak'azdli Whut'en Education Department immediately and continue to collect living allowance, their post-secondary funding support will be suspended and may be permanently discontinued.

When in doubt contact us! We want you to be successful and to continue to be funded to achieve your goals. Keeping the education department in the loop will help avoid issues that may affect your current and long-term funding.

PART 14 – DEALING WITH THE UNEXPECTED

14.1 Failing a Course

Nak'azdli Whut'en Education Department recognizes that some students may struggle with the requirements and workloads of post-secondary studies. *We encourage all*

students to notify us when they first begin to experience challenges or feel they are struggling.

If a student fails a course, or throughout a term scores lower than a "C" (2.0 GPA) on any paper or exam, they must immediately notify the Education Department staff. The student may be eligible to receive financial support for tutoring.

If a student fails a class and does not notify the Education Staff or submits fraudulent proof of grades, their funding will be immediately suspended or permanently discontinued.

14.2 Dropping a Course

Nak'azdli Whut'en Education Department recognizes that some students may have to drop a course for various reasons. If a student wishes to drop a course that is being funded, the student is required to discuss this with Nak'azdli Whut'en Education Department first.

If a student:

a. Drops one or more courses without first discussing it with Nak'azdli Whut'en Education Department, their post-secondary funding support may be suspended, altered or permanently discontinued.

b. Drops one or more courses late in the semester and the institution does not provide full or partial reimbursement, the student is responsible to reimburse Nak'azdli Whut'en Education Department for costs incurred.

c. Amounts owed to Nak'azdli Whut'en Education Department by the student will be deducted from the student's monthly living allowance or other financial benefits received from the Nak'azdli Whut'en Education Department.

Exception:

A student will not be penalized if they drop a course within the first few weeks of the start of an academic term **IF**:

I. The student drops the course early enough that the institution reimburses 100% of fees paid

   a. **OR**

II. Nak'azdli Whut'en Education Department is not required to pay for the course or its books and supplies

a. **AND**

III. Dropping the course will not affect the student's full or part-time status, as determined by the institution or – for students with disabilities – as determined by other sections of this policy.

14.3 Tutoring

Students that are failing a class or have scored lower than a "C" on any paper or exam may be eligible to apply for tutoring funds. To do so, they must submit a Tutor Support Form (Appendix 8) to Nak'azdli Whut'en Education Department, which includes their tutoring plan and has been signed by the student's instructor.

Once approved, Nak'azdli Whut'en Education Department will reimburse up to $35/hour of tutoring and may fund a maximum of $350.00 per academic term or up to $200 per summer term.

14.4 Academic Probation and Suspension

14.4.1 Academic Probation

If a student's overall Grade Point Average (GPA) drops below the minimum "C" grade average (2.0 GPA), they will be placed on Academic Probation.

a. Academic Probation will last for a minimum of one 4-month term

b. A student on Academic Probation must submit a Post-Secondary Student Monthly Progress Report on the last day of each month

c. If a student fails to send in a Post-Secondary Student Monthly Progress Report by the last day of each month that they are on Academic Probation, their funding will be immediately suspended

d. Students who are on Academic Probation during the winter term (January-April) will not be allowed to take intersession

14.4.2 Academic Suspension

a. If a student on Academic Probation does not pass all courses with a minimum "C" grade average (2.0 GPA) as required, their post-secondary funding will be suspended.

b. If a student fails half or more of their courses in an academic term, while on Academic probation, their funding will be suspended. If a student's funding is suspended, they are encouraged to contact Nak'azdli Whut'en Education Department to discuss potential solutions (e.g. tutoring, College/University Preparation)

14.4.3 Re-applying for Funding After Suspension

a. Students whose funding has been suspended for fraudulent behavior, dishonesty or non-compliance with the terms of this Post-Secondary Education Policy may not apply for funding again for a minimum of 2 years from the time of their suspension. If they successfully receive funding again in the future, they will be on Academic Probation for their first year back in school.

b. Students whose funding has been suspended due to poor academic performance are eligible to re-apply for funding. Their funding application should include steps they have taken to ensure future success. If successfully awarded funding again, that student will be placed on Academic Probation for a minimum of one year.

c. Before students re-apply, they are required to assess the reasons that they were not successful in earlier studies, and to provide a plan of action to ensure future success. Nak'azdli Whut'en Education Department staff members are available to assist. Students that are re-applying must describe what steps they have taken to mitigate the reasons for non-completion and provide a written plan to ensure success.

14.5 Medical and Compassionate Withdrawal

Nak'azdli Whut'en Education Department recognizes that unexpected life-changes (such as the discovery of an illness or the death of a family member) may restrict a student's ability to continue on in their program, or continue at the same level of workload. Nak'azdli Whut'en Education Department will make every attempt to support students who are going through difficult situations.

In significant circumstances, students are eligible for a maximum of one academic year of medical or compassionate withdrawal. Students must contact Nak'azdli Whut'en Education Department within one month of becoming aware that their studies will be impacted.

If a student needs to withdraw for more than one academic year, they must reapply and go through the selection process again for post-secondary funding in a future year.

14.5.1 Medical Withdrawal Documentation

If a student must withdraw for personal medical reasons, they must provide the following documentation to Nak'azdli Whut'en Education Department as soon as possible:

a. Proof that the student has discussed their medical withdrawal with their institution (e.g. a letter or e-mail of support from an academic advisor)

b. Proof of withdrawal from courses at their institution for medical reasons

c. A letter from a certified medical examiner, confirming that the student's medical condition was unexpected, and how it impacts the student's ability to be successful in school
    a. If it is a psychological or emotional condition; an additional letter from a registered clinical counselor outlining the condition and how it impacts the student's ability to be successful in school.

    b. A letter from the student clearly outlining:
        i. How their ability to be successful in school has been impacted
        ii. When the student first became aware of the medical condition
        iii. What the student has done to minimize impact on their education (if applicable)

14.5.2 Returning to School After Medical or Compassionate Withdrawal

When a student is prepared to return to school after a medical or compassionate withdrawal, the student must sign a Return to Education After a Medical/Compassionate Withdrawal Form (Appendix A [7]). Nak'azdli Whut'en Education Department reserves the right to request a letter from a medical practitioner confirming the student's ability to return to studies.

PART 15 – EXCEPTIONS FOR STUDENTS WITH DISABILITIES

The Nak'azdli Whut'en Education Department encourages all citizens to reach for their educational goals. If a Nak'azdli Whut'en citizen has a disability, certain exceptions can be made to help ensure their educational success. A disability is anything that has a profound or limiting effect on all aspects of your life. Disabilities must be severe, long term and limiting to be eligible for the students with disabilities policy.

Disability funding will be reviewed on a case by case bases and the levels of concessions will be directly related to the severity of the disability. Students with disabilities who

are eligible for supports from other means must use those additional supports or prove they have applied for those supports prior to accessing additional education supports.

15.1 Documentation for Students with Disabilities

If a student has indicated on their Post-Secondary Application Form that they have a disability, the student must also submit a copy of their provincial disability certificate or a physician's letter describing the nature of the disability.

15.2 Full-Time and Part-Time Status for Students with Disabilities

15.2.1 Full-Time Status

A student with a disability will be considered a full-time student if they are enrolled in:

a. **Adult Basic Education**: a minimum of two (2) courses per term.
b. **College/University Preparation**: a minimum of two (2) courses or six (6) credits per term.
c. **Certificate, Diploma or Undergraduate Degree:** a minimum of three (3) courses or nine (9) credits per term. Summer term: a minimum of one (1) course or three (3) credits per term.
d. **Graduate Degree**: a minimum of three (3) courses or nine (9) credits per term.

15.2.2 Part-Time Status

If a student with a disability is enrolled in fewer courses than listed, they will be considered part-time.

15.2.3 Funding Implications

Both full and part-time students with disabilities can apply for funding support for tuition and student fees, books and supplies, and living allowance (living allowance will only be approved for fulltime and after considering income from all sources).

15.3 Tutoring for Students with Disabilities

Students with disabilities that are failing a class or have scored lower than a "C" on any paper or exam are eligible to apply for tutoring funds. To do so, they must submit a Tutor Support Form, which includes their tutoring plan and has been signed by the student's instructor. Students who do not meet or continue to meet the course minimum requirements will be placed on academic probation.

Once approved, Nak'azdli Whut'en will reimburse up to $35/hour of tutoring and may fund a maximum of $650 per academic term or up to $400 per summer term.

15.4 Additional Living Allowance Considerations for Students with Disabilities

Public transit may not be accessible to some students with disabilities. If a student with a disability is required to use special transportation for which there are extra costs, they may apply for additional support. To do so, they can indicate additional costs and details on their Basic Needs Assessment Form that is submitted with their Post-Secondary Funding Application Form