



## **Neskonlith Indian Band**

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# **NESKONLITH INDIAN BAND POST SECONDARY EDUCATION POLICY 2025 - 2026**

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This Neskonlith Indian Band (NIB) Post-Secondary Policy has been reviewed and accepted by the Neskonlith Indian Band Education team. This policy was developed based on meetings with the NIB Education Team and was approved by the Neskonlith Indian Band Chief and Council. The policy follows the ISC National Program guidelines, and is subject to change, as per ISC policy. This policy also contains rules and regulations to suit the needs of the Registered NIB Members and is in place to assist in the administering of this program. Please note that decisions regarding financial support for eligible NIB members must be made in accordance with this policy and within the boundaries of our funding.

## **1. Purpose Statement**

To make access to, and successful completion, of post-secondary education possible to Neskonlith Indian Band members through financial, personal, and emotional support; to then celebrate their achievements of higher learning when they 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 eligible NIB members are 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 NIB's Education team is in the best interest of the NIB members who utilize it.

1. To assist and support eligible NIB members to become self-sufficient, to earn a certificate, diploma and/or degree, and become individuals with a career.
2. To assist eligible NIB members in choosing the right direction on the path they have chosen. To help research and find other resources to assist in their success.
3. To make each eligible NIB member aware of all funding and resources that are available, and how the Neskonlith Indian Band accesses these funds.
4. To ensure that all possible eligible NIB members are provided with access to higher education with these resources, when available.
5. To ensure that the eligible NIB 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 do not improve.

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

**Contingency Funding** - Financial support for students in an emergency: illness, family emergency, bereavement.

**Continuing Student** - A student returning to the same course of study as previously registered and funded.

**Dependents** - Any biological or legally adopted minor aged child, aged 18 or under, residing with the student (verification will be requested), and/or an unemployed spouse who resides and relies on the student for support and does not receive any other income.

**Director of Education** - The Neskonlith Band employee hired to oversee the education department and band operated school.

**Post-Secondary Education Coordinator** - The Neskonlith Band employee hired to coordinate post-secondary needs.

**Eligible Post-Secondary Institution** – A post-secondary institution that offers accredited diploma or degree programs.

**Full Time student** - A student is recommended to have 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.

**GED** - General Equivalency Diploma, Grade 12 Equivalency Certificate.

**INAC** - Indigenous Northern Affairs Canada

**ISC** – Indigenous Services Canada

**Laddering** – Continuation of a current enrolled program from certificate, diploma, or degree programs.

**Major and Minor** – Area of study related to your goal of a degree. E.g. Science, Education, Social Work. *Please note, general studies (or Bachelor of Arts) are not an eligible program.*

**Medical Release** – A student required to leave classes for more than 5 days is required medical verification within 10 days of the condition. Failure to do this will result in the student having to reimburse NIB for funds the student received during the leave. Physical health and personal well-being concerns should be addressed in a confidential meeting with counsellors or specialists. A student's family is permitted to submit notice or information should the student not be able to do so.

**NIB** - Neskonlith Indian Band

**Neskonlith Education Team** – the team of staff working within the Education department.

**New Applicants** - defined as first time applicants or students changing their program of study.

**Parent Waiver Form** – Authorization required for the NIB Education department to request a minor (age twenty-one (21) and under) students records from a post-secondary education.

**Part Time Student** – A student who takes less than 12 credits within one semester.

**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 minimum prerequisite of grade 12 completion.

**Post-Secondary Institute** - Post-secondary institution that offers diploma or degree program recognized by a province or territory in Canada.

**Private Post-Secondary Institute** - A Canadian or foreign privately owned post-secondary institution, accredited through PICTIA. Students attending private institutions will not be considered continuing students for the new year. Eg. CDI College, Interior Academy, Sprott Shaw, etc.

**Student Learning Plan** - Planning of courses and career goals to assist in identifying their interests and needs. First year students only.

**Trade Programs** – Electrician, automotive, carpentry, culinary arts and any other specialized training for specific career fields. Trade 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 timeframe.

**UCEPP** – University and College Entrance Preparation programs.

**Valid Course** - Courses required as part of the current program of study and not courses repeated for a better grade.

**Waitlist** – The annual list of NIB students made by the Post-Secondary Coordinator. Students on the list will be notified should funding become available. Students on the waitlist must reapply annually.

**Waiver Form** - Authorization required for the NIB Education Department to request student records from the institution.

#### **4. Student Responsibilities**

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

1. Take every available step to success in their program such as attending classes, seek tutoring, join a study group, and speak to career counselors.
2. Provide up to date addresses, phone numbers, and email addresses.
3. Provide notice in writing of any changes in their status as a student within five (5) school days of said changes. Eg. Withdrawal, full time to part time studies, illness, medical leave as per terms of agreement in section 12 of the application.
4. Any medical leave over five (5) days must be accompanied by a 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 the 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, students must reimburse the education department for all costs incurred.
8. Maintain a passing grade point average in their 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 NIB for tuition and books. Further funding will be deferred until a meeting with the post-secondary institute.
10. All documents must be forwarded to the post-secondary coordinator at the beginning of each semester. These include but are not limited to official transcripts, registration, course/ program outline, timetable.
11. Students who are unsuccessful will have their applications considered at the discretion of the NIB Education team for future funding.
12. Applications must be completed in full, with all required documentation, each year before the appropriate deadline.
13. Master's and PhD students must submit all documents each semester, including but not limited to enrollment, and transcripts.
14. 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 to management, finance, 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 guideline; to present it to Chief and Council.
6. Ensure monthly education meetings with the committee to present any concerns or subjects for discussion.

#### **6. Management Responsibilities**

1. To ensure staff are working for the community and that educational services are made available to the entire NIB membership as funding permits.
2. To assist in appeals to this policy when required.
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 NIB members receive access to these funds. Therefore, we must abide by a strict guideline to allow fair access for all NIB membership.

1. **1<sup>st</sup> Priority** – Successful students enrolled in the previous year and are returning in the next academy year.
2. **2<sup>nd</sup> Priority** – new students graduating from grade 12 and entering a post-secondary institute full time in the fall semester.
3. **3<sup>rd</sup> 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 (1) 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 receive post-secondary financial support. Support will be provided to those successful applicants within our funding limits.

1. A Neskonlith Indian Band member
2. Meet all requirements and be accepted into an accredited post-secondary institute.
3. Applied program must lead to a certificate, diploma, or a degree. *General Studies or a Bachelor of Arts will not be approved.*
4. Degree programs must have a major. E.g. science, education, social work, etc.
5. Submit current application form and required documents as requested in current application form before application deadline.

Returning post-secondary application deadline: **April 30th**

New post-secondary application deadline: **April 30th**

Returning post-secondary Masters application deadline: **April 30<sup>th</sup>**

Summer term application deadline: **April 30<sup>th</sup>**

6. Students of all levels and status must provide official transcripts from most recent post-secondary school and/ or high school when applying for funding, and at the end of each semester.
7. Submit an outline of educational plan and course outline.
8. Students must be successful in all courses and programs, by maintaining passing grades, decorum and attendance. Students under academic probation due to grade, behavior, or attendance concerns may lose their funding and/ or be expected to pay back.

## 10. Eligible Expenditures

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

1. Support will be provided for three (3) levels of post-secondary education:

Level I – UCEPP (1 year) programs, certificate and diploma up to two (2) years

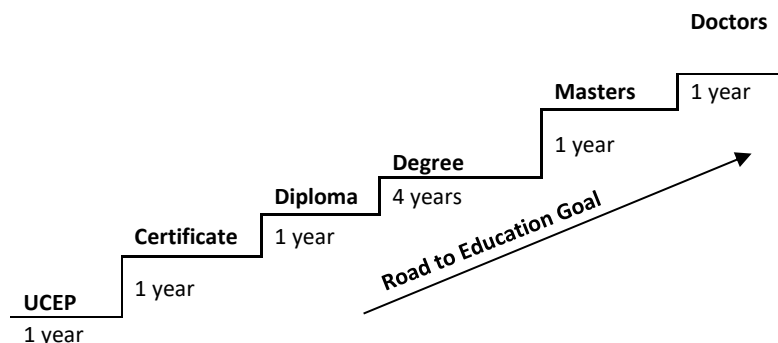
Level II – Undergraduate programs laddering from diploma up to two (2) years

Level III – a) Professional degree programs e.g. M.D. or R.N.

b) Master's up to two (2) years

c) Doctorate up to four (4) years

### \*Diagram of 10.1 One Program at Each Level



2. Tuition fees as outlined in the ISC Post-Secondary Student Support Program Guidelines for all three (3) levels.
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.
4. Support for living expenses, as listed, will be provided for full-time students. Living expenses are for the student and/ or dependents food, shelter, daycare and/ or daily transportation. Part-time students are eligible for funding for tuition, books and supplies only.
  - a. Independent Student living allowance- \$1,642.20
  - b. Dependents
    - 1<sup>st</sup> dependent - \$681
    - 2<sup>nd</sup> dependent - \$681
    - 3<sup>rd</sup> dependent - \$327
5. Tuition rates are as follows, any tuition costs that are over and above the below rates will be considered if funds are available.
  - a. Up to \$4,500.00 per academic semester
6. The duration of support will be in accordance with the official length of the program; when extensions are required, NIB Education Coordinator 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 continuous, year-round funding. Students enrolled in non-master's programs year-round are only eligible for support from September to April of that academic year, unless required by the institution.
7. Students who have completed a Level II program with or without support from NIB are ineligible for support for a Level I program.
8. Students who have completed a Level III program with or without support from NIB are ineligible for support for Level I and/or Level II programs.
9. Students who change their program of studies within a level, academic years used in the current level will be counted as support purposes.



## 10. Eligible Expenditures Cont'd

10. Travel support is available twice per academic year at the maximum amount of \$400.00, if funds permit.
11. Students who become eligible for support and who have not previously completed a portion of their studies without support from NIB will receive support for the balance of their program of studies.
12. Tutoring funds available in the amount of \$200.00 per academic year, students applying for tutoring support funds must provide the tutors name and have the tutor invoice NIB for services, if funds permit.
13. Online courses must be completed within the same time as a regular semester. Should a student extend the time beyond that semester, the student will not be given any further support until verification of completion.
14. Practicum - Students may apply by *April 30* for funding for a practicum if they can verify:
  - a) The length of the practicum.
  - b) The practicum is not paid; and *MUST provide documentation that the practicum is required and whether it is paid or unpaid. (Letter signed by Finance)*
  - c) The practicum is an essential component to the successful completion of a program or course requirement.
  - d) Student can receive a Living Allowance if this is an unpaid practicum with a letter verifying it is unpaid.
15. Trades Program: Students may apply for tuition and books during a trades program that is equivalent to one (1) academic year in duration. If the program does not meet the grade 12 requirement, the student will not be eligible for funding.
  - a) Students writing their thesis or in a master's program will be funded for full time status if they are taking a twelve (12) credit course load and working on their thesis. These credits must be geared towards their degree. Students working on their thesis only will be funded with tuition and books only.
  - b) Students are encouraged to apply for any awards, bursaries, or grants available to them. Please inform NIB Education Coordinator of any successful applications.

## 11. Academic Probation

Students who have been placed on academic probation, either by NIB 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 (1) 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 to the NIB Post-Secondary Education Coordinator
2. Unsuccessful in courses or program
3. Failure to comply with the NIB Post-Secondary Education 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 NIB Post Secondary Education Coordinator 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 the required documentation within 7 working days, it will result in loss of funding. However, if you are hospitalized, the time to submit documents is extended to 15 working days. Your funding will be held in place with the estimated recovery time needed to, as informed by the physician. Physical health and personal well-being concerns should be discussed in a confidential meeting with counselors and/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 and higher. Rates will be per level and also per academic year. Awards are granted, only when funds permit.

Level I - \$0.00

Level II - \$1,000.00

Level III - \$3,500.00 (one time award)

### **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 all courses without valid reason. Continual failure of courses during an academic probationary period will also result in loss of funding
- Withdrawal from a course or program without informing the band. Withdrawal from a course will possibly change your full-time status.
- Violation of policies from post-secondary institute (willful disobedience, insubordination, disruptive behavior)
- Expulsion from post-secondary institute

### **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 NIB Education department within 15 days after the notification date. The student must appeal upon their behalf.

1. The student discusses the issue with the Education department 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 wish to pursue an appeal, a formal appeal will be submitted in writing to the Education Director or Post-Secondary Education Coordinator.
3. NIB Management will make the final decision, documentation regarding the appeal will be kept in the student's file.
4. Each student has the right to appeal for funding, but when there are no funds available, 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 NIB members or staff to the NIB Education department. It will be brought forward at the following NIB Education department meeting. All changes must be passed unanimously and then posted in the upcoming newsletter. All current students will be notified of any change to the policy.