

POST SECONDARY EDUCATION HANDBOOK

October 2018

REVISED: October 2018
APPROVED: October 2018
EFFECTIVE: January 2019

1. INTRODUCTION

Please find attached the guidelines of the Bella Bella School Board Post-Secondary Student Support Program. This support program provides funds within available budget to assist registered Heiltsuk Band members enrolled in post-secondary programs.

2. DEFINITIONS

In this document are:

- 2.1 "Academic year" is defined by the post-secondary institution, but will be not less than eight months duration.
- 2.2 "Dependent Spouse" means a person who is married to the student or a person who has lived with the student as husband or wife (common-law relationship) for a period of at least one year prior to application for educational support. This person is dependent upon the student if he/she does not receive employment income, EI, or other sources of income (in excess of the level of income allowed for a dependent spouse by Revenue Canada. }
- 2.3 "Disqualified Student" is a student who has withdrawn, not completed, or not satisfied attendance requirements with the exception of medical or compassionate reasons provided by a medical practitioner.
- 2.4 " Institution-Canadian public" is a post-secondary institution which receives the majority of its funding from federal and provincial governments.
- 2.5 "Institution-Private post-secondary" are Canadian or foreign post-secondary institutions which receive the majority of funding from sources other than governments.
- 2.6 "Institution-Post-secondary" are degree and/or diploma granting Institutions affiliated with, or delivering accredited post-secondary programs.
- 2.7 "Post-Secondary Education" means a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent is a prerequisite.
- 2.8 "Resident" means an eligible Status Indian who has resided in Canada for the twelve consecutive months prior to application. This also includes students who have been living outside Canada as a result of their studies.
- 2.9 "Status Indian" and "Indian" mean a person whose name has been entered in the Indian Register maintained by the DIAND and as defined by the Indian Act.

2. DEFINITIONS. .../cont'd

- 2.10 "Semester" refers to a part of the academic year, as defined by the Post-secondary institution. Semesters usually cover the periods from September to December, January to April, May to August.
- 2.11 " Student Full-time" as defined by the post-secondary institution,
- 2.12 "Student Part-time" as defined by the post-secondary institution.
- 2.13 "Studies-Program" includes all post-secondary programs, at least one academic year in duration, leading to diploma or degree. Programs e.g.-law, less than one academic year which are prerequisites to post secondary programs, of at least one academic year in duration are included.

3. ELIGIBILITY

- 3.1 To be eligible for Post Secondary Program assistance, an applicant must:
 - 3.1.1 be a registered Heiltsuk Band member as defined by the Heiltsuk Tribal Council Membership Rules.
 - 3.1.2 have been a resident of Canada for the twelve consecutive months prior to the date of application to the student support program.
 - 3.1.3 have met university or college entrance requirements and have been enrolled or accepted for enrollment into a post-secondary institution for a program of studies.
 - 3.1.4 have complete application form and all documents for Fall and Winter sponsorship into the Board Office no later than June 30th of each year. Application needs to be dated and signed by the student.
 - 3.1.5 have complete application form and all documents for Spring and Summer sponsorship into Board Office no later than Feb. 28th. Application needs to be dated and signed by the student.
 - 3.1.6 have repaid any ineligible sponsorship funds received in the past, (refer to 9.9)
- 3.2. To be eligible for Occupational Skills Training Assistance, the applicant must
 - 3.2.1 be enrolled or accepted into a College or Training program in the Occupational Skills Areas.
 - 3.2.2 take courses which are related to his/her career choice.

- 3.2.3 have approached Canada Employment Centre for funding and present evidence to this effect.
- 3.2.4 be unemployed at the time of application.
- 3.2.5 Sponsorship approval will be based on funding availability.

4. FULL-TIME SPONSORSHIP

- 4.1 All sponsorship funds will be paid in "Canadian Currency"
- 4.2 Tuition, Maintenance and Supplies
 - 4.2.1 Tuition support includes student fees for registration, tuition, tutorials, initial professional certification and examination fees. Applicants who must pay an initial deposit at a college to hold their position in the program may be reimbursed on submission of their receipt to the Board Office.
 - 4.2.2 Upon approval of sponsorship a letter is faxed to the educational institution and a copy of this letter is given to the student which states that the Board is responsible for tuition fees only. Please note that a flat rate per semester is given to a student for books & supplies, payable at the beginning of each semester.
 - 4.2.3 Tuition support is provided for students attending private or foreign post-secondary institutions at the same rate charged by the Canadian institution nearest to the student's place of residence at the time of application which offers a comparable program.
 - 4.2.4 Tuition support is provided for students enrolled in a foreign institution at the actual tuition rate charged by the institution where there is not a comparable program available at a Canadian institution.
 - 4.2.5 Full-time students are eligible for tuition, books, supplies, maintenance, and travel if eligible under 4.3.
 - 4.2.6 Full-time students residing on reserve and attending the Heiltsuk College are eligible for maintenance according to section 14.

4.3 Travel Support

Students who are required to live away from their permanent place of residence, Bella Bella may qualify for travel support. Eligible sponsored full-time students will receive a **flat rate of \$1,500.00 per school year**, which will be given to the student upon request in full or in two installments for the school year. If the student receives the flat rate in full, and withdraws from their program, they will be liable for reimbursement to the Bella Bella Community School Society.

4.4 Correspondence Courses

A student who is required to take both correspondence and regular courses to attain the full-time status as defined by the post-secondary institution will be considered a full time student. The student must provide supporting documentation from his/her University advisor for correspondence courses which cannot exceed 6 credits.

5. TYPES OF SPONSORSHIP

- 5.1 Part-time Post Secondary students are eligible for tuition, books & supplies only.
- 5.2 Correspondence courses and/or self paced courses in which the student is not attending school on a full-time basis are considered part-time only.

6. LIMITS OF SPONSORSHIP

- 6.1 A student can only be funded for one Level 1 program, one Level 2 program, one Level 3 program and one Level IV program. Students are normally funded for the length of the program as described in the institution's calendar.
- 6.2 Students enrolled in Level I, II, III or IV will be supported for up to one additional academic year per level if such an extension is approved in writing by the institution's dean or the head of the department.
- 6.3 The time spent on the Level I program will be charged against the Level II program. Once a Level II is complete, a student cannot be sponsored for a Level I program.
- 6.4 Level III or IV students upon approval may have an extra year for medical or personal reasons. Upon completion, students are not eligible for further Level I or Level II support.

- 6.5 Funding cannot be backdated to cover time before a student is accepted by the School Board.

7. OTHER SPONSORSHIP

Support will not be provided for any extra's not specified in the Post Secondary Education Handbook.

8. ELIGIBLE PROGRAMS OF STUDY

- 8.1 Level 1 student who attends a community college in a course of studies requiring academic grade 12 and leading to a diploma. In some cases a certificate program may be eligible for approval. Maximum 2 year program.
- 8.2 Level II student who is enrolled in an undergraduate university degree program. A second undergraduate degree that requires a first degree will also remain on this level, e.g., BA plus B.Ed. The length of educational sponsorship will be determined in accordance with program.
- 8.3 Level III student who is enrolled in a masters or professional degree program (e.g. Law) or post graduate work. e.g. M.Ed. The length of educational sponsorship to be determined in accordance with program.
- 8.4 Level IV student who is enrolled in a doctoral degree program. The length of educational sponsorship will be determined in accordance with the program.
- 8.5 Changing programs within levels uses up support time within each level. A student can run out of time before any program is fully completed. In these cases, it will have to be brought to the School Board for consideration and/or approval.

9. RESPONSIBILITY OF SPONSORED STUDENTS TO THE BELLA BELLA SCHOOL BOARD

- 9.1 Students must maintain a C+ (GPA- 2.33) average for consideration for further sponsorship. A student with less than the minimum C+ (GPA- 2.33) average standing may be placed on academic probation for one semester at the Board's discretion.
- 9.2 A student who has been accepted for sponsorship MUST meet attendance requirements as outlined by the educational institution. Failure to do this will mean the student will not be eligible for Post Secondary educational sponsorship for one year.

- 9.3 A disqualified student must cover the costs associated for one educational year in order to be considered for further funding.
- 9.4 In no case will the student be eligible for any reimbursement of costs incurred after successfully completing this year on his/her own.
- 9.5 In order to qualify for further funding, the student must submit written documentation from the educational institution of a full completed & successful year on his/her own.
- 9.6 All students **MUST** send their transcript to the School Board Office as soon as it becomes available at the end of each semester. Failure to do this will have a negative impact on future requests for funding.
- 9.7 If a student does not submit an official transcript according to deadlines his/her maintenance cheque will be withheld until the transcript is received.
- 9.8 It is the responsibility of a sponsored student to advise the Post Secondary Clerk should their course load drop and turn out to be a part-time student in any given term.
- 9.9 A student who fails to notify the Post Secondary Clerk of their Changes to part-time status will be responsible for repayment of monies received for full-time student sponsorship. If repayment is not made, the student will be disqualified for future funding sponsorship. The student's file will be reviewed by the Post Secondary Committee so that every effort can be made to be flexible and understanding.
- 9.10 It is the responsibility of sponsored students to seek early academic advising for their program planning to best utilize their student months.
- 9.11 All full-time students are required to provide supporting document from their post secondary institution stating that they have registered in enough courses to be considered a full-time student. This supporting document is a must and needs to be provided each semester to BBCSS to continue to be eligible for funding under full-time status.

10. INCENTIVES

10.1 STUDENTS ENROLLED IN LEVEL III & IV PROGRAMS

Students enrolled as full-time students in Level III & IV programs may receive an incentive from the Bella Bella School Board in the **amount of \$2,500.00 per student**. This will be provided only once upon successful completion of the program and will be paid September 1st after the year of completion.

10.2 STRATEGIC STUDIES SCHOLARSHIPS IN LEVEL II

In order to encourage students to engage in studies that directly contribute to achieving Self-Government and Economic Self-Reliance the Bella Bella School Board will award incentive scholarships as follows:

Students who are currently receiving financial assistance under the Post-Secondary Program and who are enrolled as full-time students in a university degree program of studies, are eligible for these scholarships.

10.2.1 The amount of a scholarship awarded will be up to a **maximum of \$4,000.00 annually.**

10.2.2 Who will be eligible: A student who successfully completes the university degree program. The Scholarships are awarded annually on September 1st. If more than one is eligible for the scholarship, the **\$4,000.00 will be divided equally.**

10.3 ACADEMIC ACHIEVEMENT SCHOLARSHIPS

In recognition of academic achievement the Bella Bella School Board will award scholarships to students in Level I or II who meet the following criteria:

10.3.1 They must be full-time students currently receiving assistance under the Post-Secondary Program.

10.3.2 They must have completed one full-time year with grade average of B or higher. (GPA 3.00)

10.3.3 The scholarships will be in the **amount of \$1,500.00 if there is only one eligible student, and will be divided between eligible students with each to receive no less than \$750.00**

10.4 Students must apply for the award or scholarships for which they feel they qualify by July 15th. Supporting documents must accompany each application.

10.5 Each applicant will be notified of the out-come of their application by September 1st.

11. APPEAL PROCESS

- 11.1 A student who is dissatisfied with a decision made by the post-secondary committee and wishes to appeal may do so, in writing within 30 days of the decision. The appeal letter must include the reasons for appeal and all relevant supporting documents.
- 11.2 The Post Secondary Appeals Committee will review the appeal within ten (10) working days of receipt of the appeal. The committee may request the individual to meet with them personally or participate in a telephone conference.
- 11.3 The Appeals Committee will make a recommendation to the Board to grant or deny the appeal within ten (10) working days of their meeting. The Appeals committee may specify conditions they consider appropriate.
- 11.4 The Board will meet within ten (10) working days of receipt of the recommendation from the Appeals Committee, review the recommendation and report and make a decision.
- 11.5 The decision will be communicated to the student within two (2) working days of the Board meeting.

12. STUDENT PRIORITY CATEGORIES

12.1 #1 CONTINUING

Students who are enrolled in post-secondary studies in the preceding academic year and who are continuing in a post-secondary program of studies. This includes the students who completed an undergraduate degree and continues onto an advanced degree of studies without a break in studies. It also includes students who completed a community college program and continue on to an undergraduate degree program without a break in studies.

12.2 #2 POSTGRADUATE/PROFESSIONAL (other than continuing)

Post Graduate/Professional (other than continuing) Students who are enrolling in a Level III or IV program of studies or a Level II degree program of studies who are not included in category 1 - continuing.

12.3 #3 HIGH SCHOOL

Students who have graduated from high school and who are enrolling into a post-secondary program of studies for the first time.

12.4 #4 RETURNEES

Other eligible applicants who are returning to post-secondary studies after having previously dropped out, withdrawn or otherwise not returned to college or university.

12.5 #5 PART-TIME

Students requesting tuition assistance only.

12.6 #6 OST

Students who are enrolled into a college or training program in the Occupational Skills Training Areas.

**13. MAXIMUM LEVELS OF ASSISTANCE FOR
LIVING EXPENSES - OFF RESERVE -
EFFECTIVE: January 2019**

MAXIMUM MONTHLY ALLOWANCE FOR *HIGH* RENTAL AREAS

A. Single Student \$1,267.00

B. Single Parent
and with 1 dependent \$1,720.00
and with 2 dependents \$1,980.00
and with 3 dependents \$2,180.00

\$100.00 per month for each additional dependent

C. Married Student with employed spouse \$1,350.00
and With 1 dependent \$1,525.00
and with 2 dependents \$1,700.00
and with 3 dependents \$1,875.00

\$100.00 per month for each additional dependent

D. Married Student with dependent Spouse \$1,670.00
and with 1 dependent \$1,845.00
and with 2 dependents \$2,080.00
and with 3 dependents \$2,280.00

\$100.00 per month for each additional dependent

E. Married or Common-law Students \$1,850.00

(BOTH ATTENDING POST SEC. SCH.)

and with 1 dependent \$2,025.00
and with 2 dependents \$2,200.00
and with 3 dependents \$2,375.00

\$100.00 per month for each additional dependent

Only married students with a dependent spouse and two or more dependents and single parents with two or more dependents, whose place of study is located in a high rental area are eligible for the Maximum Allowance for High Rental Areas. The high rental areas will be identified by using Canada Mortgage and Housing Corporation.

14. MAXIMUM LEVELS OF ASSISTANCE FOR LIVING EXPENSES - ON RESERVE - EFFECTIVE JANUARY 2019

A.	Single Student	\$675.00
B.	Single Student Living with Parents/Guardians	\$500.00
C.	Single Parent	
	with 1 dependent	\$1,025.00
	with 2 dependents	\$1,133.00
	with 3 dependents	\$1,235.00
	\$75.00 per month for each additional dependent	
D.	Married Student with employed spouse	\$675.00
	with 1 dependent	\$895.00
	with 2 dependents	\$1,015.00
	with 3 dependents	\$1,133.00
	\$75.00 per month for each additional dependent	
E.	Married Student with dependent spouse	\$925.00
	with 1 dependent	\$1,025.00
	with 2 dependents	\$1,133.00
	with 3 dependents	\$1,235.00
	\$75.00 per month for each additional dependent	
F.	Married or Common-law Students	\$835.00
	(BOTH ATTENDING POST SECONDARY SCHOOL)	
	with 1 dependent	\$935.00
	with 2 dependents	\$1,043.00
	with 3 dependents	\$1,145.00
	\$75.00 per month for each additional dependent	

15. POST SECONDARY MAINTENANCE CHEQUES

Post Secondary maintenance cheques will be mailed approximately mid-month for the subsequent month, ie September maintenance will be mailed approximately mid-August.

16. BOOKS AND SUPPLY ALLOWANCE

16.1 **Per Semester: \$1,000.00**

16.2 **Per Summer Semester: \$500.00**

*PLEASE NOTE;

September, & January Post Secondary Maintenance Cheques
WILL INCLUDE allowance for Books and Supplies.