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POST SECONDARY EDUCATION (PSE) POLICIES Handbook

PSE policies revisions as of July 2002

Effective as of September 2002

Ratified by:

Gingolx Village Government (GVG) Chief & Council

On the 31st day of July 2002

“The future is where you will spend the rest of your life.” Sang H. Kim

Gingolx Education Department

Post Secondary Education (PSE) Policies

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Gingolx Post Secondary Education (PSE) Policies Handbook

Amended as of July 2002

PREAMBLE:

Until Nisga'a Lisims Government (Nisga'a Nation) provides the Post Secondary Policies Manual to the four Nisga'a villages (*combined effort of the four villages*), we will utilize this revised Post Secondary Education Policies Handbook until such a time that the Nisga'a Nation prepares the united form of policies under educational sponsorship for the Nisga'a Nation.

This Gingolx PSE Policies Handbook has been revised in the best interest of the students who are eligible for sponsorship under Gingolx Village Government (GVG) Education Department according to their Gingolx Membership Status as per the Gingolx Membership (*Registry*) List. This PSE Policies Handbook has been researched (*obtained sample post secondary policies from pertinent sources to assist in revisions*) in all areas for further "redefinition" of eligibility requirements by the Education Administrator, Education Staff and ratified by GVG Chief & Council in effort to reinforce financial accountability of the Post Secondary Education Budget and in compliance as much as possible with other Nisga'a Village Government Education Departments. The eligibility requirements are implemented to determine entitlement of financial assistance for post secondary sponsorship from the GVG Education Department.

It is hoped that this handbook will support most, if not all, of the current issues that the GVG Education Department faces in delivering Post Secondary Education (PSE) Funding, such as determining eligibility for funding according to the departmental procedures of verifying eligibility prior to allocating financial assistance to the Gingolx membership (*i.e. application process, verification of income for monthly living allowance, eligible seasonal travel from permanent residence to institution of choice location, tuition and textbooks coverage, relevant post secondary institution fees, etc.*)

The Gingolx Education Board (GEB) will assist in any necessary decision-making in addition to these PSE policies only when required to do so and with regard to further reinforcements of these PSE policies as indicated in this handbook.

This PSE policies handbook is intended for use by Gingolx PSE sponsored students and the GVG Education Department during the "academic" year(s) of sponsorship for students who qualify for this sponsorship from the Education Department of Gingolx Village Government in accordance to eligibility requirements.

These policies will be amended when appropriate to do so in pursuit of providing guidelines for reasonable and equitable distribution of post secondary funds to the Gingolx Membership (*the Education Department will provide notice in advance to sponsored students before any such changes are to take affect and amendments will take affect 30 days after ratification by the Education Board and/or the GVG Chief & Council*).

Gingolx Post Secondary Education (PSE) Assistance Program

The Gingolx Post Secondary Education (PSE) Assistance Program is intended to provide “**financial assistance**” for eligible students on our Gingolx Membership (as per Gingolx registry list) to attend post secondary institutions to obtain credits from accredited training and academic programs.

The PSE Assistance Program is intended to provide funding for eligible Gingolx Membership to attend accredited programs of study and the program of studies chosen should meet the criteria in eligibility requirements under Gingolx Education Sponsorship (*i.e. what is allowable depending on eligibility*). Gingolx Education sponsorship is **not** to fully support financially all costs of student’s academic plan it is on a “financial assistance” only basis according to eligibility.

Further, since the funding provided under GVG Education Department is **not intended to cover the entire cost(s)** of attending a program of choice at the accredited Post Secondary institution of choice, financial assistance received under the Education Department (on behalf of Gingolx Village Government) does not prohibit any eligible student from applying for other grants, bursaries and scholarships that they may be awarded or entitled to.

IMPORTANT:

- a) Applicants are only approved for PSE financial assistance under GVG Education Sponsorship once they have received **official written confirmation of approval** (*letter*) **directly from the Education Administrator**.
- b) Students **cannot rely on any promise or statement of approval** (*verbal/hearsay*) from any other persons (GVG Chief & Council, GVG Employee, GVG Department Referrals, or Gingolx Organizations, etc.) in relation to the GVG Education sponsorship of any kind and the GVG Education Department (Education Staff) **will not be bound** by any promise, statement or representation made by any individual / group regarding the students’ application for financial assistance from this department. The Education Staff **will not be expected to “prioritize” sponsorship for any individual**, in all fairness of all those awaiting sponsorship from GVG Education Department. All sponsorship is based on the financial capacity to provide financial assistance out of the Post Secondary Education Budget on a year-by-year basis.
- c) Any / all students applying for sponsorship **must fulfill the Gingolx Education’s Application Process before consideration** for any type of sponsorship and this is to be based on availability of this departments’ financial capacity to sponsor (budget allocation), at any given time. Incomplete application packages received will be waitlisted until completed and depending on funding availability to sponsor after eligibility has been determined. It is the applicant’s responsibility to provide all necessary information prior to confirmation of eligibility for sponsorship.
- d) Once a student attains sponsorship from the GVG Education Department, he/she has the sole responsibility of meeting all sponsorship requirements monthly and on a semester-by-semester basis. **Failure to comply with sponsorship requirements at any time** (Gingolx PSE Policies Handbook), **Gingolx Education can and will cease sponsorship when warranted to do so, in respect and fairness to all those awaiting post secondary educational funding**.

1.0 DEFINITIONS:

Academic Plan: the program credit requirements. Each semester, students are to comply with course requirements/prerequisites to complete their certificate, diploma or degree in the specified time frame. All registered courses must coincide with the program requirements.

Academic Probation: a period of time during which a student is under strict academic guidelines with the institution of choice, usually because of low or failing grades.

Academic Standing: for continued sponsorship means, to be at a minimum of 2.0 gpa throughout sponsorship.

Academic Year: the academic year normally refers to two semesters with an approximate duration of eight months (i.e. September – April) or as defined by the post-secondary institution, but will not be less than eight months.

Appeals Board: means the body designated by Gingolx Village Government as the body which shall review and/or hear the student's appeal. This board is different from the body of which made the initial determination of eligibility or the decision on the student's sponsorship.

Application Process / Package: for continuing sponsored students, consists of; PSE Funding Application, Sponsorship Funding Agreement, 2 Release of Information Forms (PSE and General), Letter of Intent, OFFICIAL transcripts of sponsorship to date, etc. New applicants for PSE sponsorship will request / submit the PSE Funding Application and all required correspondence as set out in the New Applicant Memo.

Certificate: certification for completion of a college or university program.

Contingency Funding: (formerly emergency grant) "financial assistance" provided to a student for costs related to unforeseen emergencies. Emergencies eligible for contingency funding include bereavement - death of an immediate family member or student illness (in some cases immediate family member illness).

Dependent Spouse: a person who is married to the student or person who has lived with the student as a partner (common-law/married) for a period of at least one year prior to application for educational support. This person is dependent upon the student and does not receive an annual income in excess of the level of income allowed for a dependent spouse by Canada Customs and Revenue (i.e. not exceeding \$ 6,500).

Dependent(s): any child / children (18 years and under or as defined dependent under Canada Customs and Revenue) who rely on a student for financial support and is living full-time with the sponsored student. Dependents declared must only be children of the sponsored student and/or the sponsored student's spouse.

Diploma: refers to diploma received for completion of a college or university program.

Education Administrator: means the person designated by Gingolx Village Government to administer the Gingolx Education Post Secondary Assistance Program for registered Gingolx membership.

Education Board: means the body designated to ensure financial allocation of funds in accordance to individual student eligibility on a semester-by-semester and year-by-year basis. The Education Administrator will be in attendance at all meetings.

Foreign Institution: any post secondary institution outside of Canada of which is recognized by a province.

Full-time Student/Studies: is defined as a minimum of four three-credit courses per semester (**12 credits per semester**). For spring and summer semesters, the program must be offered three out of the four weeks per month to qualify for full-time sponsorship. If the program is less than 3-weeks per month then the sponsorship will be pro-rated. Spring and summer session sponsorship is pending funding availability and in accordance to the students' application for funding prior to the commencement of the academic year.

Gingolx Education: refers to the GVG Education Department administering sponsorship on the semester-by-semester and year-by-year basis for eligible Gingolx Membership.

Gingolx Membership Number: (formerly Band Number) a person who has met the requirements to become a member of Gingolx, and whose name has been entered on the Gingolx Membership List (formerly Band List).

Graduate Student: means a student who is enrolled in a masters degree program of study such as an MA, an MEd, etc.

GVG: means Gingolx Village Government.

Institution of choice: means the students' chosen academic institution for sponsorship.

Jeopardized: means a student who has in some way breached his/her Sponsorship Funding Agreement with Gingolx Education and as a result jeopardizes sponsorship, sponsorship ceases to continue. Student is to adhere to all policies within the Post Secondary Education (PSE) Policies Handbook.

Mature Student: 19 years or older who has recently received their dogwood (grade twelve) or entering into a post secondary program of studies for the first time.

Medical Note: means a note (or letter) from students' doctor verifying illness, appointment and/or reason for absence from program of study.

Nisga'a: means a person defined as a citizen of the Nisga'a Nation, as per the eligibility / enrollment guidelines established and administered by Nisga'a Lisims Government.

Nisga'a Citizenship Card: means proof of enrollment as a member of one of the four villages of the Nisga'a Nation.

Part-time Student/Studies: means a student who is enrolled in less than four courses per semester or less than 12 credits per semester.

Post-Graduate Student: means a student who is enrolled in a doctoral degree program of study.

Post Secondary Education: is a program of studies offered by an accredited post secondary institute that has the completion of secondary school or its equivalent as a pre-requisite.

Post Secondary Institution: public post secondary institution that offers diploma or degree programs recognized by a province or territory in Canada.

Private Post Secondary Institution: an accredited privately owned institution that offers certificate, diploma or degree granting programs.

Program of Studies: includes all post secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree.

PSE: means Post Secondary Education.

Semester: refers to a part of the academic year, as defined by the post secondary institution. Semesters usually run from September – December (Fall) and January to April (Winter) and then a variety of spring / summer semester schedules.

Semester-by-semester basis: means eligibility for continued sponsorship from Gingolx Education in terms of a semester-by-semester basis, i.e. Fall to Winter semester sponsorship determined by official transcript indicating students' academic success for continued sponsorship.

Sponsorship: provision of financial assistance to an individual (Gingolx membership) from Gingolx Education who is attending an accredited post secondary institution. This sponsorship is financial assistance for tuition, textbooks and necessary supplies, living allowance (eligibility determined by verification of income), and seasonal travel allowance (applies to and from permanent residence to the location of institution of choice only, not to/from school).

Sponsorship Probation: means a student who is on a 4-month sponsorship probation because of low grades, lack of attendance, etc. and whose sponsorship will be up for consideration at the end of that 4-month semester prior to the next semester

sponsorship continuance (*official transcript to be provided immediately at the end of that semester*). Students' eligibility for continued sponsorship will be determined on the 4-month semester grade point average of no less than 2.0

Spouse: is a person who has lived with the sponsored student as a husband/wife (common-law) for a period not less than one year prior to application for sponsorship. If the "spouse" is legally married to the sponsored student, no time factors are relevant or applicable to this regard.

Student Sponsorship Probation Agreement: is an agreement tailored to each student based on the need to reinforce policies of eligibility for sponsorship primarily in the accordance to falling below a 2.0 gpa level throughout the semester and/or academic year. The student will abide by this agreement, if student breaches his/her sponsorship probation agreement, sponsorship will cease immediately.

Wait List: the GVG Education Board will create a wait list of students each year. Students whose names appear on the wait list will be notified as spaces come available. Sponsorship only occurs if currently sponsored students withdraw or are terminated from their studies. If students on the wait list are not sponsored, they must reapply before the deadline (June 15th of each year) for sponsorship for the next academic year. The wait list will be generated considering the following:

1. Whether application deadline was met.
2. Whether application package was complete.
3. Whether the student received funding in previous years and if so, reasons for withdrawing or not completing intended program of studies under sponsorship.
4. Overall eligibility for sponsorship.

2.0 STUDENT RESPONSIBILITIES:

Students under GVG Education Sponsorship will be required to adhere to all policies as indicated by the Education Department in this Post Secondary Policies Handbook.

Student responsibilities are: (but not limited to)

- 2.1 The student (**applicant**) is responsible for any deposits or other fees requested by the school prior to confirmation of sponsorship. Please retain your receipts, and pending approval of sponsorship you will be reimbursed.
- 2.2 Fulfill all requirements via application process before **June 15th** of each year for continued sponsorship from Gingolx Education.
- 2.3 To provide the Education Department with an **acceptance letter, registration data form** (list of registered courses) and **tuition/textbooks costs** for each semester prior to sponsorship commencement date for each semester.

- 2.4 To provide **official transcript** to the Education Administrator at the conclusion of each semester, continued sponsorship will be pending on good academic standing. If student sends a faxed copy in advance, the original official transcript is to be sent by mail. In the event that transcript cannot be readily available, student must grant institution permission to release final marks in any format until official transcript can be provided.
- 2.5 To provide **current contact information**, mailing address, phone numbers, etc. Any changes are to be provided well in advance.
- 2.6 Students will be responsible for **submitting receipts** for tuition, books/supplies, seasonal travel, etc. to the Education Department.
- 2.7 Students will be responsible to provide **monthly progress reports** before the 15th of each month before monthly living allowance is released.
- 2.8 Student will be responsible for paying any tuition/textbook costs for repeated courses already sponsored for by the GVG Education Department. **Repeated courses will not be covered under sponsorship again** regardless of reasons for not successfully completing those courses under previous sponsorship.
- 2.9 Provide a **medical** (doctor's) **note** for any absenteeism from class(es). Student is expected to be in classes at all times, consistent absenteeism and/or lates will not be tolerated under sponsorship.
- 2.10 Student is to take full responsibility for **setting and achieving their post secondary education goals**. To do everything possible to ensure that their education needs are being met in a positive and effective manner.
- 2.11 To notify the Education Department of **tuition payment requirements** at least one week before deadline and/or when contacted via letter by the post secondary institute regarding any outstanding accounts for tuition payment not received.
- 2.12 To provide written notification to the Education Administrator of **program changes** (i.e. changing area of study) and provide an updated academic plan.
- 2.13 To provide **written notice of course or program withdrawal**. Withdrawal must be made prior to fee reimbursement deadline and if withdrawal occurs after the fee reimbursement deadline student may be responsible for tuitions costs expended on his/her behalf.
- 2.14 To **maintain a full course load** at all times as outlined in eligibility requirements for full-time status under sponsorship. If student changes from a full-time to part-time status, he/she must notify in writing to the Education Administrator of this change. Part-time students are not eligible for a living allowance. Part-time students are eligible for tuition/textbooks/relevant supplies coverage only.

- 2.15 To maintain the **minimum grade point average** (2.0 gpa) in their program according to the program policies or the post secondary institute program guidelines (whichever is higher).
- 2.16 To notify the Education Administrator in writing as to **any changes in continuance of sponsorship for the next semester** (i.e. not attending the next semester of program of study).
- 2.17 The student will seek to access additional financial assistance through **bursaries, scholarships, and work study programs.**
- 2.18 To be further aware that the Gingolx Education Post Secondary financial assistance is intended for direct education expenses only (**tuition, textbooks/relevant supplies and living allowance**) and not for any other purpose.
- 2.19 The Gingolx Post Secondary financial assistance is **not intended to cover personal debts incurred before or during** attendance at post secondary institutions. This includes but is not limited to credit card payments, vehicle loans, outstanding personal / student loans, and outstanding rental arrears or damage deposits.
- 2.20 Any and all requests pertaining to sponsorship are to be in writing to the Education Administrator; **verbal requests will not be accepted.**
- 2.21 Students should know that sponsorship is on a **semester-by-semester basis** and/or **year-by-year basis**, eligibility for continued sponsorship will commence after receipt/review of final marks for completed semester/year and at the discretion of the Education Administrator / Education Committee in relation to academic standing under sponsorship at any given time.
- 2.22 Students who do not complete their program of studies, without relevant reason, must **remit all funds back to the Education Department for all costs incurred on their behalf.** No future Post Secondary financial assistance will be available until full reimbursement is made. All reasons for leaving a Post Secondary Institution must be put in writing to the Education Administrator well in advance before leaving said institution, otherwise student will accept all consequences of his/her actions.
- 2.23 **Student will contact relevant Education Staff directly** on his/her behalf regarding sponsorship details, enquiries or questions, etc. Student must maintain a sponsor / student relationship at all times, there will be no third party involvement in student sponsorship of any kind. For instance, students' spouse, parent(s), family member or friend is not to call in regarding business affairs of

student sponsorship. Gingolx Education Staff will not be subjected to third party enquiries, etc. unless absolutely necessary to do so but highly unlikely.

3.0 EDUCATION STAFF RESPONSIBILITIES:

- To ensure that the education program is administered according to existing policies
- To assist students in gaining access to post secondary education
- To encourage and support students throughout their educational journey

4.0 EDUCATION BOARD RESPONSIBILITIES:

- When warranted but not limited to; aid in decision making of eligibility and status of sponsorship of those currently sponsored or for those awaiting sponsorship under Gingolx Membership.

5.0 CHIEF & COUNCIL RESPONSIBILITIES:

- To sanction the Education Administrator to administer the Education Program in the best interest of the community and Gingolx Membership according to the Gingolx Post Secondary Education Policies Handbook on their behalf.
- To ensure that the Education Staff are working for the community and that education services are made available to the entire Gingolx Membership according to the Gingolx Post Secondary Education Policies Handbook with regards to the financial capacity and availability of funds to do so.
- To approve the annual budget.
- To approve amendments to the Post Secondary Education Policies Handbook.

6.0 ELIGIBILITY (Application Criteria for Sponsorship):

To be eligible for PSE funding (financial assistance) under the **Gingolx Post Secondary Education Assistance Program** applicants;

6.1 Must be a **MEMBER OF GINGOLX** (as per Gingolx Registry List). **PRIORITY** will be given to applicants in the following order:

- 6.1.1 Students currently enrolled in a post secondary institution returning to a full-time degree or diploma program and based on good academic standing with the institution of choice;
- 6.1.2 Students whose applications for financial assistance were waitlisted in the previous year due to lack of funds and who are reapplying for post secondary funding;

- 6.1.3 Students graduating from Grade 12 and entering a post secondary institution, enrolling in a full-time degree or diploma program; Students who have graduated from Grade 12 in previous years and have not applied for/or received funding;
- 6.1.4 Gingolx membership with grade 12 equivalents who have not previously received funding from this program; Mature students entering into post secondary programs for the first time;
- 6.1.5 Gingolx Membership applying for vocational training (occupational skills training) or technical / trades programs who have not received funding from this PSE Assistance Program previously and contingent upon available funds;
- 6.1.6 Previously Funded PSE Students – If the budget permits, students who have been funded before and have successfully completed their program of studies and still qualify for funding will be considered.
- 6.1.7 Graduate/Post-Graduate students who are not continuing students but have been previously sponsored, have good academic standing and are reapplying for sponsorship and contingent upon available funds;
- 6.1.8 Gingolx Membership who are applying for part-time post-secondary programs and contingent upon available funds;
- 6.1.9 Other: Students who previously received post-secondary funding but did not complete their program of studies. The circumstances under which a student decided not to continue post secondary studies and the student has submitted an application along with a written request for consideration for future sponsorship will only be considered if he/she has complied with the requirements of eligibility as per the Gingolx PSE Policies. Student eligibility will be at the discretion of the Education Committee prior to the next academic year and contingent on available funds.
- 6.1.10 **PRIORITY SYSTEM for Post Secondary Institution of choice:**
 Since the Post Secondary Assistance Program will continue to operate within a fixed budget, priority for eligible funding for post secondary financial assistance for the institution of choice are;
- Public Post Secondary Institution (*First and foremost and if outside of BC, comparable to tuition costs of comparable program of studies within BC public post secondary institutions*).

- Private Post Secondary Institution (*tuition support up to and not exceeding \$ 2,000.00; comparable to a program of studies in a public post secondary institution and comparable to tuition amount for indicated program of studies*).
- Foreign Institution (*only if program of studies is not offered in Canada; tuition support will be comparable to a Canadian program of studies for tuition costs and paid out in Canadian funds; and eligibility for a living allowance (after verification of income provided) will be paid out in Canadian funds equivalent to what students studying in Canada receive*).

6.2 APPLICATION PROCESS:

- 6.2.1 Continuing students, upon receipt of the Gingolx Post Secondary Funding Application Package (application process) must fully complete all requirements and return to the Education Office by **June 15th** prior to the September semester start date. Any applications received late or incomplete will be put onto a waitlist according to date received and based on eligibility, in some cases must reapply for the next academic year before deadline.
- 6.2.2 Must have **met College or University entrance requirements** and have been enrolled or accepted for enrollment in an accredited post secondary institution for a program of studies.
- 6.2.3 Must provide a **letter of acceptance** from an accredited Post Secondary Institution.
- 6.2.4 Must submit a **records release form** to the institution enrolled in and copy to the Education Department and/or sign Education Department PSE Release of Information form. General release of information form required as well.
- 6.2.5 Must provide most recent **OFFICIAL** transcript.
- 6.2.6 Must provide **verification of income** (i.e. recent income tax return) prior to eligibility for a monthly living allowance, especially if claiming dependents.
- 6.2.7 **Academic Plan** – correspondence relevant to semester-by-semester and or the academic year schedule at the institution of choice (i.e. tuition, registration data form, textbooks required/costs, institution related fees, etc.)
- 6.2.8 Must provide a detailed **letter of intent** (i.e. personal academic and career plan - your commitment to education training should sponsorship

be approved, explain what you expect to gain from your studies, and what your plans are upon completion of studies, and indicate approximate duration of requested sponsorship).

- 6.3 Must **meet minimum grade point average** (at least a 2.0 or a C average) as indicated in the guidelines of the institution of choice. This will be indicated as per submittal of an OFFICIAL transcript via previous sponsorship for continued sponsorship with Gingolx Education.

7.0 LIMITS OF ASSISTANCE BY LEVEL:

Limits of assistance is in reference to the former 5 – 6 years of sponsorship; there will be no misinterpretation of amount of years of allotment for financial assistance for educational endeavors, students must reapply each year for sponsorship (based on eligibility) for next academic year in accordance with academic standing (completeness of requirements) under previous sponsorship and level applying for.

- 7.1 **Level 1** – Accredited community college, vocational or technical institutes who provide certificate or diploma programs. Students registered in a Level 1 program are eligible for a maximum of 16 student months (equivalent to 2 – 2 semester academic years or 4 semesters) of assistance to complete a program leading to a certificate, diploma or license, etc. In some cases, students will be required to undertake provincial / necessary examinations for overall successful completion of the program of studies under sponsorship to receive their license in various areas and dependent on eligibility.
- 7.2 **Level 2** – Undergraduate programs. Students registered in a Level 2 program are eligible for a maximum of 32 student months (equivalent to 4 – 2 semester academic years or 8 semesters) of assistance to complete an undergraduate program leading to a Bachelors degree.
- 7.3 **Level 3** – Graduate and Post-Graduate programs/doctoral programs. Students registered in a Level 3 program are eligible for a maximum of 56 student months (equivalent to 7 – 2 semester academic years or 14 semesters) of assistance to complete a post-graduate program, masters or professional degree.

Changing programs uses up student months within each of the 3 levels. Once you have completed 16 months in a Level 1 program, no further Level 1 programs are available to you. Once a Level 2 program is complete, a student may not be funded for future Level 1 or Level 2 programs. Upon completion of a level 3 program; students are not eligible for further Level 1, Level 2 or Level 3 assistance.

A student will only be permitted **one change** in program of studies at the discretion of the Education Administrator during sponsorship and as per eligibility procedures for continued sponsorship. This will be within limits of assistance mentioned above (i.e. someone taking a 2-year diploma program in Business Administration decides after the 1st year that he/she wants to take something else; in this case this student will still be allotted 16 student months

minus what has already been used up in the Level I program under sponsorship; he/she uses 8 student months in the 1st year of the diploma program and only eligible for a further 8 student months thereafter without regard of length of the changed program of studies.)

Student must reapply each year for further sponsorship based on the above “Levels” of limitation on financial assistance and further based on academic standing via successful completion of program of studies under Gingolx Education Sponsorship.

Please note: Gingolx Education is not responsible for any time and/or educational costs incurred by the student prior to receiving sponsorship from Gingolx Education.

8.0 TUITION FEES LIMITS:

Sponsored student tuition fees will be paid directly to the institution of choice from Gingolx Education upon receipt of invoice in the maximum (*up to and not exceeding*) amount of:

\$ 2, 000.00 – College tuition fees per academic year.

\$ 2, 400.00 – University level tuition (e.g. Bachelor of Arts) per academic year.

Subject to change, only when warranted by the institution of choice as per any necessary increase in tuition costs per program of studies.

9.0 FULL-TIME STUDENT SPONSORSHIP:

FULL-TIME STUDENTS (sponsored students registered in minimum of 12 credits per semester) will receive the following types of support while attending a program of studies.

9.1 **Tuition Support:** (is in addition to what is allowable under section 6.1.10) financial assistance coverage for tuition related costs at the institution of choice.

9.1.1 Provides funding for basic tuition fees, registration fees (to be reimbursed after acceptance letter, registration receipt and letter of request for reimbursement is provided), professional certification and examination fees as indicated by the institution of choice (tuition fees are made in reference to and as per indication of public post secondary tuition fees; not exceeding \$ 2,000.00 per academic year).

9.1.2 Full tuition to attend any foreign institution will only be provided if a comparable program of study is not available in a Canadian Post Secondary Institution. Otherwise, the student shall only receive the tuition rate of the nearest comparable program of study in Canada (notably B.C. if student permanently resides in BC prior to sponsorship outside of Canada).

9.1.3 Private Post Secondary tuition sponsorship for a program of study will be comparable to the tuition rate of a comparable program of study of the

nearest Public Post Secondary Institution (up to and not exceeding the amount of \$ 2,000 for tuition coverage).

9.2 **Textbooks/Relevant Supplies:**

- 9.2.1 Full-time sponsored students will be provided a one-time only per academic year, **basic supplies allowance of \$ 150.00** at the commencement of sponsorship for essentials required for program of studies for that academic year (i.e. binders, paper, pens, pencils, back pack, etc.). Receipts are to be provided immediately, to further support via correspondence of this financial allocation of funds to the student under sponsorship for this purpose.
- 9.2.2 Full-time students will be **covered for textbooks/relevant supplies from the institution of choice bookstore on a semester-by-semester basis.** The Education Department will send a sponsorship letter to the bookstore indicating allowable textbook/relevant supplies coverage and will be based on information provided and verified with the bookstore for textbooks/relevant supplies required for that semester only. The bookstore will invoice the Education Department directly for costs associated with textbooks/relevant supplies for the sponsored student. Any other costs as per invoice received that are deemed irrelevant according to registered course specifications for textbooks/relevant supplies will not be paid on the student's behalf. Bookstore will be contacted along with payment of what outstanding amount is the student's responsibility for payment and will be provided student's contact information to that regard. Student is expected to clear up any misunderstandings through out the year with the bookstore directly.
- 9.2.3 Should students require further textbooks/relevant supplies for the current semester, the student must notify the Education Department in advance via **written request** (relevant information to be provided) to the Education Administrator before any necessary changes are to be conducted via bookstore/sponsor, this will be at the discretion of the Education Administrator.
- 9.2.4 Students will be responsible for any optional books/supplies not necessarily required in addition to indicated textbooks/relevant supplies for courses per semester.
- 9.2.5 For technical/trades programs full-time sponsored students are eligible to request for extra funds for relevant supplies/equipment etc. needed for the program of studies (support letter from instructor to be provided as to the need for additional coverage for relevant supplies and/or equipment). If the institution bookstore cannot provide what is needed, the student must submit at least two quotes along with written request or student can purchase necessary

supplies/equipment and write in, providing receipts and request for a reimbursement.

9.3 **Living Allowance:**

Full-time students (registered in a minimum of 4-courses or 12 credits per semester) deemed eligible for a living allowance will be provided a fixed amount each month based on completeness of requirements for living allowance eligibility (**verification of income to be provided via recent income tax return**) and pursuant to the schedule at the end of this handbook:

- 9.3.1 Full-time students will receive a fixed living allowance depending on eligibility requirements and verification of income. Students declaring dependents (including spousal dependency) **must provide verification of income** via recent income tax return, copies of dependents birth certificates and Nisga'a citizenship cards OR status cards along with your own. For spousal dependency must have been with spouse a period of no less than one year prior to application (this is further verified via income tax return).
- 9.3.2 If the student fails to provide necessary information, he/she will only be eligible for a **single student rate** until necessary correspondence is provided. Changes to the student's fixed living allowance amount will commence only after all eligibility requirements are met and any such changes will commence in the next month's living allowance allotment or at the discretion of the Education Administrator within that month that the relevant correspondence has been provided.
- 9.3.3 Fixed living allowances are only intended to financially assist the sponsored student(s) in meeting their daily expenses such as shelter, food, daily transportation to and from school, etc. Living allowances are not expected to cover personal debt, this includes but not limited to, credit card payments, student/vehicle loans and any other outstanding personal debts

9.4 **Travel Financial Assistance:**

Travel financial assistance will always be based on the lowest excursion rate of travel and that amount only (i.e. Greyhound Canada or whichever mode of travel is less). At the discretion of the Education Administrator, any other coverage other than actual travel costs to/from permanent residence will depend on financial capacity to provide further travel financial assistance and based primarily on what is deemed allowable under sponsorship allotment for a travel grant. All travel receipts are to be provided to the Education Department as soon as possible, if student fails to provide receipts, he/she will not be eligible for future travel financial assistance and in some cases will have to repay funds allotted via travel grant.

- 9.4.1 Depending on type/duration of student sponsorship, students who are required to live away from their permanent residence during academic studies (i.e. Gingolx to Terrace and back home to Gingolx) may qualify for a travel grant (financial assistance) for themselves (and dependents who reside with them during studies) to/from permanent residence to the location of institution of choice, at these times only;
- Prior to commencement of academic program
 - Christmas holiday (to/from)
 - At the end of academic year of study
- 9.4.2 Again, daily **travel to and from school** is entirely the student's responsibility (there will be no reimbursements for monthly bus passes, gas purchases, etc.)

9.5 **Contingency Funding:** (emergency grant)

A the discretion of the Education Administrator in relation to financial capacity to allocate financial assistance for this purpose at any given time. Full-time students may request in writing for an EMERGENCY GRANT (financial assistance) for travel costs related to unforeseen emergencies. Emergencies eligible and based on funding availability for contingency funding are;

- 9.5.1 Bereavement – loss of an “immediate” family member
- 9.5.2 Medical reasons – necessary travel to see your doctor (medical note required)
- 9.5.3 Other (compassionate) – pending funding availability at any given time

10.0 **PART-TIME STUDENT SPONSORSHIP:**

PART-TIME STUDENTS are sponsored students registered in less than 12 credits per semester leading up to an accredited certificate/diploma/degree/license, etc. Part-time students are expected to adhere to all policies via the PSE policies handbook for continued sponsorship and financial capacity to provide funding for part-time studies in conjunction with full-time sponsored students.

- 10.1 Part-time students are **not eligible for a living allowance**.
- 10.2 Part-time students will only receive funding for tuition/textbooks/relevant supplies prior to commencement of studies at the institution of choice. A part-time student will be provided a “**one-time**” basic supplies allowance of **\$ 75.00** at the commencement of sponsorship for essentials required for program of studies for that academic year (i.e. binders, paper, pens, pencils, back pack, etc) prior to commencement date of studies per year.
- 10.3 A sponsorship letter will be sent to the institution's bookstore for required textbooks only as indicated by course selection per semester and depending on

the program studies in regards to relevant supplies. The bookstore will invoice the Education Department as per sponsorship letter giving permission to invoice only for registered semester course textbooks only. Any items invoiced for that are considered basic supplies, will be the responsibility of the student and will not be paid by Gingolx Education. It is the part-time student responsibility to provide the textbooks list in advance prior to commencement of each semester.

11.0 TERMINATION OF FUNDING:

Student's termination of funding (necessary suspension from future sponsorship) will automatically be issued for:

11.1 Dishonesty (for example but not limited to):

11.1.1 Failure to notify the Gingolx Education Department of **Academic Probation** prior to commencement of sponsorship. You must notify the Education Administrator immediately if you are placed on Academic Probation. Should the Education Administrator or Education Department employee discover that you were or are on a Academic Probation with the institution of choice and this was not justified by you prior to sponsorship, sponsorship will be suspended immediately or at the discretion of the Education Administrator. Being on Academic Probation changes the students' eligibility for sponsorship (added student responsibility and further requirements under sponsorship).

11.1.2 Student fails to notify sponsor in advance of **any such change** in full-time status to part-time status during the course of the semester under Gingolx Education Sponsorship. Changing from a full-time to a part-time student changes the student's eligibility for the monthly financial assistance allotment (i.e. part-time students are not eligible for a living allowance).

11.1.3 **Change in living allowance eligibility** (i.e. unemployed spouse to employed, dependents declared and then verified otherwise, etc.)

11.2 Withdrawal from one or more courses (or program of study) without formally notifying the Education Administrator and/or Education Staff of reasons for withdrawal:

11.2.1 Gingolx Post-Secondary Students who have withdrawn from a course, courses or program of study **without notifying in writing** (indicating reasons) to the Gingolx Education Administrator/Staff prior to withdrawal will not be eligible for further funds without a valid reason. Any funds provided to the student who has jeopardized his/her funding, is fully responsible to pay all funds expended by the Gingolx Education Department on his/her behalf back to the sponsor (Gingolx Education Department). There will be no further funds approved for jeopardized students unless funds are remitted back to Gingolx Education in full.

11.3 Misuse of GVG Education Funds: (for example but not limited to)

- 11.3.1 In the event that a student drops out during sponsorship and receives funds (subsequent living allowances) or Gingolx Education Department pays funds on their behalf, the student is **liable to repay the full amount** back to the Gingolx Education Department. Payment options can be discussed with the Education Administrator via repayment agreement. If repayment of funds is necessary, any/all post secondary sponsorship will be suspended until student remits payment in full.
- 11.4 **Student falls below the minimum gpa of 2.0** OR falls below the initial requirements of the institution of choice on the semester-by-semester basis of sponsorship.
- 11.5 Consistent **lack of attendance** (absenteeism) of program of study and unjustified with the institution of choice and with the Gingolx Education Department as to reasons for absenteeism and lack of commitment.
- 11.6 Student is **terminated** from a program of studies at the institution of choice.
- 11.7 Student registers to attend a post secondary institution of choice and receives funds (living allowance, etc.) from Gingolx Education but fails to attend classes at the institution must return all funds expended on his/her behalf under Gingolx Education sponsorship. Student **jeopardizes** his/her sponsorship immediately.

Suspensions will be in effect for not less than one semester and not more than five calendar years and based primarily on the student's remittance of funds allocated prior to commencement of any type of sponsorship, student will be placed on an jeopardized student list (outstanding account) until funds are remitted back to Gingolx Education for consideration for any future sponsorship. All suspensions will be conducted at the discretion of the Gingolx Education Administrator (and if needed - Education Committee) in reference to the need for suspension of sponsorship of any sponsored student.

If funds are remitted back to Gingolx Education, the student may reapply for sponsorship in accordance to funding availability / wait list, priority, etc. and student will be on a strict **SPONSORSHIP PROBATION** for the first 4-months (semester) of sponsorship if deemed eligible for funding and some cases a full academic year of sponsorship probation. The **student must sign a Sponsorship Probation Agreement** prior to commencement of any type of sponsorship. This sponsorship probation agreement will be provided once your sponsorship has been confirmed and in consideration of type of eligibility for sponsorship. Sponsorship will cease immediately for students who do not meet the minimum requirements of the semester grade point average (gpa) of 2.0 prior to entrance into the next semester.

12.0 CAREER & COLLEGE PREPARATION PROGRAM:

- 12.1 Students applying for financial assistance for Career & College Preparation (CPP) will fulfill all eligibility requirements and student

responsibilities of a full-time student under sponsorship in order to be eligible for all financial benefits under this PSE Policies Handbook.

- 12.2 **Sponsorship for CCP will be no less than one semester and no more than one academic year ONLY.**
- 12.3 Students registering in CCP should take courses that will enable immediate (the next year of sponsorship) entry into an accredited post secondary program. Any further time needed to complete prerequisites for entry into a college/university program, in excess of the academic year already provided for under sponsorship for CCP will be the sole responsibility of the student.
- 12.4 Students in the CCP program will be required to register in a minimum of four courses (12 credits) and no more than five courses (15 credits) at one time. Students completing one course and at 3-courses will be required to take up another course to fulfill requirements of a full-time student. A transcript or Interim Report (CCP Progress) of semester marks will be reviewed for sponsorship continuance for attendance/academic standing prior to the commencement of the next semester (i.e. marks from Sept. – Dec. will be reviewed for consideration prior to January’s sponsorship if eligible).
- 12.5 If it is evident that the student is falling below the required academic standards as per full-time student status requirements of sponsorship, the student’s sponsorship for CCP will cease to continue (suspension of sponsorship for no less than one semester and up to one academic year of sponsorship and limitations of further sponsorship if deemed eligible for sponsorship) OR if semester-end progress indicates that with added effort the student can successfully complete CCP courses before the end of the academic year, the student will be placed on sponsorship probation for the remainder of the year. Sponsorship continuance for the next academic year will depend on successful completion of CCP courses and based on initial entry into a post secondary program of studies. A reminder again, students are allowed only one academic year for CCP courses. The CCP academic year will count as part of your Level 1(section 7.1 pg. 11 of handbook).

13.0 ADULT BASIC EDUCATION:

- 13.1 The GVG Education Department offers a Adult Basic Education (ABE) Program and referred to as Adult Distance Education for upgrading courses in grade eight to twelve (September to June of each year) via the North Coast Distance Education School.
- 13.2 **It is with this capacity to provide an ABE program in our own community of Gingolx that we do not sponsor for ABE outside of Gingolx.**

14.0 DISTANCE EDUCATION:

Before enrolling in any Distance Education courses, either as a part-time or full-time student and if you are eligible for funding for the academic year, the student must inform the Education Administrator to determine the eligibility for assistance or reimbursement and primarily based on funding availability.

The following will only be considered if funding is available for this purpose specifically:

- 14.1 Upon submission of receipts and official proof of completion of a distance education course, part-time students will be reimbursed for tuition, books, and supplies.
- 14.2 If the student intends on being a full-time student enrolled in a distance education program of study of which is supervised by an instructor or facilitator, the student must inform the Education Administrator in advance.

15.0 INCENTIVE GRANTS:

Students may be eligible for a “**one time only**” incentive grant under sponsorship. Students must have a grade point average of a B or higher (**gpa 3.0**) to qualify for an incentive grant. The following types of incentive grants available are dependent on the type of achievement attained under sponsorship:

- 15.1 Students successfully completing an accredited certificate, diploma, or license program may apply for an incentive grant after graduation. Student must provide an official transcript (photocopy of transcript will not be accepted), a photocopy of the certificate, diploma, or license and a letter of request for an incentive grant to the Education Administrator. Eligibility - \$ 500.00 will be granted if deemed eligible.
- 15.2 Students successfully completing a 2-year diploma, an associate of arts degree or under-graduate (bachelors) degree program may apply for an incentive grant after graduation. Student must provide an official transcript (photocopy of transcript will not be accepted), photocopy of diploma, associate of arts degree or bachelors degree and a letter of request for an incentive grant to the Education Administrator. Eligibility - \$ 1,000.00 will be granted if deemed eligible.
- 15.3 Students successfully completing a Masters, Doctoral, or Honorary Doctoral degree program may apply for an incentive grant after graduation. Student must provide an official transcript (photocopy of transcript will not be accepted), photocopy of degree and a letter of request for an incentive grant to the Education Administrator. Eligibility - \$ 1,500.00 will be granted if deemed eligible.
- 15.4 Strategic studies for sponsored full-time students who complete studies in any area the Gingolx Village Government declares to be professional or of academic

training which meets the social or economic priorities of the community may be eligible for an incentive grant and at the discretion of the Education Administrator (Education Committee). Eligibility – at the discretion of the Education Administrator, based on funding availability and length of studies.

16.0 OTHER SPONSORSHIP: (i.e. short-term, practicum, etc.)

- 16.1 Support **will not** be provided for any extra's (no additional financial assistance) not specified in the Post Secondary Education Policies Handbook as per fixed budget regardless of need. Financial assistance provided is for "assistance" only and not to cover full costs of educational endeavors.
- 16.2 If funding is available, applicants who are eligible for short-term (one week up to one month of studies) will only qualify for allowable financial assistance in relation to the duration of program or course of studies. (i.e. not limited to, a student who is leaving the community for educational endeavors for one week and less than one month will be provided for travel costs, allowable amount for necessary accommodation, incidentals based on the number of days required for the short-term studies @ \$ 25 per day.)
- 16.3 Those approved for short-term sponsorship will be required to sign a short-term student contract prior to commencement of short-term studies and will be bound by this agreement. Should the student fail to successfully complete short-term studies due to withdrawing out of studies, further fail to notify the Education Administrator of withdrawal, and if any post-secondary funds provided for the intended short-term sponsorship have been misused to this regard, the student will be responsible to remit all funds back to the GVG Education Department. No further sponsorship will be made available to the student until funds have been received in full. After funds are remitted in full, student can reapply but based on eligibility requirements and funding availability.
- 16.4 Gingolx Education will not provide financial assistance via loans of any kind for any purpose as we sponsor primarily for post secondary educational programs (i.e. will not sponsor for computer purchases, etc.)
- 16.5 Student loans are not the responsibility of Gingolx Education as it is the student's personal choice to take out the student loan while under sponsorship.
- 16.6 Sponsorship will always depend on the financial capacity to allocate funds for specified post secondary program of studies and eligibility according to term of sponsorship.

17.0 STUDENT ADVANCES:

There will not be any student advances. Budgeting is the student's responsibility.

18.0 LIVING ALLOWANCE CHEQUES:

- 18.1 The Post Secondary Education (PSE) Living Allowance cheques will be mailed approximately mid-month for the subsequent month (i.e. September's cheque will be mailed out approximately in mid-August).
- 18.2 Living Allowance cheques will only be mailed out after the student provides a monthly progress report. Any delays in providing a progress report will ultimately delay your living allowance cheque to be mailed, student responsibility each month, you will not be reminded to this regard. Progress reports are due by the 15th of each month regardless of the program of studies enrolled in.
- 18.3 Until there is any change in the distribution of living allowance other than processed cheques for mail out, students are expected to provide correct and current address of which the cheque is to be mailed. Cheques will be mailed directly to you (not family members or anyone other) at all times. The GVG Education Department will not make special arrangements for faster delivery of your cheque at any time, only in the event that any delay is at the fault of the GVG Education Department.

19.0 STUDENT APPEALS PROCESS:

A sponsored student who believes that he/she has been unjustly treated with regard to the application of the Gingolx Post Secondary Education Policies Handbook has the right to appeal within 30 consecutive days. The student must appeal on his/her own behalf. Appeals made by a family member or anyone other on the student's behalf will not be considered.

Procedures for a student's appeal are as follows:

- 19.1 A student who is dissatisfied with a decision made can contact the Education Administrator within 30 days of receiving the notice of decision and state the grievance. The Education Administrator will be obligated to discuss the student's problem and try to resolve it.
- 19.2 If the student is still not satisfied with the decision of the Education Administrator, then he/she must submit a letter of Appeal to the Education Board (Gingolx Education Department). The letter of appeal must include all reasons for appeal (state grievance) and provide all relevant supporting documents. The Education Board will review the appeal within ten (10) working days of receipt of the letter of appeal. The Education Board may request the individual to meet with them (if possible) or participate in a telephone conference regarding his/her appeal based on a time allotment of 30 minutes to hear student's appeal, etc. The Education Board will then render a decision on the appeal.
- 19.3 If the student is still not satisfied with the decision of the Education Board, then a grievance must be submitted in writing to the Appeals Board of the Gingolx

Education Department along with supporting documents. The Appeals Board will review all information on the student's grievance and render a decision.

- 19.4 If the student is still not satisfied with the decision reached by the Appeals Board, he/she can submit a grievance in writing along with supporting documents to the Gingolx Village Government (GVG) Chief & Council. GVG Chief & Council will review all information of the student's grievance at their next scheduled meeting. **The decision of the GVG Chief & Council will be FINAL.**

20.0 AMMENDMENT PROCESS:

Any amendments to be made to this Post Secondary Policies Handbook will be brought to the attention of the sponsored students in advance and will not be implemented until after ratification of these amendments by Gingolx Village Government Chief & Council. Upon ratification of amendments to any portion of this PSE Policies Handbook, a copy of amendments and those amendments only will be provided to sponsored students and effective 30 days after ratification date.

REMINDER TO ALL SPONSORED STUDENTS

- All full-time sponsored students are to reapply for sponsorship each year for consideration for the upcoming academic year (*i.e. by June 15th for September Semester*) pursuant to eligibility requirements and overall successful completion of program under recent / previous sponsorship.
- Part-time student sponsorship will reapply each year as well and will be dependent on funding availability and eligibility requirements of previous sponsorship.

APPLICATIONS FOR PSE FUNDING ARE AVAILABLE AT THE EDUCATION OFFICE. All applications, if faxed in before deadline are to be followed up with mailed "**originals**". The application package is to be MAILED prior to deadline date for September Semester sponsorship, any incomplete applications and requirements will not be considered, student responsibility as per policies.

At any other time, applications will be accepted during academic year **but based on the fixed budget** to provide financial assistance for education endeavors, pursuant to eligibility and level of sponsorship. Sponsorship will be subject to approval and guidelines of the Gingolx Post Secondary Education Policies Handbook at all times.

Nisga'a Citizenship Card Contact Information:

Diane Stewart or Patti Guno
Enrollment & Eligibility
NISGA'A LISIMS GOVERNMENT
Toll Free: 1-866-633-0888 **Phone:** (250) 633-3000 **Fax:** (250) 633-2367

SCHEDULE OF LIVING ALLOWANCE ELIGIBILITY PER MONTH:

These categories of “**financial assistance**” amounts are to be determined for a sponsored student (in terms of eligibility) for this type of funding sponsorship according to financial “**verification of income**” prior to commencement of studies. **This assistance is a fixed amount, students who declare dependents (children and/or spouse) who do not provide verification of income will only be eligible for a single student rate until relevant correspondence is provided.**

FULL-TIME STUDENTS ONLY	Living Allowance Per Month
S1 Single Student living at home with Employed Parent	\$ 400.00
S2 Single Student	\$ 850.00
M1 Married Student Employed Spouse With 1 dependent With 2 dependents Add \$ 50.00 per month for each additional dependent after verification of need.	\$ 775.00 \$ 950.00 \$ 1,130.00
M2 Married Student Dependent Spouse With 1 dependent With 2 dependents Add \$ 50.00 per month for each additional dependent after verification of need.	\$ 995.00 \$ 1,145.00 \$ 1,305.00
M3 Married Students 1 will be single parent and other will be single parent With 1 dependent With 2 dependents Add \$ 50.00 per month for each additional dependent after verification of need.	\$ 850.00 \$ 1,145.00 \$ 1,305.00
S3 Single Parent With 1 dependent With 2 dependents Add \$ 50.00 per month for each additional dependent after verification of need	\$ 1,145.00 \$ 1,305.00
PART-TIME STUDENTS (less than 12 credits per semester) ARE NOT ELIGIBLE FOR A LIVING ALLOWANCE	
Incidental amount per day for short-term (and all other sponsorship) are eligible for financial assistance, based on need and duration of course/program of studies.	\$ 25.00 per day