



Lytton First Nation Post-Secondary Policy

This policy was reviewed and approved on **August 6th, 2019** by the Post-Secondary Education Committee.

This policy was reviewed and approved on **September 10th, 2019** by the Chief and Council of the Lytton First Nation.

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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 Member, LFN Community Elder, LFN Education manager, LFN Councilor, and a current LFN Student and approved by the Lytton First Nation Chief and Council. The policy is in compliance with 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 in regards to financial support for eligible LFN members must be made in accordance to this policy and in the boundaries of our funding.

1. Purpose Statement

To make access to and successful completion of Post-Secondary education possible to Lytton First Nation members through financial, personal and emotional support to have our people with higher learning return to our community and share their learning to benefit our community.

2. Objectives

With Education as the key ingredient to success in today's world, we will follow the guidelines of this policy, to ensure every eligible LFN member is assisted to acquire higher education in the Post-Secondary level as long as the funding permits. This Policy will ensure that the administration of this program by LFN's Education Department is in the best interest of the LFN members who utilize it;

1. To assist and support eligible LFN Members to become self-sufficient and to earn a certificate, diploma and/or degree, and become individuals in their own right, with a career.
2. To offer assistance to 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 your Certificate, Diploma or Degree Program. All credits must coincide with your program requirements

Academic Probation – A student's grades and/or GPA are not high enough to continue in school if his/her grades or GPA do not improve.

Definitions cont.

Academic Year – An eight-month period September to April of each year.

Contingency Funding – Financial support for students in an emergency situation: Illness, Family emergency, Bereavement.

Wait listed Student – A student who is eligible for funding, but has not completed the application, acceptance, grades portion, or cannot be funded due to funding shortage.

Dependants – Any biological or legally adopted minor aged child, age of 18 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 Diploma or Degree programs.

Full Time Student – A student is recommended to take a minimum of 24 credits per academic year or 4 courses per semester or 8 courses for one academic year at 3 credits per course.

ISC – Indigenous Services Canada

Laddering – Continuation of a current enrolled program from Certificate, Diploma, Degree to a Masters/PhD

LFN – Lytton First Nation

Major and Minor – Area of study related to you goal of a degree. E.g. Science, Education, Social work. **Please note General studies are NOT a permitted program.**

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.

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

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.

Definitions cont.

(Private institutions accredited through PICTIA) Students attending private institutions will not be considered continuing students for next academic year.

UCEPP- University and College Entrance Preparation programs

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.

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:

1. 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;
2. Provide up to date addresses, phone numbers, and email addresses;
3. Provide notice in writing of any changes of their status as a student within 5 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 6 of application
4. 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;
5. Any students who are not full-time status as per this policy will be moved to Part time status until verification of full time;
6. When a student's program of studies changes, they must inform the Education department in writing before commencement of the new program and provide a new updated academic plan;
7. 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;
8. Maintain a passing grade point average in their program according to the program requirements and the post-secondary institution guidelines;
9. Full time students who do not complete their full-time studies without valid reason must reimburse the Lytton First Nation for Tuition and Book costs. Further funding will be deferred until a meeting with the Post-Secondary coordinator. All reasons must be made known in writing and within 15 days of leaving the Post-Secondary institute;
10. All documents must be forwarded to the Post-Secondary Coordinator at the beginning of each semester, e.g. Registration, Transcripts, Course/Program outline, Timetable;

Student responsibilities cont.

11. Provide an official transcript to the Post-Secondary Coordinator at the end of each semester;
12. Students who are unsuccessful, their applications will be considered at the discretion of the Lytton First Nation Education committee for future funding;
13. Applications are to be completed in full, each year.
14. Master's and PhD students must submit all documents each semester. Enrollment, Transcripts.
15. Master's and PhD students must submit an update of their Thesis progress after each semester.

5. Education Staff Responsibilities.

1. Ensure that the education program is administered according to existing policies;
2. Assist all eligible members in gaining access to a Post-Secondary Education as funding permits;
3. Encourage and support each student through their path of higher learning;
4. Prepare an annual budget and submit it to the Management, Finance Committee and Chief and Council;
5. Recommend amendments of the Post-Secondary policy from the Education committee, Membership and in accordance with the government's national guidelines; and to present it to Chief and Council.
6. Ensure monthly Education meetings with Committee to present any concerns or subjects for discussion that may arise.

6. Management Responsibilities

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

7. Funding Priority

As the funds for Post-Secondary are very limited, we must ensure that all LFN members receive access to these funds. Therefore, we must abide by a strict guideline to allow fair access for all LFN membership.

1. **1st Priority** – Successful students enrolled in the previous academic year and are returning in the next academic year;
2. **2nd Priority** – New Students graduating from grade 12 and entering a Post-Secondary institute Fulltime in the Fall Semester;
3. **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

1. A minimum of one academic year in length as defined by the Institution;
2. Require a high-school completion (grade 12) for enrollment;
3. The Institute of choice must be a registered accredited program such as TRU, OUC, UBC, SFU, NVIT etc...

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.

1. A Lytton First Nation member.
2. Meet all entry requirements and be accepted to applied Post-Secondary accredited institute.
3. Applied program must lead to a Certificate, Diploma, or a Degree. (***General studies or a Bachelor of Arts General studies is NOT approved***)
4. Degree programs must have a major. E.g. Science, Education, Social Work.
5. Submit current application form and required documents as requested in current application form before application deadline date. (May 31st of each year)
6. Provide official transcripts from most recent Secondary School and/or High School.
7. Students in third priority status must provide most recent transcripts.
8. Submit and outline of their educational plan and a course outline.
9. Student must be successful in all courses and programs.

10. Limits of Support.

1. Support will be provided for three (3) levels of Post-Secondary education:
 - Level I – UCEPP (1 year) Programs, Certificate and Diplomas up to 2 years
 - Level II – Undergraduate Degree Programs laddering from Diploma 2 years
 - Level III-
 - a) Professional Degree Programs e.g. M.D. or R.N.
 - b) Master's up to 2 years.
 - c) Doctorate up to 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.

2. Tuition fees as outlined in the ISC Post-Secondary Student Support Program Guidelines for all 3 levels:

<https://www.sac-isc.gc.ca/eng/1519315907451/1531936560265> - Updated link

3. A Books and Supply allowance of 750.00 per academic semester. Any cost over 750.00 will be incurred by the student. Students are encouraged to hold all receipts, for any possible reimbursement.

Limits of support cont.

4. Support for Living expenses as listed will be provided for Fulltime students. Living expenses are as follows: Dependant's, Food, Shelter, Daily transportation, Daycare. Students who are Part time will receive support for Tuition and Books and Supplies only.
 - a. Single Student – 1,250.00
 - b. Single Parent with:
 - 1 Dependant – 1,710.00
 - 2 Dependants – 1,920.00
 - 3 Dependants – 2,110.00
 - \$50.00 per additional Dependant
 - c. Married Student with:

Dependant Spouse:	1,315.00
1 additional Dependant – 1,710.00 -	with Dependant Spouse – 1,785.00
2 additional Dependants – 1,920.00-	with Dependant Spouse – 1,985.00
3 additional Dependants – 2,110.00-	with Dependant Spouse – 2,175.00
\$50.00 each additional Dependant	

Tuition rates payable are as follows:

- 1) University Level – Up to 4500.00 Per academic semester
- 2) College level – Up to 3,000.00 per academic semester

Any tuition costs that are over and above the rate above will be considered if and when funds are available.

5. 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 Masters 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.
6. Students who have completed a Level II program with or without support from the LFN are ineligible for support for a Level I program.
7. Students who have completed a Level III program with or without support from the LFN are ineligible for support for a Level I and II program.
8. Students who change their program of Studies within a level, academic years used in that current level will be counted as support purposes.
9. Travel support is available twice per academic year in the maximum amount of 400.00.
10. Students who become eligible for support and who have not previously completed a portion of studies without support from the LFN will receive support for the balance of their program of studies.

Limits of support cont.

11. 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.
12. Online courses must be completed in the same time period as a regular semester. Should you be extended beyond that semester you will not be given any further support until verification of completion
13. Student's writing their thesis or in a Master's Program will be funded for full-time status if they are taking a 12-credit course load and working on their thesis. These credits must be geared towards their Degree.
14. Students working on their thesis only will be funded for Tuition and Books only.
15. Students are encouraged to apply for any Awards, Bursaries or Grants available to them. Please inform the LFN of any successful applications.

11. Academic Probation.

Students who have been placed on academic probation either by the LFN or Post-Secondary institute must make monthly reports in regards to their educational standings, attendance, and performance. Not filing these monthly reports will result in your termination of Student support for 1 academic year, at which time you will have to reapply.

Students may be placed on Academic probation as a result of:

1. Withdrawal from a program without proper notification
2. Unsuccessful in courses or program
3. Failure to comply with the Lytton First Nation Post-Secondary policy
4. Post-Secondary institution has placed them on academic probation.

12. Medical

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

1. Report the withdrawal immediately to the Lytton First Nation with a Medical Withdrawal form.
2. Inform the Post-Secondary institute of your withdrawal. Documents must be submitted for reasons of the withdrawal. If the student does not provide required documentation within 7 working days, it will result in loss of funding, however, if you are hospitalized, then you have 15 days to do so. Your 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.

13. Bursary Incentives.

Bursary incentives will be awarded when funds permit. These awards will be given to students who have provided successful transcripts with a B average or higher. Rates will be per level and also per academic year.

Section of policy added:

Level 1 – 1,000.00

Level 2 – 1,500.00

Level 3 – 3,500.00 – Awarded one time only.

Only when funds permit.

14. Appeal Process

A student who believes that they may have been unjustly treated in regards to 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.

Appeal Process cont.

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.

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.