



Lytton First Nation Post-Secondary Policy

This Lytton First Nation (LFN) Post-Secondary policy has been reviewed and accepted by the Lytton First Nations Education Department. This policy was developed based on multiple meetings with the LFN Education committee, which consists of an LFN Community Members, LFN Community Elder, LFN Education manager, LFN Councillor and approved by the Lytton First Nation Chief and Council. The policy follows the ISC National Program guidelines to a degree and is subject to change as per ISC policy. This policy also contains rules and regulations to suit the needs of the LFN Members and is in place to assist in the administering of this program. Please note that decisions regarding financial support for eligible LFN members must be made in accordance with this policy and in the boundaries of our funding.

This policy was reviewed and approved on [May 13th, 2026](#), by the Post-Secondary Education Committee.

This policy was reviewed and approved on [May 27th, 2026](#), by the Chief and Council of the Lytton First Nation.

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1. Purpose Statement

To ensure access to and successful completion of Post-Secondary education for Lytton First Nation members through financial and counselling support. To have our people achieve higher learning and return to our community to share their learning to benefit our community.

2. Objectives

Education is a key factor in achieving success in today's world. In accordance with the guidelines outlined in this policy, every eligible LFN member will be supported in pursuing Post-Secondary education, as funding permits. This policy is intended to ensure that the LFN Education Department administers the program fairly, responsibly, and in the best interests of all LFN members who access these services.

1. To assist and support eligible LFN Members to become self-sufficient and to earn a certificate, diploma and/or degree, and become individuals, with a career.
2. To support eligible LFN Members in choosing the right direction on the path they have chosen. To help research and find other sources to assist in their success.
3. To make each eligible LFN Member aware of all funding and resources that are available, and how the Lytton First Nation accesses these funds.
4. To ensure that all possible eligible LFN Members are provided with access to higher education with these resources when available.
5. To ensure that the eligible LFN Members using these resources are succeeding and remain eligible.

3. Definitions

These definitions will assist in interpreting this policy.

Academic Plan - All program courses needed to complete a Certificate, Diploma or Degree Program. All courses must match with the program outline and requirements.

Academic Probation has been removed from this policy and is no longer applicable.

Academic Year: An eight-month period September to April of each year. Or what the institution considers to an academic year length.

Dependants: Any biological or legally adopted minor aged child, age of eighteen or under residing with the student. (Verification will be requested). An unemployed spouse who resides who relies on the student for support and does not receive any other income.

Eligible Post-Secondary Institution: A Post-Secondary institution that offers accredited Certificate, Diploma or Degree programs.

Full Time Student: A student is required to take a minimum of 12 credits per semester or four courses per semester. 1st year students are eligible to take 9 credits for fulltime in their first year in college or university.

ISC: Indigenous Services Canada

LFN: Lytton First Nation

Major – Area of study related to a goal of a degree. E.g., Science, Education, Social work. ***Please note General studies are NOT a permitted program.*** Minor courses – not eligible for funding unless they are credits towards degree sought.

Medical Release – Student required to leave classes for more than 5 days in any given situation is to provide medical verification within 10 days of the condition. Failure to do this will result in the student having to reimburse the LFN for funds the student received during the leave. Physical Health & Personal Well-Being concerns – Provide a confidential meeting to discuss health options to meet with counsellors or specialists. A student's family will be permitted to submit notice or information should the student not be able to do so.

Part time Student – A student who takes less than 12 credits per semester. Part time students are 3rd Priority

Post-Secondary Education – A program of studies offered by an accredited Post Secondary institute, student must have completed prerequisites or a high school diploma to attend. All programs of choice must have a grade 12 entry level.

Post- Secondary Education Coordinator - manages educational programs, provides academic guidance, and administers student funding.

Trades Programs- Electrician, Automotive, Carpentry, Culinary Arts and any other such programs, must be at least 8 months in length to be considered for Post-Secondary funding. Condensed programs must be equivalent to college or university time frame.

Transcripts – Official grades from the institution,

UCEPP/UPREP- University and College Entrance Preparation programs

Undergraduate degree - Bachelor's Degree, Associates Degree. General Degree a 4-year program, before a Master's degree.

Wait list – The Post-Secondary Coordinator will create a wait list of LFN students each year. Students whose names appear on the waitlist will be notified should funding become available. When a student on the wait list is not sponsored within the academic year, they must reapply yearly.

Withdrawal – To remove or drop courses or to fully withdraw from a program studies.

4. Student Responsibilities.

These responsibilities are in place to ensure that all eligible students are held accountable to themselves as well as the LFN to gain success:

- Take every available step to be successful in their program such as attending all classes, seek tutoring, join a study group, and speak with Career Counselors.
- Provide up to date addresses, phone numbers, and email addresses.

- Provide notice in writing of any changes of their status as a student within five school days of said changes, e.g., Withdrawal, Full time to Part time status, Illness, Medical leave as per terms of agreement in the application: Section 9 of the application.
- Any Medical leave over 5 days must be accompanied by Doctor's note. Long term medical leave that stops attendance or full-time status will result in the student being reassigned to part time status or cessation of funding.
- Any student who does not meet full-time status requirements under this policy will be placed on part-time status until full-time enrollment is verified. During this period, living expense funding will be suspended until verification is received.
- When A student's program of choice changes, they must reapply and risk being placed on the waitlist or 3rd Priority.
- When the Student withdraws from their applied program, they must withdraw before the institution's reimbursement deadline. When withdrawn after the deadline and without due reason, student must reimburse the Education department for all costs incurred. And risk to be placed on the waitlist or 3rd Priority.
- Maintain a passing grade and grade point average in accordance with program requirements and ensure that academic performance meets the standards necessary for continued enrollment under the program's guidelines.
- Full-time students who do not complete or are not successful in their studies without a valid reason will be required to reimburse the Lytton First Nation for tuition and book costs. Any further funding will be deferred pending a meeting with the Post-Secondary Coordinator. All reasons must be submitted in writing within 15 days of withdrawing from the post-secondary institution.
- All documents must be forwarded to the Post-Secondary Coordinator at the beginning of each semester. Those documents include Registration, Transcripts, Course/Program outline, Timetable.
- Provide an official transcript to the Post-Secondary Coordinator at the end of each semester.
- Students who are unsuccessful, their applications will be considered at the discretion of the Lytton First Nation Education committee for future funding. The committee will meet and discuss the applicant and their application.
- Applications are to be completed in full each year and submitted before the annual deadline.
- Master's and PhD students must submit all documents each semester. Enrollment, Transcripts.
- Master's and PhD students must submit an update of their Thesis progress after each semester.

5. Education Staff Responsibilities.

- Ensure the education program is administered in accordance with established policies and procedures.
- Support all eligible Members in accessing post-secondary education opportunities, subject to available funding.
- Promote, encourage, and provide ongoing support to students throughout their post-secondary studies.
- Develop and submit an annual budget for review and approval by Management, the Finance Committee, and Chief and Council.

- Recommend amendments to the Post-Secondary Education Policy, in consultation with the Education Committee and Membership, and in alignment with national government guidelines, for submission to Chief and Council.
- Facilitate and maintain regular monthly Education Committee meetings to address concerns and discuss emerging issues.

6. Management Responsibilities

- To ensure staff are working for the community and that educational services are made available to the entire LFN membership as funding permits.
- To assist in appeals to this policy when required to do so.
- To ensure that the policy is followed.

7. Funding Priority

Due to limited Post-Secondary Education funding, it is necessary to ensure equitable access for all LFN Members accordingly, guidelines must be followed to promote fairness and responsible allocation of funds.

- **1st Priority** – Successful students enrolled in the previous academic year and are returning in the next academic year.
- **2nd Priority** – New Students graduating from grade 12 and entering a Post Secondary institute Fulltime in the Fall Semester.
- **3rd Priority** – Other, Non-graduates, Students who have withdrawn, away for any length of time from Post-Secondary studies, incomplete applications, Unsuccessful or discontinued. Part-time studies.

8. Eligible Institutions and Programs

- A minimum of one academic year in length or two semesters as defined by the Institution.
- Must grant a certificate, diploma, or degree.
- Require a high-school completion (grade 12) for enrollment or equivalent requirements.
- The Institute of choice must be a registered accredited program such as TRU, OUC, UBC, SFU, NVIT etc.
- Private institutions are eligible for funding. Students who choose to attend private institutes must apply for any grants offered by the private institution to assist with the tuition costs. LFN will cover tuition on a payment plan basis or semester basis.

9. Eligibility.

The following is required to be eligible to receive Post-Secondary Financial Support. Support will be provided to those successful applicants within our funding limits.

- A Lytton First Nation member.

- Meet all entry requirements and be accepted to applied Post-Secondary accredited institute.
- Applied program must lead to a Certificate, Diploma, or a Degree. (**General studies or a Bachelor of Arts General studies is NOT approved**)
- Degree programs must have a major. e.g., Science, Education, Social Work.
- Submit current application form and required documents as requested in current application form before application deadline date. (April 30th of each year) 6. Provide official transcripts from most recent Secondary School and/or High School.
- Students in third priority status must provide most recent transcripts.
- Submit and outline of their educational plan and a course outline.
- Student must be successful in all courses and programs.

10. Limits of Support.

- Support will be provided for four levels of Post-Secondary education:
Level 1 – UCEPP (1 year) Programs, Certificate and Diplomas up to 2 years
Level 2 – Undergraduate Degree Programs 2-5 years (4–5-year straight degree program) Level 3 – Professional & Master’s Degree Program 2 years (After completion of a degree program)
Level 4 – Doctoral Degrees 2 years

The Lytton First Nation will consider funding for students who have completed their programs and want to expand on their programs in other aspects of the same field.

- Tuition fees as outlined in this policy for all four levels granting a certificate, diploma, or a degree.
- All amounts within this policy will be funded in Canadian currency. Students attending institutions outside Canada will receive their funding in the converted Canadian dollar at the time of deposit or issued check.

Example – Single rate 1,650.00 CAD Exchange rate multiplied by .74 cents USD = 1,221.00 USD

- A Books and Supply allowance of 800.00 per academic semester. Any cost over 800.00 shall be covered by the student. Students are encouraged to hold all receipts, for any reimbursements, if funds are available. Students in part time status will have their books covered at cost and 100.00 for supplies.
- Students who are Full time, taking twelve or more credits per semester will receive Living expense supports which are as follows for: Dependant’s, Food, Shelter, Daily transportation, Daycare.
- Students who are Part time beyond first year and taking less twelve credits will receive support for books and supplies only.
- Living Expense rates:
 - a. Single Student – 1,650.00
 - b. Single Parent with:
 - 1 Dependant – 2,250.00
 - 2 Dependents – 2,500.00
 - 3 Dependents – 2,750.00
 - \$50.00 per additional Dependant

- c. Married Student with: Dependant Spouse: 1,700.00
 - 1 Dependant – 2,250.00 - with Dependant Spouse – 2,325.00
 - 2 Dependants – 2,500.00- with Dependant Spouse – 2,575.00
 - 3 Dependants – 2,750.00- with Dependant Spouse – 2,825.00
 - \$50.00 each additional Dependant

Tuition rates payable are as follows:

- A. University Level – Up to 4500.00 Per academic semester
 - B. College level – Up to 3,000.00 per academic semester
 - C. Any tuition costs that are over and above the rate above will be considered if funds are available.
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- Duration of support will be in accordance with the official length of the program; when extensions are required, the LFN must be informed in writing. Extensions will be for one (1) academic year after approval. Only students enrolled in a Master's or PhD Programs are eligible for year-round continuous funding. Students enrolled in Non-Master programs year-round are only eligible for support from September to April of that Academic year, unless required by the institution.
 - Students who have completed a Level 4 program with or without support from the LFN are eligible for support for a Level 1,2,3 program if funds permit.
 - Students who change their program of studies within a level, academic years used in that current level will be counted as support provided.
 - Travel support is available twice per academic year in the maximum amount of 400.00.
 - Tutoring funds are available in the amount of \$200.00 per academic year, students applying for tutoring support funds must provide Tutor's name and have tutor invoice the LFN for services.
 - Online courses must be completed in the same time limit as a regular semester. Should a student extend beyond that semester they will not be given any further support until verification of successful completion.
 - Grade 12 graduates can take nine credits or a 3-class course load in their first academic year of college or university. This includes UPREP or College Prep courses.
 - Student's who are writing their Thesis or in a Master's Program will be funded for fulltime status if they are taking a 12-credit course load and working on their Thesis. These credits must be geared towards their Degree.
 - Students working only their Thesis only will be funded for Tuition and Books only.
 - Students are encouraged to apply for any Awards, Bursaries or Grants available to them. Please inform the LFN of any successful applications.
 - Transcripts costs are refundable. Once a student has ordered their transcripts, they must provide a receipt from the Institution.
 - Students can get a student loan, but the Lytton First Nation will not repay that loan on top of funding the student for that academic year. If the student is not receiving funding from the Lytton First Nation, it may be possible for reimbursement if funds permit. But that request must be made to the Lytton First Nation with in the same fiscal year of that student loan.

11. Medical

When a student withdraws from their program for medical reasons, they must:

- Report the withdrawal immediately to the Lytton First Nation with a Medical Withdrawal form.
- Inform the Post-Secondary institute of their withdrawal. Documents must be submitted for reasons of the withdrawal. If the student does not provide required documentation within seven working days, it will result in loss of funding, however, if they are hospitalized, then they have 15 days to do so. Their funding will be held in place with the estimated recovery time needed as informed by the physician; Physical Health & Personal Well-Being concerns – Provide a confidential meeting to discuss health options to meet with counsellors or specialists.

12. Bursary Incentives.

Bursary incentives will be awarded if funds permit. These awards will be given to a student who has provided successful transcripts. If more than one has been received the committee will make the final decision. Level 1 – 1,000.00, Level 2 – 1,500.00, Level 3 – 3,500.00 – Awarded one time only per student. Only when funds permit.

13. Termination of Funding.

Termination of student funding will be issued for:

- a. Dishonesty, (Plagiarism, Cheating, Bribery, or any other academic misconduct.)
- b. Harassment of any kind
- c. Failing of all or majority of courses without valid or justifying reason will result in termination of funding.
- d. Withdrawal from a course or a program without informing the Band. Withdrawal from a course will change the student's full-time status.
- e. Violation of policies of the Post-Secondary institute, (Wilful disobedience, insubordination, or disruptive behaviour.) • Expulsion from the Post-Secondary institute.
- f. Double dipping, receiving funds from other sources for the same program, other than a student loan. The student will be required to reimburse the Lytton First Nation, regardless of any decision made by alternate funding source.

14. Appeal Process

A student who believes that they may have been unjustly treated regarding the application approval process for Post-Secondary support has the right to appeal to the LFN Education department within 15 days after the notification date. The student must appeal on their behalf.

Procedure:

1. The student discusses the issue with the Education staff to resolve any disputes with regards to the Post-Secondary application.
2. Should the student not be satisfied with the outcome of the discussion, and wishes to pursue the appeal, a formal appeal will be submitted in writing to the Education Department Program manager or LFN Administrator.
3. The management will have final word on appeal and documentation will be kept regarding the appeal.
4. Each member has a right to appeal for funding, but when there are no funds then the appeal will not be approved.
5. Appeals which are in direct conflict with this policy are not accepted.
6. Members may NOT appeal if their funding has been discontinued due to poor performance as listed in section 14. Termination of funding.

15. Waitlist

Students who are on the waitlist will be notified of his or her position. This waitlist is directly affected by the number of continuing students, student success, graduating students, and the amount of funding left available after all priority needs have been met. All waitlisted students must reapply each academic year for Post-Secondary funding.

16. Policy Amendments

Recommendations for amendments to this policy can be submitted in writing by any LFN member or Staff and forwarded to the LFN Education staff. It will be brought forward at the next Education Committee meeting. All changes must be passed unanimously and then posted in the upcoming newsletter and all current students will be notified of this policy change. Any amendments to this policy will take effect in the next academic semester.