



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 6th, 2024, by the Post-Secondary Education Committee.

This policy was reviewed and approved on May 16th, 2024, by the Chief and Council of the Lytton First Nation.

Lytton First Nation Post-Secondary Policy

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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, personal, and emotional support. To have our people achieve higher learning and return to our community to 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 if 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, 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 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.

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 Diploma or Degree programs.

Definitions cont.

Full Time Student: A student is recommended to take a minimum of twenty-four credits per academic year or four courses per semester or eight courses for one academic year at 3 credits per course. 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 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.

Practicum - an essential part of the program requirement which allows students to gain work experience in their focus of study.

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.

Prorated - calculated based on the cost per credit, or the proportion of the credits registered for.

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.

Definitions cont.

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 drop from 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:

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 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.
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 and 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.
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.

Student responsibilities cont.

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 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 or two semesters as defined by the Institution.
2. Must grant a certificate, diploma, or degree.

Eligible institutions continued...

3. Require a high-school completion (grade 12) for enrollment or equivalent requirements.
4. The Institute of choice must be a registered accredited program such as TRU, OUC, UBC, SFU, NVIT etc.
5. Should there be minor courses offered within the program, they too will be approved after completion of your current program, should funding be available. Single minor courses separate from the program will not be approved or funded.
6. Private institutions are eligible for funding. Students who choose to attend private institutes must apply for a student loan to cover their tuition, books, supplies expenses for that academic year. Once the student has completed the program successfully, LFN will pay out the student loan as per this policy's funding amounts for that academic year. Should the student be unsuccessful, or not complete the program, they will be accountable for their student loan. Living expenses will be covered as long as the student remains successful.

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. (April 30th 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.**

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 (With completion of a degree program)
- Level 4 – Doctoral Degrees 2 years

Limits of support cont.

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. New aspects will be third priority.

1. Tuition fees as outlined in this policy for all four levels granting a certificate, diploma, or a degree.
2. 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
3. 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.
4. 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.
5. Students who are Part time, taking less twelve credits will receive support for expenses are as follows for: Dependant's, Food, Shelter, Daily transportation, and Daycare but at a prorated rate, this depending on the number of credits a student will be taking per semester. (Simplified formula: Rate/12 credits = 1 credit amount multiplied by the Number of actual credits taken)
6. Part time students with only one course or three credits are eligible for Tuition and Books only.
7. Living Expense rates:
 - a. Single Student – 1,650.00
 - b. Single Parent with:
 - 1 Dependant – 2,250.00
 - 2 Dependants – 2,500.00
 - 3 Dependants – 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

Limits of support cont.

Example Part time living expense rate for a single student taking 6 credits: $1,650.00/12 \text{ credits} = 137.50$ per credit. $137.50 * 6 \text{ credits} = 825.00$ per month.

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.
8. 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.
 9. Practicums will be covered for tuition; a living allowance is granted if the practicum is an unpaid position.
 10. 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.
 11. Students who change their program of studies within a level, academic years used in that current level will be counted as support provided.
 12. Travel support is available twice per academic year in the maximum amount of 400.00.
 13. 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.
 14. Online courses must be completed in the same time limit as a regular semester. Should you be extended beyond that semester you will not be given any further support until verification of successful completion.
 15. 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.
 16. Student's who are 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.
 17. Students working only their Thesis only will be funded for Tuition and Books only.
 18. Students are encouraged to apply for any Awards, Bursaries or Grants available to them. Please inform the LFN of any successful applications.
 19. Transcripts costs are refundable. Once you have ordered your transcripts, please provide a receipt from the Institution.
 20. 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 in the same fiscal year of that loan.

11. Academic Probation.

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

Students may be placed on Academic probation because 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 seven 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 if funds permit. These awards will be given to a student who has provided successful transcripts with a B average or higher. If more than one has been received the committee will make the final decision. Rates will be per level and 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 per student.

Only when funds permit.

14. Termination of Funding.

Termination of student funding will be issued for:

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

15. 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.

16. 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.

17. 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.