

LOWER NICOLA INDIAN BAND

EDUCATION PROGRAM

POLICY MANUAL



Ratified - November 7, 2017

Version 1

**LOWER NICOLA INDIAN BAND
COUNCIL RESOLUTION**

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WHEREAS the Lower Nicola Indian Band operates under the authority of Chief and Council;

WHEREAS, the Chief and Council of the Lower Nicola Indian Band wishes to establish a comprehensive Education Program Policy Manual to better respond to the needs of the students and improve the delivery of education programs;

AND WHEREAS the Chief and Council of the Lower Nicola Indian Band at a duly convened meeting does hereby adopt the following document as the Lower Nicola Indian Band Education Program Policy Manual with the understanding that this document is subject to periodic changes as approved at a duly convened Chief and Council meeting;

NOW THEREFORE BE IT RESOLVED that this policy shall come into force immediately upon resolution by Chief and Council and shall be deemed to be in compliance with all applicable Band laws and policies.

This resolution is supported by the undersigned and passed this _____ day of _____, 2017.

Quorum of Council: 5

Aaron Sam, Chief

Leona Antoine, Councillor

Joanne Lafferty, Councillor

Harold A. Joe, Councillor

Lesley Manuel, Councillor

Lucinda Seward, Councillor

William Bose, Councillor

Connie Joe, Councillor

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Lower Nicola Indian Band - Education Program Policy

PART 1 – General Provisions

1.0 PREAMBLE

The Lower Nicola Indian Band (hereinafter called LNIB), has developed this policy to administer the LNIB Education Program. The Policy is a guide to assist LNIB Education Program staff in delivering the Education Program to LNIB students and members, so they can reach their educational goals and encourage LNIB capacity building.

It is the responsibility of LNIB to administer its education budget and to develop education policy that will assist members to reach their educational goals and to encourage professional capacity within its own membership.

Indigenous and Northern Affairs Canada (INAC) allocates annually education program funding to the Lower Nicola Indian Band in accordance with its annual funding allocation formulae and policy guidelines. In accordance with such funding arrangements, LNIB must deliver the education program and provide funding assistance to students in accordance with annual national program guidelines on Elementary and Secondary Education Program (ESEP), Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation Program (UCEPP).

INAC's funding often comes short of meeting the education needs of LNIB members, so LNIB Chief & Council complements INAC's funding with an annual allocation of LNIB's own source revenue. After meeting INAC's student assistance criteria and guidelines, LNIB may set its own goals and policies that best fit the needs of its students.

It should be noted that decisions made regarding the financial support of LNIB students will be made in the best interests of the student and are contingent upon LNIB's ability to fund such programs.

Students should be aware that financial support under this policy is provided to cover most of the costs associated with pursuing education, but that the funding is in no way intended to be a replacement for a wage, salary, or any other type of support payment from other sources. Part-time or casual employment during educational studies in no way disqualifies Band members from receiving financial sponsorship.

1.1 Citation

This Policy may be cited as the Lower Nicola Indian Band Education Policy, Version 1 and Dated November 7, 2017.

1.2 Vision Statement

For all LNIB children, youth and adults to have skills and knowledge to be personally successful, economically productive, actively engaged citizens, who will become the motivated innovators, community builders, creative talent, skilled workers, entrepreneurs and leaders of tomorrow.

1.3 Purpose of the Policy

The LNIB Education Program Policy is designed to assist LNIB members to pursue their education from Kindergarten to Grade 12, university, professional designations, and trades and vocational certification programs. It is the hope of LNIB Education Program that LNIB students will become economically self-reliant and realize in full their individual potential and aspirations for the good of themselves and LNIB.

The LNIB Education Policy was developed to provide students with a comprehensive, detailed guide to LNIB Education Program. In this Education Policy, we attempt to fully detail the LNIB Education Program's responsibilities to the students and the students' responsibilities to LNIB. We believe that it is essential that everyone fully understand their rights and responsibilities.

1.4 Policy Objectives

The LNIB Education Program recognizes that it is extremely important that moral support, advisory services, and financial assistance be provided to LNIB members who want to further their education and training and who are eligible for post-secondary funding. Based on the availability of funds, every effort and provision will be made to seek out innovative programs and initiatives to better aid students for success.

By means of this policy, this department promotes fairness, acknowledges achievements, and blends quality education and culture.

The main goal of this policy is to encourage and support LNIB members to gain access to higher levels of education and to graduate from their respective programs with the qualifications they require to pursue their chosen careers, and to realize in full their individual potentials.

1.5 Scope of the Education Policy

This policy applies to Students, Chief & Council members, employees and contractors of the Lower Nicola Indian Band involved in the administration and delivery of any education program. The Policy covers any kindergarten, elementary, secondary, post-secondary, professional and vocational trades education programs delivered by LNIB.

This policy has been developed and approved by the Chief and Council, administered by the Executive Director, the Sector Director and the Program Manager, and is subject to review and amendment, at the discretion of the Chief and Council, with the objective of improvement in accordance with the changing conditions.

This policy does not apply to the Lower Nicola Indian Band School, which operates under its own policies.

1.6 Lines of Authority

Lines of Authority means the reporting structures described in LNIB's Organizational Chart.

- a) LNIB Membership

- b) Chief and Council
- c) Executive Director
- d) Sector Director
- e) Program Managers
- f) Supervisors and Coordinators

1.7 Stakeholders

LNIB recognizes that the education success of our students requires the commitment of the student himself/herself and the support and concerted effort of many stakeholders including LNIB Education Program staff, LNIB Chief & Council, student, student family, education institutions, and School District No. 58.

1.8 Responsibilities

The roles and responsibilities of each of the stakeholders are critical in shaping the success of the student. The following is a summary of the key responsibilities of the student, parents, LNIB Education Program, and LNIB Chief & Council.

1.8.1 Student Responsibilities:

- a) Read and be aware of the contents of this Policy and its updates from time to time.
- b) Provide evidence that the student is a member of LNIB, and provide the Education Program with current residence and email addresses, phone numbers and direct deposit information, and other information that may be required by the Education Program of LNIB.
- c) Provide immediate written notification to the LNIB Education Program of changes in the condition and situation of the student (i.e. medical leave, changing area of study) and provide an updated academic plan;
- d) Provide written notice to LNIB Education Program Manager prior to course or program withdrawal. Withdrawal must be done prior to the fee reimbursement deadline, as student will be responsible for costs incurred on their behalf if withdrawal occurs after the fee reimbursement deadline;
- e) Maintain a full course load as outlined in the Education Program Policy;
- f) Maintain or exceed the minimum grade point average according to the program policies or the post-secondary institute program guidelines (whichever is higher);
- g) Provide course registration documents to the Education Program Manager at the beginning of each semester;
- h) Take full responsibility for setting and achieving his/her education goals;

- i) Seek proper academic and career counselling, for pursuing their education endeavors, grounded on the prospects of the job market at the conclusion of his/her studies;
- j) Seek additional financial assistance through bursaries, scholarships, and work study programs;
- k) Be aware that LNIB education assistance is intended for direct education expenses only, as determined in this policy, and not for any other purpose;
- l) Submit periodic reports as required by the LNIB Education Program Manager;
- m) Sign and return additional documentation that may be requested by the LNIB Education Program Manager;
- n) Submit official school transcripts to the LNIB Education Program Manager within thirty (30) days after each completed semester;
- o) Immediately inform the LNIB Education Program Manager of any changes in status, from part-time to full-time and vice versa;
- p) Be aware that costs for incomplete courses of studies, without acceptable reason, must be reimbursed to the LNIB Education Program, and no future student support assistance will be available until arrangements to pay costs incurred on the student's behalf have been made;

1.8.2 Responsibilities of Parents/Guardians with a minor child attending a private/provincial/band operated school:

- a) Ensure each student attends school regularly. Attendance is compulsory between the ages of 6 and 16;
- b) Be informed of the attendance, behaviour, and progress of each student;
- c) Contact the Education Program Manager to discuss concerns or achievements of each student;
- d) Ensure all school property, such as text books, are returned before year end;
- e) Pay all student fees and debt incurred each high school semester, or at the end of the year;
- f) Complete an Application for School Assistance for each eligible student by the September 15th deadline each year (Appendix 1a & 1b);
- g) Complete a Consent for Release of Confidential Information (Appendix 2);
- h) Complete a Nominal Roll Registration Form for each eligible student (Appendix 3). This form will be used to determine eligibility for student supports.

1.8.3 LNIB Education Program Staff Responsibilities:

- a) Ensure the Education Program is administered according to existing policies;
- b) Prepare an annual budget in accordance with the LNIB Financial Administration Law;
- c) Liaise between the LNIB Education Program, Chief & Council, School District No. 58 staff and schools, higher learning institutions, students, and their families;
- d) Encourage and support each student throughout their educational journey;
- e) Encourage parents/guardians to submit School Start-Up Assistance application(s) by the September 15th deadline; (Appendix 1a& 1b)
- f) Ensure all eligible applicants receive the School Start-up Assistance in a timely manner;
- g) Ensure all eligible high school students receive the incentive in a timely manner each semester;
- h) Make recommendations to Chief & Council on changes to the LNIB Education Program policies.

1.8.4 LNIB Chief & Council Responsibilities:

- a) Ensure adequate education services and funding is available;
- b) Approve the annual budget of the LNIB Education Program;
- c) Approve amendments to the Education Policy as deemed necessary;
- d) To appoint a representative of LNIB in various boards and committees established to address education issues.

1.9 Revisions and Updates

This policy may be amended by LNIB Chief & Council from time to time, as Chief & Council sees it necessary. Such amendments or updates of the Policy must be approved by resolution of Chief & Council passed at a duly convened meeting, before they become enforceable.

1.10 Document Organization

This Policy is organized into four main sections:

- a. Part One - General Provisions
- b. Part Two - Elementary & Secondary Education
- c. Part Three - Post-Secondary Education
- d. Part Four – Apprenticeship and Vocational Training

2.0 LNIB CHIEF AND COUNCIL APPROVAL

This policy and the annual Education Program budget, must be approved by LNIB Chief & Council by a quorum of Five (5) at a duly convened meeting.

3.0 DEFINITIONS

Definitions of the policy terms help to keep the policy interpretation consistent. Agreement on the meaning of terms is particularly important as the students may encounter a wide range of definitions at their educational institutions. The following definitions for terms used in this policy are provided for the information of all applicants:

- **Academic Plan** is the program credit requirements. Each semester, students are to comply with course requirements/ prerequisites to complete their certificate, diploma or degree in a timely manner. All registered courses must coincide with the program requirements.
- **Academic Probation** is defined as a period of time during which a student is under suspension or strict academic guidelines due to an infraction of the Institutions' student code of conduct, which includes, but is not limited to, failing grades and/or poor attendance.
- **Academic Success** means that a student has successfully:
 - Completed all academic prerequisites of the program to which admissions is sought; or
 - Submits proof of successfully completing all academic prerequisites prior to the next entry date;
 - Completed the required credits per term for either a full time or part time student.
- **Academic Year** refers to a minimum of two semesters with an approximate duration of eight (8) months, or as defined by the attending education institution.
- **Apprentice** is a worker who is learning a trade and is registered with the provincial/territorial authority responsible for apprenticeship and trades certification in the jurisdiction. Generally apprenticeships are divided into years or levels (e.g. Level 1, 2, 3, or 4 apprentice carpenter).
- **Band** means the Lower Nicola Indian Band
- **Band Member** is a person who had met the requirements to become a member of the LNIB, as set out in the LNIB Membership code, and whose name has been entered on the LNIB General Band List.
- **Books and Supplies Allowance** refers to the allowance provided to students each semester to pay costs for their programs books and/or supplies.

- **Certificate** A document issued to a person completing a course of study, or a document certifying that a person may officially practice in certain professions.
- **Chief & Council** refers to the officials of the LNIB responsible for the overall management of LNIB business and governance interests, duly elected in accordance with LNIB Custom Elections Regulations.
- **Canadian Public Institution** is a post-secondary institution which receives the majority of its funding from federal and provincial governments.
- **Conflict of Interest** is defined as any relationship that is, or appears to be, not in the best interest of the LNIB. A conflict of interest would prejudice an individual's ability to perform his or her duties and responsibilities objectively.
- **Debts Owed to the Band** refers to applicant's debt that is owed to the band or any of its entities. All applicants must not have any debts owed to the band and must submit verification from the Finance Department that they do not owe any debts.
- **Dependent Spouse** means a person who is married to the student or a person who has lived with the student as a partner for a period of at least one year prior to application for educational support, and is financially dependent upon the student.
- **Dependent(s)** is any person under 19 years, who relies on a student for support and is living full-time with that student.
- **Diploma** refers to diploma received for completion of a college or university program.
- **Distance Education** refers to a program delivered by an eligible post-secondary institution, either by correspondence or on-line, and meets all other criteria for obtaining post-secondary education.
- **Education Program Manager** means the manager of the LNIB Education program, or any staff member of the LNIB Education Program designated by him/her to act in such capacity.
- **Eligible Post-Secondary Institution** refers to colleges and universities and are: (a) recognized by Indian and Northern Affairs Canada in granting degrees, diplomas or certificates; or, (b) Educational institutions recognized to deliver post-secondary programs by arrangement within an eligible post-secondary institution.
- **Emergency Assistance Fund** refers to a support fund intended for emergencies and/or extraordinary circumstances such as individual and/or immediate family illness, accident or

bereavement. This support is granted upon completion of an application to LNIB Social Development Department and dependent upon availability of funds.

- **Employed Student** is a student who participates in paid employment while enrolled in a full time academic program.
- **Financial Need** means the financial capacity of the student is not adequate to meet the cost of daily living.
- **Full Program Load** the total number of courses (15 credits or 5 courses = 1.0) required in any given year to complete a program in the normal length of time prescribed by the post-secondary institution.
- **Full Time Equivalency (FTE)** is a measure that standardizes a student's actual course load against the normal course load, (actual course load/normal course load) 15 credits or 5 courses = 1.0, 9 credits or 3 courses = .60 (60%).
- **Full time student** refers to a student who is enrolled in at least sixty percent (60%) of a full course load for a program of study at an eligible post-secondary institution.
- **Funded Student Months** refers to the months in which the full-time student received living allowance.
- **Government Correctional Facility** means a facility that is operated for the purpose of detaining or confining adults who are charged with or found guilty of a crime, and are operated by both the federal and provincial governments.
- **Guardian** is a person who assumes authority for the child through a legal guardianship agreement.
- **Harassment** means any unwelcome conduct which is physical or verbal in nature and which detrimentally affects the work or study environment or leads to adverse job or work-related consequences for the victim of the harassment.
- **Health Benefits** refers to the Health Benefits provided by the Eligible Post-Secondary Institution.
- **High School Graduate** refers to a LNIB member who graduated from a grade 12 academic program and obtained a Regular or Adult Dogwood Diploma, with the Province of British Columbia.
- **INAC** is Indigenous and Northern Affairs Canada.

- **Journey person** is a trade worker who has completed the requirements of an apprenticeship training program and has achieved certification as a qualified trade worker.
- **Manual** is a comprehensive and step-by-step guide to a particular topic for both beginners and practitioners that also serves as a reference book. A manual details what is given and what is required, explains how to put the presented information into practice, and instructs how to solve problems as they occur.
- **Medical Leave** refers to a student who must withdraw from his/her studies for medical reasons.
- **Medical Release** refers to a student who is required, for medical reasons, to be absent from classes for more than one week, is required to provide the LNIB Education Manager within 10 days of the onset of the illness or medical condition, a note or certificate from their doctor or medical institution that provides details of their illness or reason for absence from classes. Failure to do this may result in the student having to reimburse LNIB for all educational funds that have been provided to the student in the semester during which the absence took place.
- **Nominal Roll** is the registry of all eligible elementary and secondary students funded by INAC to attend a band-operated, federal, provincial, or private/independent school.
- **Official Transcript** is a copy of the student's complete academic record at the educational institution up until the day it is printed, bearing the signature of the registrar and the seal of the education institution, contained in a sealed (unopened) envelope issued by the educational institution. Photocopies, scanned, and emailed copies and faxes of official transcripts do not meet the reporting requirements for education funding, and opened envelopes are not accepted, as official transcripts cannot be altered in any way.
- **Part-time student** refers to a student who is enrolled in less than sixty percent (60%) of a full course load for a program of study at an eligible educational institution, or who takes less than three (3) courses per semester.
- **Policy** means the Lower Nicola Indian Band Education Program Policy.
- **Post-Secondary Education (PSE)** is a program of studies offered by an accredited post-secondary institute that has the completion of secondary school or its equivalent as a pre-requisite.
- **Post-Secondary Education Coordinator** means the LNIB staff member who works with LNIB Education Program Manager to assist LNIB Students in attaining their career goals.
- **Post-Secondary Education Funding** refers to the financial assistance from INAC, and LNIB contribution. These financial amounts are then disbursed to student applicants based on the eligibility criteria set out in this Policy.

- **Post-Secondary Institution** is a public post-secondary institution that offers diploma or degree programs recognized by a province or territory in Canada, and include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution.
- **Private Institution** is a private post-secondary institution that offers certificate, diploma or degree programs.
- **Program of Studies** includes all post-secondary programs at least one academic year in duration, leading to a certificate, diploma or degree offered by an accredited post-secondary institute.
- **Professional** is relating to, or connected with a profession.
- **Resident** means an LNIB member who has resided in Canada for twelve consecutive months prior to application for education funding assistance. This also includes students who have been living outside Canada as a result of their studies.
- **Review Committee** refers to a committee structured by the LNIB Education Program to review the completed student applications for financial assistance.
- **Semester** refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually run from September to December (fall), January to April (winter) and then a variety of spring and summer semester schedules.
- **Single parent student** is a student who has never married, or who is separated or divorced from a spouse, or who is widowed, and who has legal and/or physical custody and responsibility for supporting their own child(ren) at least two days per week during the entire study period.
- **Sponsorship** is when a student is provided financial support to attend a post-secondary institution. This support may include tuition, books, living allowance, tutoring, and travel allowance, as applicable.
- **Spouse** is a person who has lived with the student as a husband or wife for a period of not less than one year prior to application for educational aid. If the “spouse” is legally married to the student, no time factors are relevant or applicable.
- **Student** is an individual LNIB member who has successfully applied to receive assistance for elementary and secondary education, or to be funded under the Post-Secondary Student Support Program (PSSSP) or University and College Entrance Preparation Program (UCEPP) and fulfills the conditions of the programs in order to receive financial support to successfully attain a post-secondary diploma, degree or certificate.

- **Student Success** is when a student successfully meets the course requirement of the learning institution.
- **Therapeutic** pertains to a beneficial effect on one's mental state, or well-being.
- **Trade** is defined as earning a living through a specific skill set involving working with tools and technical instruments related to a mechanical, commercial or industrial activity. Skilled Trades people construct, operate, maintain and fix structures, products and systems.
- **Trades Training** refers to any education activity or program designed to train and certify any student who has completed vocational trade training in accordance with British Columbia's Industrial Training Authority mandate.
- **Tuition** refers to a fee charged by the Post-Secondary Institution for enrollment in a program of studies. Tuition is provided to eligible full time or part time students each academic year for a certificate, diploma and degree at an eligible post-secondary institution or affiliated institution.
- **University and College Entrance Preparatory Program (UCEPP)** refers to the INAC program that provides financial assistance to First Nation and eligible Inuit students enrolled in university or college entrance programs to help them obtain the academic level required to enter a degree or diploma program.
- **Vocational Education** refers to applied educational courses concerned with skills needed for an occupation, trade, or profession.
- **Wait List** refers to a compiled list of applicants who are waiting to be approved for post-secondary education funding when: (a) funding becomes available; or, (b) a sponsored student withdraws from his/her studies.
- **Withdrawal** refers to the formal process of withdrawing from a course or program of studies by completing a withdrawal form required by the post-secondary institution.

PART TWO – Kindergarten, Elementary & Secondary Education

4.0 PROGRAM OBJECTIVES

- 4.1 The objectives of the Elementary and Secondary Education Program is to provide funding for students who ordinarily live on reserve, are 5 to 21 years of age, and are enrolled in and attending an eligible elementary or secondary program.
- 4.2 Where federal funding comes short of meeting the education needs of LNIB elementary and secondary students, Chief & Council complements federal funding with an equivalent annual allocation of LNIB's own source revenue.

- 4.3 It should be noted that decisions made regarding the financial support of LNIB students will be made in the best interests of the student and are contingent upon LNIB's ability to fund such programs.

5.0 LNIB NOMINAL ROLL

The LNIB Nominal Roll is the registry of all eligible LNIB elementary and secondary students funded by INAC to attend a band-operated, federal, provincial, or private/independent school.

The recipient must demonstrate the eligibility of a student to be included on the Nominal Roll before being eligible for funding assistance.

To be eligible for the Nominal Roll, a student must be:

- a) a member of the Lower Nicola Indian Band;
- b) enrolled as of September 30th, in, and attending a band-operated, federal, provincial, or a private/independent school (including E-learning institutions and Alternative/Outreach schools) recognized by the Province in which the school is located as an elementary/secondary institution;
- c) aged 5 to 21 years on December 31 of the school year in which funding support is required; and
- d) a student ordinarily residing on a reserve of the Lower Nicola Indian Band. A student who ordinarily resides on LNIB reserve lands that are leased is not eligible for funding unless that student is a registered member of the Lower Nicola Indian Band. Ordinarily resides on LNIB reserve means that the student:
 - i) Usually lives at a civic address on a reserve of the Lower Nicola Indian Band, namely Nicola Mameet IR#1, Joeyaska IR#2, Pipeul IR#3, Zoht 4 IR#4, Zoht 5 IR#5, Logans IR#6, Hamilton IR#7, Spious IR#8, Zoht IR#14, and Hihium Lake IR#6;
 - ii) Is a child in joint custody who lives on an LNIB reserve most of the time, or is staying on reserve and has no usual home elsewhere.
 - iii) Continues to be considered ordinarily resident on reserve if they return to live on reserve with their parents or guardians during the year, even if the student lives elsewhere while attending school or working at a summer job. (In this context, reserves are deemed to include all land set aside by the federal government for the use and occupancy of the Lower Nicola Indian Band, along with all other Crown lands which are recognized by DIAND as settlement lands of LNIB of which the student is a resident.
 - iv) In the case of a child in the care of a Child and Family Services Agency, or in the care of the province of British Columbia, the residency of the child is determined by the physical address of the residence where the child is placed.

6.0 INSTRUCTIONAL SERVICES IN PROVINCIAL AND IN PRIVATE/INDEPENDENT SCHOOLS RECOGNIZED BY THE PROVINCE AS AN ELEMENTARY/SECONDARY INSTITUTION

Eligible expenditures for instructional services are tuition charges established by the provincial school authority or the private school, and are similar to components of instructional services outlined for band-operated and federal schools. Pupil accommodation charges, operation and maintenance of provincial or private school facilities are also included in tuition agreements. These tuition charges are generally paid by a First Nation but may be paid by INAC, under exceptional circumstances.

The amount provided to LNIB for a student attending a private/independent school will not be greater than the rate that would be provided for a student attending the provincial school nearest to the student's home.

7.0 K – 12 TUTORING ASSISTANCE (Appendix #4)

7.1 Limited funds are available for short term tutoring services, and will be available to eligible students on an individual basis when:

- a) other avenues and services provided by the school have been exhausted;
- b) the student's teacher has recommended the student to the services of a tutor outside of the school;
- c) the student's teacher has provided the Education Program Manager with a summary of the area(s) the student requires support;
- d) applications have been submitted and approved by Education Program Department prior to engaging the services of a tutor;
- e) the student and the parent(s) have met with the Education Program Manager;
- f) the Education Program Manager engages the services of a tutor, or works with the parents to engage the services of a tutor.

7.2 To avoid a conflict of interest, or the appearance of conflict of interest, family members of the student are not eligible to be a tutor.

7.3 The tutor will enter into an agreement with LNIB as a contractor.

7.4 The tutor will invoice the Education Program Department directly for services rendered.

PART THREE – Post-Secondary Education Program (Appendices 5 – 16)

8.0 GENERAL GUIDELINES

To be eligible for post-secondary funding, the following criteria must be met:

- a) The applicant must be a registered LNIB member who has been a resident in Canada for 12 consecutive months prior to the date of application for funding;
- b) The applicant will provide an acceptance letter from an eligible post-secondary institution;
- c) The applicant must submit a fully complete Application for Funding package, by the deadline. (Refer to the section on "Student Eligibility for Sponsorship" for more information on what is required to complete the application package);
- d) If the applicant currently owes LNIB money for previous or present education sponsorship, the applicant is required to make arrangements to pay this debt before being considered for further funding;
- e) Transcripts pertaining to previous periods of post-secondary education must be submitted;
- f) If the applicant is a continuing student or a student graduating from secondary school, the applicant is required to be a student in good standing.

9.0 APPLICATION PROCESS

- a) Obtain an application package by contacting the Education Program Department by phone to arrange for pick up, or request for it to be sent by facsimile. Applications can also be printed from the LNIB website: www.lnib.net.
- b) There are 3 application intakes each year:
 - 1. The last Friday of May each year, for September start dates. Applicants will typically be notified by the end of June each year.
 - 2. The last Friday of September each year, considered for January start dates. The applicant will typically be notified by the end of October each year.
 - 3. The last Friday of February each year, considered for May or summer semester start dates. The applicant will typically be notified a month after the deadline.
- c) Applications received after the deadline, will be put on the Wait List for the next start date, and will be approved based on budget availability.
- d) All students must apply for funding each year. September start dates will have first consideration.
- e) All complete applications submitted by the May deadline, will proceed to the selection process to be reviewed by the Post-secondary Application Review Committee.

10.0 NEW STUDENTS

Must submit a fully completed application with the following:

- a) **Letter of Intent** – Clearly and concisely demonstrate commitment to current and future educational goals. Include a self-introduction, detailed information on the intended course of study, and how long it will take to complete. Using the Education Planner as a guide, the letter should also include an outline of intended courses for the first two years of the program of study.
- b) **Sponsorship Applications and Waiver Document** – Once the application has been approved for sponsorship, a signed copy to verify sponsorship will be sent to the address indicated on the application form, therefore, it is important to complete the whole application form, and provide **current and correct contact information**. The waiver portion of the application form is necessary to permit staff access to student records, and may be used for funding purposes. This document must be signed to avoid delays in the application process.
- c) **Student Funding Contract** – This document outlines the student's contractual responsibilities. Please read this document carefully, and return the signed document to the Education Program Department.
- d) **Letter of Recommendation** – A letter from someone such as a: mentor, teacher, co-worker, or professional, acknowledging the commitment and future educational plans of the applicant.
- e) **Transcripts** – Include Official Transcripts from all institutions attended prior to this application, also include copies of awarded certificates, and/or diplomas. LNIB requires students to present Official Transcripts at the end of each completed semester. *(Official transcripts are signed and sealed by the institution and have not been opened. Photocopies, scanned and emailed copies, and faxes do not meet the reporting requirements for PSE funding.)*
- f) **Acceptance Letter** – Provide a letter of acceptance from the attending Post-Secondary Institution. This letter will include the start date and end date of the program, and will confirm that the applicant has met all admissions requirements of the program.
- g) **Career Counselling** – Prior to handing in the application, all applicants must complete a session with a Career Counsellor or Academic Advisor of the attending institution.
- h) **Interview** – All new applicants must arrange for an interview with the LNIB Education Program Manager or delegate.
- i) **Labor Market Research** – Include labor market information to help determine future job opportunities related to current education plans. This information, and links to Government of Canada programs and services, can be obtained by going to www.workbc.ca.

11.0 CONTINUING STUDENTS

Continuing students are required to apply yearly by submitting the following:

- a) **Sponsorship Applications and Waiver Document** – Once the application has been approved for sponsorship, a signed copy to verify sponsorship will be sent to the address indicated on the application form, therefore, it is important to complete the whole application form, and provide **current and correct contact information**. The waiver portion of the application form is necessary to permit staff access to student records, and may be used for funding purposes. This document must be signed to avoid delays in the application process.
- b) **Student Funding Contract** – This document outlines the sponsored student's contractual responsibilities. Please read this document carefully, and return the signed document to the Education Program Department.
- c) **Transcripts** – Include Official Transcripts from all institutions attended prior to this application, also include copies of awarded certificates, and/or diplomas. LNIB requires students to present Official Transcripts at the end of each completed semester. *(Official transcripts are signed and sealed by the institution and have not been opened. Photocopies, scanned, and emailed copies and faxes do not meet the reporting requirements for PSE funding.)*
- d) **Acceptance Letter** – Provide a letter of acceptance from the attending Post-Secondary Institution. This letter will include the start date and end date of the program, and will confirm that the applicant has met all admissions requirements of the program.
- e) **Letter of Intent**- Clearly and concisely demonstrate commitment to current and future educational goals. Include a self-introduction, detailed information on the intended course of study, and how long it will take to complete. Using the Education Planner as a guide, the letter should also include an outline of intended courses for the first two years of the program of study.

12.0 PRIORITY LIST

LNIB receives limited funding from INAC for the delivery of post-secondary education. In the event that there are more applications for funding than available money in the budget, the approval of applicants will be based on order of priority.

12.1 The priority list will be established on the following basis:

- 1) **Continuing Student** – who have attended school on a full-time basis and have successfully completed all courses of their program.
- 2) **Secondary School Graduates** who have:

- a) Graduated from secondary school with a Dogwood Diploma.
 - b) Equivalent training or education. (i.e. Adult Dogwood)
- 3) Trades/Technology Vocational Students** -entering into an eligible certification/diploma trades program. (Confirm program eligibility with LNIB Education Program Department)
- 4) Mature Student** – Students who have been out of school for at least one full academic year.
- 5) Motivated Student** –will:
- a) Contribute a minimum of twenty percent (20%) of tuition for the duration of their program;
 - b) Forfeit their living allowances and are seeking assistance for the tuition and books only.
- 6) Graduate Student**–Masters or Doctoral Programs (eligible for tuition and books only)
- 7) Part-time Student** – See section 16.0 - Types of Sponsorship

13.0 WAIT LIST

13.1 This Applicant Wait List will be affected by varying factors such as:

- a) the number of returning students
- b) student success, and
- c) the amount of funds available to LNIB

13.2 Application packages are due by the intake date, each year.

13.3 Any late or incomplete applications will be put onto the Wait List according to:

- a) Date received, and
- b) Eligibility, as defined in this policy.

13.4 Applicants on the Wait List shall be notified of their position on the list, and will be considered for sponsorship when:

- a) Funding application is complete before deadline
- b) Funding becomes available, or

- c) A sponsored student withdraws from his/her studies.

Applicants on the Wait List not approved for funding must re-apply.

14.0 REVIEW COMMITTEE

Each year the Education Program Department is responsible for structuring a committee to review the completed post-secondary funding applications.

- a) The Review Committee will be comprised of the following members:
- LNIB Councilor – Education Portfolio
 - LNIB Education Program Manager
 - LNIB Education Coordinator
- b) The committee will meet once in June to review the submitted applications.
- c) Prior to the Review Committee meeting, the Education Program Department will have reviewed all the applications, and completed interviews with all applicants.
- d) The Education Program Department will bring forth recommendations to the Review Committee to assist in the review and approval of applicants for sponsorship (depending on budget), and to establish an Applicant Wait List.
- e) After the committee has met, a letter will be sent to all applicants informing them of the status of their application.
- f) All applications received after the committee has met, will be reviewed by the Education Program Department and will be put on the Applicant Wait List.

15.0 ELIGIBILITY FOR SPONSORSHIP

LNIB has a limited budget to fund as many students as possible annually, however, partial funding may be provided. Post-Secondary applications are valid for one school year only.

Post-Secondary funding eligibility, require the following:

- 15.1 Applicant must be a registered band member of LNIB.
- 15.2 Applicant must be resident in Canada for 12 consecutive months prior to the date of application for funding.
- 15.3 Applicant must be accepted by an eligible post-secondary institution into either a degree, diploma or certificate program, or a UCEP program.

- 15.4 Applicant must obtain from the post-secondary institution offering the program, a statement that attests the UCEP program will provide the student with:
- a) The necessary courses to attain the academic level for university or college entrance, and
 - b) The student will be eligible to be accepted as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.
- 15.5 UCEP applicant must **not** have previously received financial support from LNIB for post-secondary programs. All past sponsorship, regardless of year, as well as grades, and completion history, will be considered in the application review process.
- 15.6 Continuing Students must maintain satisfactory academic standing as per the policy of the attending institution, and this policy.
- 15.7 Applicants currently enrolled in a secondary school must submit an interim statement for their grade 12 subjects. This will be a determining factor when the final decision is made regarding sponsorship approval.
- 15.8 Grade 12 entry-level requirement (or equivalent) and must be:
- a) Considered, as defined by the institution, to be one year in length, and
 - b) For UCEP funding the student must already be at a level that would allow for the attainment of their necessary post-secondary entry-level requirements within one year.
- 15.9 Before applying to a post-secondary institution, confirm with the LNIB Education Program Manager that the attending institution meets the eligibility requirements as required by INAC.
- 16.0 **TYPES OF SPONSORSHIP**
- 16.1 **Full Time Students** must be enrolled in at least sixty percent (60%) of a full course load per semester in the area of study outlined in the Letter of Intent.
- 16.2 **Part Time Students** must be enrolled in at least one (1) course in the area of study outlined in the Letter of Intent, but less than sixty percent (60%) of a full course load per semester.
- 16.3 **International Sponsorship** will be paid to the maximum allowable amount as if attending a Canadian public institution. It is the student's responsibility to pay any additional costs (e.g. Currency exchange). International students must have a Canadian bank account for direct deposit purposes.
- 17.0 **STUDENT RESPONSIBILITY**

In order to remain eligible for Post-Secondary funding, students are required to:

- 17.1 Seek the advice of a counselor at the attending post-secondary institution to help assist with selecting appropriate courses to fulfill all degree, certificate or diploma programs.
- 17.2 Submit a monthly attendance report to the Education Program Department, no later than the 15th of every month. (Appendix 16)
- 17.3 Submit Official Transcripts 4 weeks after the end of each semester, to show they remain in good standing with the institute.
- 17.4 Inform LNIB Education Program Department if the recommended number of months to complete the program have been exceeded.
- 17.5 Remain in good financial standing with LNIB, or arrange a payment schedule and method with an Education Program Department delegate. (Appendix 17)
- 17.6 Maintain or exceed the grade point average required by the attending institution.
- 17.7 Inform the Education Program Department of **any** changes, including:
 - a) Course changes, including withdrawal
 - b) Illness or personal challenges that may affect attendance
 - c) Enrollment from full-time to part-time status
- 17.8 Sign and return any additional education documents as may be required by the Education Program Manager.
- 17.9 Opt out of student health and dental benefits by the appropriate deadlines set by the attending post-secondary institution. Opt out of UPass if eligible.
- 17.10 Maintain satisfactory academic standing while undergoing paid work.
- 17.11 Attend classes on a regular basis. Continual absence may result in failing grades and funding suspension.
- 17.12 Exhibit accountability and responsibility in all aspects of Post-Secondary Education and funding.

18.0 LEVELS OF FUNDING

LNIB pays actual tuition amounts directly to the post-secondary institution upon receiving an invoice. In the case that a post-secondary institution does not bill LNIB directly, students are responsible to forward invoices directly from the institution to LNIB along with any necessary supporting documentation, information and deadlines.

18.1 Tuition Fees-Full Time: (per year)

The following Schedule identifies tuition fees that will be paid directly to the institution each academic year to a maximum amount as listed below in Schedule 1:

Schedule 1.

- a) **\$3,800.00** – for college tuition and mandatory fees.
- b) **\$5,000.00** – for University tuition and mandatory fees (i.e. Bachelor Degree)
- c) **10,000.00** – for Graduate Degrees (i.e., Masters or PhD)

18.2 The student is expected to pay the balance of tuition costs above this amount.

18.3 A student attending out of country will be expected to pay exchange costs.

18.4 LNIB may consider reimbursing a student repeating a previously funded course. Proof of successful completion is required.

19.0 FUNDING LIMITATIONS FOR FULL TIME STUDIES

Limits of Assistance can be provided at four levels of post-secondary education:

1. Community college and diploma or certificate programs.
2. Undergraduate University programs (i.e. bachelor degree).
3. Advanced, professional or graduate degree programs (i.e. masters programs).
4. Doctoral Programs.

19.1 Post-secondary funding may be available only at each level [of education] unless a student has already achieved completion at that level, even if they did not receive assistance during that time. In addition, assistance can only be provided for a student to achieve a higher level of post-secondary education than they already have.

19.2 The only exception is at Level 2 (university degree programs); PSE funding may be available for an additional degree in a bachelor program, which requires an undergraduate degree as a prerequisite.

19.3 A student capable of taking summer courses on a full-time basis is encouraged to take this option. However, to be considered for approval, this request needs to be included in the initial application package, handed in by the last Friday of May.

20.0 TRADES APPRENTICESHIP TRAINING PROGRAMS

20.1 Funding support is available when programs meet the following requirements:

- a) must be offered by an eligible post-secondary institution;
- b) must have a grade 12 prerequisite;
- c) must be at least one academic year in duration as defined by the institution.

20.2 LNIB may provide top ups to education funding allocation, special consideration is granted for those students previously funded.

20.3 Trades students can submit applications throughout the year to prepare for their next level of apprenticeship training.

21.0 TYPES OF LEARNING

If the institution and program meets eligibility requirements, the method of delivery can be in the classroom, through distance education or e-learning.

22.0 TIME LIMITS ON FUNDING

22.1 Deferred Students

Sponsored students may take up to one (1) year to defer their studies. A student changing programs within one of the levels or temporarily pausing studies, must:

- a) be in good academic standing;
- b) calculate the amount of time that may be available for assistance;
- c) consider how such changes may affect the overall funding available;
- d) consider how this may affect the ability to complete the program;
- e) discuss with the Education Program Department before making any changes.

22.2 A student who becomes eligible for assistance and has already completed a portion of their post-secondary studies without assistance may be eligible to receive financial support for the balance of their program of studies, but cannot be reimbursed for previous expenses.

22.3 A student who has been approved in one year and withdraws their application to start in the fall, needs to re-apply the following academic year.

23.0 PERSONAL CHALLENGES

23.1 Should studies become seriously affected by personal crisis, such as a death in the family, accident or illness, the student is advised to seek counselling support.

- 23.2** A student is to notify the Education Program Department in writing, of their situation as it occurs, and may need to defer his or her studies if needed.
- 23.3** A student seeking emergency financial aid is urged to contact the LNIB Human Services Department and/or the Financial Advisor of the attending institution.
- 24.0 LIVING ALLOWANCE**
- 24.1** Full-time students may receive financial support in the form of a living allowance to be used toward living costs such as food, shelter, clothing, daily transportation, utilities, daycare, and other personal items. Graduate students are eligible for tuition and book allowance only.
- 24.2** Part-time students are not eligible for living allowance or travel costs. Part-time students are not time-limited and can retain full-time employment.
- 24.3** The amount a student may receive will be determined by the LNIB Education Department in accordance with:

Schedule 2 - Living Allowance Rates

Student Status	Monthly Rate
Single	\$1,200.00
Married, with working spouse	\$1,100.00
Married/Single, with 1 dependent	\$1,500.00
Married/Single, with 2 dependents	\$1,600.00
Married/Single, with 3 dependents	\$1,700.00
Married/Single, with 4 dependents	\$1,800.00
Married/Single, with 5 dependents	\$1,900.00
Married/Single, with 6 dependents	\$2,000.00
Each additional dependent	\$125.00
Room & Board (living w/ family member)	\$600.00
Single (living in larger city)	\$1,350.00
Supplement for child under 5 years	\$50.00

24.4 Circumstances Affecting Living Allowance:

- a) Where two students are co-habiting as a common law or married couple, and have no dependents, the living allowance for each will be calculated as a married student with an employed spouse.
- b) Where two students are co-habiting as a common law or married couple, and have dependents, one will be designated as a married student with dependent(s); the other will be designated as a married student with an employed spouse.
- c) Any application that misrepresents the student's circumstances, or a spouse's circumstances (i.e., where the student is claiming living allowance in relation to the spouse), will result in denial of funding or cancellation of funding.

25.0 BOOKS AND SUPPLIES ALLOWANCE

- 25.1 Mandatory books and supplies allowance will be provided for full-time and part-time students in the following amounts:

Schedule 3 – Book Allowance

Full-Time Equivalency (FTE)	Fall Term	Winter Term
Full-time student	\$600	\$600
Part-time student	Actual cost	Actual cost

- 25.2 Sponsored students must provide proof of cost for mandatory books and supplies.

- 25.3 Summer students will need to apply for assistance if required.

26.0 PSE TUTORING ASSISTANCE (Appendix 15)

- 26.1 Limited funds are available for tutoring services and will be available on an individual basis when:

- g) other avenues are exhausted;
- h) applications have been submitted and approved by Education Program Department prior to engaging the services of a tutor;
- i) the attending institution's Academic Advisor, has recommended the student to the services of a tutor;

- 26.2 To avoid a conflict of interest, or the appearance of conflict of interest, family members of the student are not eligible to be a tutor;

26.3 The tutor will invoice the Education Program Department directly for services rendered.

27.0 TRAVEL ASSISTANCE (Appendix 13)

27.1 Full-time students living away from the LNIB community, and outside of the Nicola Valley, are eligible for reimbursement of travel costs (i.e. per kilometer or bus fare to a maximum of \$350.00).

27.2 Eligibility includes 2 round trips per year to a maximum of \$350 per academic year, (one round-trip every 16 weeks) to the student's permanent place of residence from the Canadian post-secondary institution the student is attending.

27.3 Student is not eligible to receive travel allowance for his or her dependents.

27.4 Students taking classes through distance education or e-learning and are required to travel to another location to complete their required exams, may be eligible for travel support.

27.5 Part-time students are not eligible for travel funding.

27.6 Travel Assistance applications must be submitted to LNIB 3 weeks prior to travel date.

27.7 Travel funding does not cover the cost of moving expenses, such as moving personal belongings.

27.8 It is strongly suggested that students always seek the most economical means of travel.

27.9 Reimbursable travel expenses will normally be the lowest priority for funding.

28.0 GRADUATION ASSISTANCE (Appendix 14)

A request for graduation assistance, along with proof of graduation, must be submitted one month prior to the graduation ceremony.

Full-time and part-time students may be eligible for Graduation Assistance in the following amounts:

Table 3 - Graduation Assistance

Qualifying Program	Available Assistance
Certificate or 1 Year Program	\$200.00
Diploma or 2 Year Program	\$350.00
Degree or 4 Year Program	\$500.00
Master's Program	\$750.00

Doctorate Program	\$1,000.00
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29.0 SCHOLARSHIPS AND GRANTS

29.1 Request scholarship information from a counsellor or advisor at the attending institution.

29.2 The LNIB Education Program will provide scholarship, bursary and grant information to students as it is received.

29.3 Contact the Education Program Department for assistance on how to apply.

29.4 In recognition of academic achievement, LNIB may award incentives to full-time students.

30.0 SCHOLARSHIPS, BURSARIES, and AWARDS

Applicants are encouraged to apply for more than one scholarship, but are eligible for only one award per year.

30.1 LNIB Student Excellence Award (Appendix 20)

The LNIB Student Excellence Award of \$8,000.00, is awarded annually to LNIB students.

30.1.1 Eligibility

- 1) Applicants must be a registered member of Lower Nicola Indian Band;
- 2) This award is for recognition of outstanding academic achievement and community leadership;
- 3) The award will be shared amongst LNIB post-secondary students currently enrolled in an undergraduate or graduate degree program, and Secondary school applicants currently on the Honor Roll or Principal's List;
- 4) All applicants must demonstrate community involvement;
- 5) The award will be disbursed to successful recipients as follows:
 - a) Bachelors – 2 of \$1225.00 each
 - b) Graduate (Masters or Doctorate) – 2 of \$1500.00 each
 - c) High School Student – 3 of \$850.00 each

30.2 Spectra Energy Scholarship (Appendix 21)

Lower Nicola Indian Band receives \$5,000.00 annually from Spectra Energy to be awarded as scholarships to LNIB students.

30.2.1 Eligibility

- 1) Applicants must be a registered member of Lower Nicola Indian Band
- 2) Applicants must be currently accepted for/enrolled full-time in a post-secondary program. Preference will be given to individuals entering into their first year of study, however, students in all years are invited to apply.
- 3) Secondary students graduating this academic year are encouraged to apply.
- 4) All applications will be assessed, and scholarships will be awarded as follows:
 - a) Certificate – 5 of \$200.00 each
 - b) Diploma – 4 of \$250.00 each
 - c) Bachelors – 2 of \$500.00 each
 - d) Graduate (Masters or Doctorate) – 2 of \$750 each
 - e) High School Graduate – 5 of \$100 each

30.3 Kwoiek Scholarship (Appendix 22)

LNIB receives \$5,000 from Kwoiek Creek Resources Limited Partnership to be awarded annually to LNIB students.

30.3.1 Eligibility

- 1) Applicants must be a registered member of Lower Nicola Indian Band
- 2) Applicants must be currently accepted for/enrolled full-time in a post-secondary program. Preference will be given to individuals entering into their first year of study, however, students in all years are invited to apply.
- 5) Secondary students Secondary students graduating this academic year are encouraged to apply.
- 3) All applications will be assessed, and scholarships will be awarded as follows:
 - a) Certificate – 5 of \$200.00 each
 - b) Diploma – 4 of \$250.00 each
 - c) Bachelors – 2 of \$500.00
 - d) Graduate (Masters or Doctorate) – 2 of \$750 each
 - e) High School Graduate – 5 of \$100 each

31.0 APPEAL PROCESS (Appendix 11)

31.1 A student who believes that he/she has been unjustly treated with regard to the application of the Lower Nicola Band Post-Secondary Policy has the right to appeal, within (15) consecutive days after receiving letter of denial.

31.2 Procedures for Appeal:

- a) The student discusses with the Education Program Department in an attempt to resolve any dispute with regard to the Post-Secondary Policy.
- b) If a satisfactory resolution is not achieved and the student wishes to pursue the matter, he/she should discuss it with the LNIB Executive Director.
- c) If a satisfactory resolution is still not achieved and the student wishes to pursue the matter further, he/she must submit a formal appeal to the Executive Director for consideration by the Appeals Committee.
- d) The LNIB Executive Director will arrange with the Appeal Committee and the student, the date, place and time of the appeal hearing.
- e) Decisions (by majority) made by the Appeal Committee will be final and made within 30 days of the receipt of Appeal.
- f) The Appeal Committee will submit a report on the appeal hearing to the student, the Education Program Department, Band Council and the Lower Nicola Band Office will keep a copy on file.

31.3 The Appeal Committee will be comprised of the following members:

- a) LNIB Executive Director
- b) LNIB Elder
- c) Past LNIB Post-Secondary Student, or
- d) Advocate selected by student

To avoid a conflict of interest, or the appearance of conflict of interest, family members of the student are not eligible to be Appeal Committee members.

PART FOUR – Apprenticeship and Vocational Training Programs

32.0 TRADES TRAINING

32.1 Three main avenues of entry into apprenticeship training are:

- a) completing the level 1 apprenticeship technical training (and a portion of the practical training) while in high-school (*Ace-It* or *Secondary School Apprenticeship Program*) and seeking employment as an apprentice with an industry sponsor upon graduation
- b) completing a pre-apprenticeship (foundation) trades training program where you study at a post-secondary institution to complete the level 1 technical training (and a portion of the practical training) for an apprenticeship and seeking employment as an apprentice with an industry sponsor upon graduation
- c) obtaining employment as an apprentice with an industry sponsor who supervises your work-based training hours, and periodically completing school-based technical training prescribed in the relevant Industry Training Program Profile

32.2 LNIB Funding Eligibility

In the circumstances listed below, trades programs are eligible for Post-Secondary funding when programs meet the following requirements:

- a) offered by an eligible post-secondary institution;
- b) have a grade 12 prerequisite;
- c) be at least one academic year in duration as defined by the institution.

32.5 When a Trades Program does not meet the above criteria, LNIB may provide band revenue to top up education funding.

32.6 Trades students can submit applications throughout the year when their next level of apprenticeship is required.

33.0 VOCATIONAL TRAINING (Appendix 18)

33.1 These programs tend to lead to an institutional credential such as a Diploma of Trades or government credential other than the interprovincial Red-Seal. They vary in length, some may be as long as two years in duration while others may be similar to a Foundation program. They provide a blend of academic and practical skills and similar to apprenticeship programs, some require time working in industry before certification can be achieved.

33.2 In circumstances where INAC's funding comes short of meeting the education needs of LNIB members, LNIB Chief & Council complements INAC's funding with an annual allocation of LNIB's own source revenue.

33.3 It should be noted that decisions made regarding the financial support of LNIB students will be made in the best interests of the student and are contingent upon LNIB's ability to fund such programs.

33.4 LNIB members are encouraged to apply for sponsorship from other funding agencies.

34.0 INDIVIDUAL CIRCUMSTANCES

34.1 Person with Disabilities

As needed, the Education Program will assist students with disabilities to submit all documents to the post-secondary institute, and ensure the student is classified as a student with disabilities so they may obtain additional support from the institute.

34.2 Person Serving Custodial Sentence

Educational and vocational programs available at most government correctional facilities in Canada, include Adult Basic Education (Grade 1 to 10), Secondary Education, vocational, College, and University level programs. A person in a correctional facility generally pays for post-secondary courses which are commonly completed through correspondence with local colleges and universities. Education Department staff will work with the LNIB member and the corrections staff to ensure educational activities fit within the individual therapeutic correctional plan.

35.0 DISCLAIMER

All funding decisions are contingent upon availability of funds.

PART FIVE – Appendices

Kindergarten-Grade 12

Appendix 1a	Application for School Assistance (SD #58)
Appendix 1b	Application for School Assistance (LNIB School)
Appendix 2	Consent for Release of Information
Appendix 3	Nominal Roll Eligibility & Registration Form
Appendix 4	K-12 Tutoring Eligibility & Assistance Application

Post-Secondary

Appendix 5	Applicant Check List & Student Follow Up Form
Appendix 6	Funding Application Form
Appendix 7	Student Education Planner Form
Appendix 8	Student Waiver Form
Appendix 9	Student Funding Contract
Appendix 10	Student & Spouse Financial Disclosure
Appendix 11	Student Responsibility Check List
Appendix 12	Student Notice of Appeal
Appendix 13	Student Direct Deposit Information
Appendix 14	Student Travel Support Application
Appendix 15	Graduation Assistance Application
Appendix 16	Tutoring Assistance Application
Appendix 17	Student Attendance Form
Appendix 18	Short Term Program/Course Application

Administrative

Appendix 19

Appendix 20

Appendix 21

Appendix 22

Schedule of Repayment

LNIB Student Excellence Award Application

Spectra Energy Scholarship Application

Kwoiek Creek Hydro Scholarship Application