



WEI WAI KUM FIRST NATION EDUCATION POLICY AND PROCEDURES

This document shall be considered a “living” document subject to changes, edits and additions. This is an ongoing process to achieve Wei Wai Kum First Nation’s objectives. This document provides policies and guidance assisting employees and Council in fulfilling financial responsibilities and in creating higher accountability and transparency entitled to Members.

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PART 1 INTRODUCTION

1.1 INTRODUCTION

The Wei Wai Kum First Nation's (WWK) Post-Secondary Education Program (PSE), and Indigenous Services Canada (ISC) program provides financial assistance to Wei Wai Kum Band members attending Post-Secondary institutions. The Education Coordinator administers the program on behalf of the Nation. The Post-Secondary Program Policies and Procedures outline the eligibility for financial support, application procedure, support types and terms, and the appeal process.

Each year ISC allocates funds on a national level for the Post-Secondary Student Support Program (PSSE) and University and College Entrance Preparation Program (UCEPP). These funds are then distributed to the regional level (provinces). Each region then decides how to allocate the funds to the various First Nations and First Nation organizations. The BC Region has implemented a per capita formula and the population of each Band determines the allocation of the funding. This pool of funds has been decreasing over the last several years.

Wei Wai Kum Nation receives additional education funding through contributions from income earned from various economic initiatives. The income varies each year and Council reviews and determines the Own Source Funding to be allocated to the PSE program. Additional funding provides greater flexibility in the number of students sponsored and the types of programs students have the opportunity to take. Wei Wai Kum Nation strives to support as many Band members as possible to access education and maintain a policy that is fair and equitable for all applicants. The Nation encourages individuals to apply for external funding, scholarships and bursaries in order to reduce the financial pressures on the ISC and Band funding.

The Nation will review the Post-Secondary Education Policy every 2 years and seek feedback from community members in order to keep the policy modern and relevant.

***Note: Wei Wai Kum's Post-secondary support is subsidy only and not meant to pay 100% per all student costs.**

PART 2 DEFINITIONS

2.1 DEFINITIONS

The following definitions are used in this policy:

Academic Year: Means any eight (8) consecutive months where a student is enrolled in an education program and generally refers to the period September through to April.

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Post-Secondary Institution: An “eligible” post-secondary institution, as defined by ISC, which grants a certificate, diploma or degree recognized by a province or territory. The “eligible” institutions are:

- Recognized by a provincial or territorial Minister of Education; or
- Educational institutions recognized to deliver Post-Secondary programs by arrangement within an eligible Post-Secondary institution; or
- Meets the eligible program requirements and are included in the List of Designated Educational Institutions that could be found at <https://www.sac-isc.gc.ca/eng/1429541743524/1531402273996>

Band Member: A Band Member is a registered status person with Wei Wai Kum First Nation.

Continuing Student: Students who continue to take courses towards their diploma, certificate, or degree on a full-time basis and successfully completed the requirements of the previous academic year. Continuing Student refers only to those students continuing within their Education Plan and does not refer to those continuing to a professional or graduate degree program, or another program level.

Dependents: Any child/children under the age of eighteen (18) who is a legal ward of a funded student, who is living with and financially dependent on the funded student. Under certain circumstances an adult with a disability that lives full-time with the student may also be determined as a dependent.

Education Application Approval: The Education Coordinator is responsible for reviewing applications for support, maintaining the waitlist, and managing the Education funding budget. The Education Coordinator will make recommendations to Chief and Council, and decisions on Education matters are made by Chief and Council.

Education Plan: A plan each funded student completes and updates annually, stating their post-secondary program plans from current date to completion of certificate; diploma; or degree with very specific academic goals and timelines.

Full Time Student: A student enrolled in a minimum of **4 (four) 3 credit courses** or the equivalent in each semester. Some institutions may have different credit systems, for example, at the University of Victoria a 1.5 unit course is the equivalent to a 3.0 credit course at UBC or SFU, and a student would have to take 4 of these courses per term or semester.

New student applicant: A student who has not applied to the Nation for funding before, or has been denied funding for some reason, or is applying for funding at a higher level than one that has been previously obtained. (i.e. applying for an M.A. after a B.A.)

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Part Time Student: A student who in each term or semester takes less than four (4) - 3 credit or 1.5 unit courses or the equivalent hours.

Post-Secondary Support: A term that generally describes the types of financial support available to students. Students may be eligible for the following supports under the Post-Secondary Education Program (PSE):

- Tuition
- Textbooks
- Monthly Living Allowance
- Special clothing and equipment
- Post-graduate incentive
- Tutoring

Probation: Specific period of time during which a student is under strict academic guidelines, usually because of absences and low or failing grades.

Program of Studies: A degree, certificate, or diploma at a post-secondary institution that is at least one academic year in length.

PSE Program: Post-Secondary Education Program

Student Months: Maximum number of student months per designation funded per individual.

Wait List: A wait list of students will be created each year by the Wei Wai Kum Nation. Students whose names appear on the wait list will be notified, as spaces become available. If students on the wait list do not receive post-secondary support that year, they will be considered as the priority for the next fiscal year.

Letter of Intent: Letter stating a student's educational goals, current educational level and the length of time estimated to fulfill these goals.

Letter of Recommendation: A letter from an instructor or employer who knows the student and the student's commitment to their education.

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PART 3 APPLICATION PROCESS AND CRITERIA

3.1 APPLICATION DEADLINES

September Enrollment: March 31st* before 4 pm
January Enrollment: October 31st* before 4 pm
Spring/Summer Enrollment: April 15th* before 4 pm

* These dates are approximate and if the date lands on a weekend, the next business day will be used.

3.2 GENERAL

In addition to the information required by Wei Wai Kum in the New Student and Continuing Student Eligibility Criteria, the student must ensure that they have satisfied all the eligibility requirements set out by his/her institution.

Transcript, application fees and the costs of any tests required for application to the Academic Institution is the responsibility of the student.

3.3 DEADLINE FOR APPLICATION SUBMISSION

Conditional approval of an application requires that all of the documentation listed below be sent to Wei Wai Kum Nation before the dates listed above. Students who register for a program without following proper procedures will be eligible for consideration at the next application deadline.

3.4 NEW STUDENT ELIGIBILITY CRITERIA

To be eligible for post-secondary support the following must be submitted to the Education Coordinator on or before the deadlines listed above:

- a) A copy (back and front) of the student's status card as proof of being a registered Wei Wai Kum Member.
- b) Completed Post-Secondary Application package issued by Wei Wai Kum.
 - a. Application for Financial Assistance – New Student Form
 - b. Release of Confidential Information
 - c. Education Plan
 - d. Signed Wei Wai Kum Student Contract
 - e. Direct Deposit Form

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- c) Letter of acceptance from the Academic Institution indicated on their application, must be submitted no later than one month before program start date.
- d) Transcripts from previous Academic Institutions or High School.
- e) A copy of the student's English assessment test results and/or Math assessment results (if the program requires it).
- f) Detailed Letter of Intent in which the student must show commitment to clear educational goals so that Wei Wai Kum Nation is aware the student has a clear plan. The letter should include the current level of education, the intended course of study, and how long it will take to attain their goals.

3.5 CONTINUING STUDENT CRITERIA

- a) Post-Secondary Application
- b) Official transcripts must be submitted at the end of each academic term, by all applicants to receive funding for the following term.
- c) Updated Letter of Intent is required if the student is making any major changes to their program or institution not previously outlined in their educational plan.
- d) Updated release of Confidential Information

NOTE 1: Wei Wai Kum support may be placed on hold if registration details show a student is taking courses not directly connected with their academic goals and are not required electives.

NOTE 2: Students must not exceed their maximum funding time limitations for Post-Secondary support. If students feel they need more time they may request it by writing a letter to the Education Coordinator, which will be reviewed by Chief and Council and a decision made.

3.6 TRACKING OF ELIGIBLE MONTHS

The Nation will track the total months a student receives their living allowance in order to ensure students are aware of total months of funding left. Students are also required to track their total months of funding. Total funding months left for eligible funding will be sent to each individual student with their sponsorship letter annually.

3.7 GRADE 12 STUDENTS

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Applications from students presently enrolled in grade 12 will be accepted without the high school transcript, as students will not have their transcripts prior to the application deadline. Students are required to submit an application, a letter of recommendation from someone who knows their educational goals and a conditional letter of acceptance from the post-secondary institution.

3.8 SUMMER STUDIES

Support for summer studies will be provided for a practicum or program that has a regular schedule longer than 8 months per year. Voluntary summer courses will not be funded, unless there are extenuating circumstances, in which case a letter to Chief and Council explaining the need is required.

3.9 PROGRAM ELIGIBILITY

Following are types of courses/programs that are offered at eligible Academic Institutions which may be funded through the Wei Wai Kum Post-Secondary Education Program:

- a. Regular post-secondary courses leading to a diploma or degree, e.g. Aboriginal Support Worker Diploma, Bachelor of Arts (B.A.), Masters of Arts (M.A.) and a Doctor of Philosophy (Ph.D.).
- b. Certificate, diploma and undergraduate programs that meet the following criteria:
 - a. Meet the entrance requirements outlined by the institution
 - b. Are a minimum of one (1) academic year in length; and
 - c. Have a certificate, diploma or degree awarded when completed.
 - d. Delivery method of program may include in classroom, e-learning, distance or virtual as long as it meets eligibility requirements.
- c. College Preparation. A maximum amount of up to eight (8) months of college preparation support will be granted to a student.
- d. Post-Graduate Qualifying Year. Some students, when applying to post-graduate studies may be asked by the Academic Institution to do a qualifying term or year. A maximum of eight (8) months of Wei Wai Kum post-secondary education support is available to support these studies. These support months will not be deducted from the sixteen (16) support months available for graduate or professional programs, and the twenty-four (24) months available for doctorate studies.
- e. Post-graduate studies that meet the following criteria:
 - a. Normally have a Bachelor’s degree as a minimum requirement.

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- b. Have a diploma, degree or certificate awarded.
- f. Any students employed as a part of their program, such as law students in the articling year, students in paid practicums, co-operative students in a program that provides a salary or wage, or any student working full time will receive tuition, but will not receive the any Post-Secondary living allowance when employed.
- g. Trades: The federal government provides funding for trades training through the Aboriginal Skills and Employment Training Strategy at the North Vancouver Island Aboriginal Training Society (NVIATS). Also, Wei Wai Kum Nation has a fund that will be available until exhausted called the Occupational Student Training (OST) program. Students can apply to be funded under the OST program or can contact NVIATS for information about available funding. NVIATS may provide tuition for trades programming, however does not provide a living allowance. The Wei Wai Kum First Nation may be able to provide funding for a living allowance through the OST program should funds be available.
- h. Programs offered at an ISC designated private institution may be eligible through the Wei Wai Kum Post-Secondary Education Program. Students are required to provide a letter of intent that specifically describes why that particular institute needs to be attended versus a public institution. As the tuition at private institutions are excess in comparison to public institutions, if similar programs are available at public institutions, students may be asked to register and will only be funded for programs at public institutions.

NOTE 1: Exceptions to required pre-requisites may be considered. For example, a training program that does not have Grade twelve as a requirement but leads to employment may be eligible. Contact the Education Coordinator before making application.

3.10 PROGRAM LOCATION

Usually, only those undergraduate, graduate, and post-graduate programs offered in British Columbia will be funded. If a student living in British Columbia wishes to enroll in a program outside the province, certain conditions will apply. These conditions are identified in Section 6 Support Types and Terms. The student must provide documentation that shows the Post-Secondary program is recognized in Canada/British Columbia.

PART 4 STUDENT SELECTIONS

The PSSSP and UCEPP is limited and expected to be more limited in the future, applications that meet the requirements in Section 3 in terms of basic application criteria and program eligibility, will not be automatically approved.

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Each year applications are reviewed and determinations of student selection for funding are made based on the list below. This priority list was established to assist the Education Coordinator, and Chief and Council in determining who will receive support.

- 1. Continuing Students:** Students who have attended school on a full-time basis and have successfully met the requirements of their program, maintaining an acceptable grade level ('C'), and continue to take courses towards their diploma, certificate, or degree as stated on their Education Plan.

Minor changes to student plans, such as adding a second major or changing minor will not affect a student's continuing student status. Continuing student status may be affected if major changes are made, such as entering a new unrelated program at a new institution. Please contact the Education Coordinator to discuss.

- 2. High School Graduating Students (within the last 3 years):** Students who have graduated from Secondary School with a Dogwood diploma and have the necessary pre-requisites to obtain college or university acceptance.
- 3. Mature Students:** High school students who have been out of school for at least 3 years and students who are at least 21 years of age. These students may or may not have completed grade 12 but have taken an assessment test and/or met the 'mature student' requirements of the institution they wish to attend.
- 4. Graduate applicants:** Wei Wai Kum Nation is proud of individuals who are accepted into these programs and the Nation encourages individuals to apply for funding. Wei Wai Kum will fund students when financial resources are available, but also encourages students to apply for external scholarships, fellowships and bursaries. This is in fairness to those who have not received prior funding. Eligible students entering professional or post-graduate programs (i.e. Medical Doctor, Master's or Doctorate) who receive funding will be provided with tuition and books, plus living allowance for the coursework portion of their graduate studies. They will be provided with only tuition and books for the project/thesis portion of their program.
- 5. Terminated or Suspended Students:** Students who have had their education funding suspended in the past and are now again eligible for post-secondary support (see Section 8).

A wait list of students will be created each year by the Education Coordinator. Students whose names appear on the wait list will be notified, as spaces become available. If students on the wait list do not receive post-secondary support that year, they will be the first

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consideration during the next fiscal year. Students must provide documentation of their acceptance to the institution each year they apply for funding.

PART 5 ADMINISTRATIVE SUPPORT APPROVAL PROCEDURE

5.1 AUTHORITY TO REVIEW

Applications for continuing and new students will be reviewed by the Education Coordinator.

5.2 AUTHORITY TO APPROVE

Wei Wai Kum Chief & Council will review and approve applications that have been recommended by the Education Coordinator.

5.3 NOTIFICATION

All students who submit a Post-Secondary Education application package will be notified in writing, no later than one week after the review, as to whether or not their application is approved. Included in the letter will be the number of total months of funding the student is eligible under PSE Program.

PART 6 SUPPORT TYPES AND TERMS

6.1 TUITION FEES

Tuition fees will normally be paid up to the amount of \$5,000 per semester based on the approved program's tuition fee. Wei Wai Kum may provide additional tuition funding for students in more expensive programs if funding is available.

1. Efforts will be made by Wei Wai Kum to pay a portion of tuition fees up to the maximum amount above for non-approved programs (Non-approved programs are those that are not eligible for funding under the ISC criteria). Students are expected to pay the difference in cost. Chief and Council may approve additional funding, a letter outlining the need for extra funding should be addressed to Chief and Council.
2. Tuition will be calculated in Canadian funds. Students attending programs out of Canada will be expected to pay associated exchange rates.

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3. Tuition fees will be paid directly to the College or University by a letter of sponsorship.

6.2 OUT OF PROVINCE SCHOOLS

If a student living in British Columbia wishes to enroll in Post-Secondary studies outside British Columbia, but a comparable program exists within British Columbia, the tuition fees charged at British Columbia institution will be paid by the Wei Wai Kum up to the maximum amount identified in Section 6.1 Tuition Fees, whichever is lesser.

If a student living in British Columbia wishes to enroll in Post-Secondary studies outside British Columbia because they have documentary proof that the program is not available within British Columbia, Wei Wai Kum will pay tuition as per the maximum amount identified in Section 6.1 Tuition Fees.

For students that reside outside of British Columbia that wish to enroll in Post-Secondary studies, Wei Wai Kum will pay tuition as per the maximum amount identified in Section 6.1 Tuition Fees.

For students that reside out of Canada the Wei Wai Kum will pay tuition to the maximum rate of the closest comparable Canadian program available, up to the maximum amount identified in Section 6.1 Tuition Fees.

6.3 DEPOSIT AND FEES

Application fees and the costs of any tests required for application to the Post-Secondary Institution is the responsibility of the student. Transcript fees for application and continued funding are the responsibility of the student.

***Students will be reimbursed for one application fee once they have been approved by their Post-Secondary institution and funding is in place.**

6.4 BOOK ALLOWANCE

The cost of required textbooks for student programs as listed in the course outline, will be included for full time and part time students as determined by the institution up to a maximum of \$500.00 per semester.

If a student fails a course and retakes the course and the same text books are required, new books will not be supplied.

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6.5 MONTHLY LIVING ALLOWANCE SUBSIDY

Category	Amount (monthly maximum)*
Full time student taking 4 or more courses (Living independently)	\$1,000
Full time student taking 4 or more courses (Living at home)	\$500
For the first dependent this allowance will increase by:	\$250
Additional dependents this allowance will increase by:	\$50/dependent

*These rates are not guaranteed and are subject to change from time to time based on available funding.

This living allowance is available to under-graduate and graduate students enrolled in a full-time program of a minimum of four (4) 3 Credit courses and/or twelve credits or three (3) courses and/or nine (9) credit/hours if enrolled in College Preparation.

Graduate students will receive living allowance only for the period of full-time coursework. All students are encouraged to apply for scholarships, fellowships and bursaries.

6.6 DISBURSEMENT DATE OF LIVING ALLOWANCE SUBSIDY

Monthly living allowances will be disbursed directly to student bank accounts on or about August 20th for September starts and subsequently about the 20th of each month.

6.7 DEPENDENTS

Dependents are any child/children under the age of eighteen (18) who is a legal ward of a funded student, who is living with and financially dependent on the funded student.

Spouses or partners (caregivers) with no income can be claimed as dependents only if there are dependent children in the home under the age of five (5).

NOTE: In the situation where there is a spouse in the home who is designated disabled and there are no children under the age of five (5) in the home, the spouse may be claimed as a dependent.

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6.8 CHILD SUPPORT

A child for whom a student is paying court ordered child support cannot be claimed as a dependent.

6.9 ADDITIONAL DEPENDANTS

The only dependents that can be added to a student's Post-Secondary support after the stated application deadlines are newborns.

6.10 CHILDCARE

The cost of childcare is not available through the Wei Wai Kum Post-Secondary Education program. Students may be assisted in applying to other agencies for childcare support. Information can be found on the MCFD website at <http://www.mcf.gov.bc.ca/childcare>.

6.11 SPECIAL CLOTHING AND EQUIPMENT

Special clothing or equipment may be required for some programs. A letter from the school, detailing specific needs and costs will be required. The letter must state that the clothing/equipment is a mandatory course requirement. This letter should be included with the application. The maximum Wei Wai Kum contribution for such costs will be up to \$250 per semester.

6.12 SPECIAL CONTINGENCY

Special expenses such as for field trips or practicums that are required parts of a student's program may be funded. A letter from the school stating that the trip or practicum is a required part of the program along with details of the expenses must be sent to the Education Coordinator. Living allowance will be paid during practicum as long as it meets full time eligibility.

6.13 LICENSING EXAMS

Each student is eligible to have the costs of one licensing exam covered per level of study to a maximum of \$300 per exam. Each student is eligible to have the costs of preparatory material for the above assessments and exams covered to a maximum of \$100 per exam.

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6.14 TUTORING

An allowance can be provided to cover the cost of special tutorial assistance to overcome areas of an academic weakness. A written recommendation from the student's instructor(s) is necessary and only certified/professional tutors or a student recommended by the instructor will be approved.

All costs must be pre-approved by Wei Wai Kum Nation. Students that require tutoring in any of the courses leading to the completion of their programs are required to advise the Education Coordinator; complete the Tutorial Assistance Form (found in the appendix); arrange the services of a tutor; pay the tutoring fee; and submit all receipts to the Wei Wai Kum for reimbursement. After receiving approval, students may also choose to arrange the services of the tutor and have the tutor invoice the Nation directly.

6.15 TRAVEL

Wei Wai Kum will pay \$100 at the beginning of each semester to students living away from their home town to attend school.

6.16 PARKING PASSES / BUS PASSES

Students are expected to provide their own bus and parking passes. In urban areas, the U-PASS or Transit passes are available through the post-secondary institution. For further information, please refer to the Translink website (<http://www.translink.ca/en/Fares-and-Passes/Student-Passes/U-Pass/U-Pass-FAQ.aspx>).

6.17 STUDENT ADVANCES

There will not be any student advances.

6.18 STUDENT TEMPORARY PROGRAM WITHDRAWALS

Parental/Medical/Compassionate Leave: Students with extenuating circumstances (family emergencies, physical/mental health concerns) that force them to withdraw from their program may apply to maintain their continuing student status. Students must provide documented proof from their institution or a registered medical professional. Please discuss your circumstances as soon as possible with the Education

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Coordinator. Students must obtain approval for any temporary withdrawals from Wei Wai Kum Nation. Withdrawals will be granted for a maximum of one semester, extended leaves must be approved by Council.

6.19 STUDENTS WITH DISABILITIES/VARYING ABILITIES

Students who require additional supports due to any documented disabilities may contact the band to discuss additional funding options. The Nation will assist students in finding institutional supports and where unavailable may fund additional support.

PART 7 SUPPORT LIMITS

7.1 TIME LIMITS

These are the guidelines on the time limits of living allowance for full times students available based on the individual programs:

	College Preparation	8 student months
Level 1	Certificate or Diploma	12-24 student months
Level 2	Bachelor Degree	40 student months
	Bachelor of Education	48 student months
Level 3	Master's Degree or Equivalent	16-24 student months*
Level 4	Doctors Degree	24-48 student months*

***Part-time studies**-The duration of assistance may exceed the official length of the program as long as the student is in satisfactory academic standing at the institution as per the institution's definition of satisfactory "academic standing".

Students' are eligible for college preparation and one (1) undergraduate diploma/certificate/degree. Students, will not be funded for a level lower than their highest level previously achieved.

Students enrolled in a Bachelor of Education degree are eligible for an additional 12 months of funding.

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Support limitation months are in conjunction with, not in addition to the lower level achieved. For example: a Bachelor degree includes 12-24 months supported while achieving the pre-requisite certificate or diploma.

Students who utilize their maximum number of student months and do not complete their certificate, diploma, or degree must provide their own funding to complete the requirements. If a student changes programs, their original start date will be used to calculate their total allowable student months at that level.

Students who have completed a level of education with funding from the Nation are not eligible to receive funding for another program at or below the level already funded.

When a student advances to a new support level, which was not stated on their current Education Plan; the student must complete the process as a New Student Applicant including a new Education Plan and Letter of Intent.

7.2 CHANGE OF STUDY AREA

A student's area of study must not change without notification to Wei Wai Kum Nation. Students are required to submit a revised Education Plan to Wei Wai Kum for any change in study area. The maximum student month support limits will stand as in 7.1 above.

Minor changes to area of study such as switching to a related program within the same faculty, switching a minor or adding a double major or switching schools but staying in the same program, will not affect the student's status as continuing students.

Major changes such as switching faculties, majors or programs that affect the planned graduation date may result in loss of continuing student status.

NOTE: Spring and summer sessions will be considered only in extraordinary conditions and require a new application.

PART 8 RESPONSIBILITY OF THE STUDENT

Wei Wai Kum expects students it supports to adhere to a set of basic standards. These standards, if met, should generally ensure success in the course of study. The standards are set out below:

8.1 GOOD DECISION MAKING

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Students are expected to plan to the best of their ability, all aspects of their future education and training goals. This includes making informed and reasonable decisions with regards to program and class choices, place of residence, employment, and healthy living. When needed, students are expected to seek out assistance and counseling to ensure success in their education endeavors.

8.2 REGULAR ATTENDANCE

All applicants must attend classes regularly and maintain an acceptable level of performance.

8.3 SEMESTER REPORTING

The student will submit a copy of their transcript to Wei Wai Kum within two weeks of receiving final marks. This must be submitted before living allowance payments are issued for the following semester.

8.4 STUDENT MAJOR PROJECTS, THESES AND DISSERTATIONS

All post-secondary students who complete either a major project, thesis or dissertation are required to submit a copy to the Wei Wai Kum administrative office, for the purposes of developing a library of research conducted.

8.5 SUSPENSIONS

Students are expected to maintain good behavior at school and to avoid being disciplined, particularly suspension. Students who are suspended will have their support terminated and will be required to provide their own funding for, and successfully complete, one semester of school before being eligible for further Post-Secondary Education assistance.

8.6 COMPLETION OF STUDY

Students who do not complete the program of study in the semester as specified in the application, with the exception of approved Parental/Medical/Compassionate Leave by the post-secondary institution, will be ineligible for further financial support and responsible for completing the semester again from their own resources.

8.7 CONTACTING EDUCATION COORDINATOR

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Students are responsible for contacting the Education Coordinator in writing of any significant changes that might affect funding (i.e. dropping courses that result in a full-time student moving to part-time status) prior to the end of the semester in question.

PART 9 PROBATION & SUSPENSION OF SUPPORT

9.1 Minimum Academic Standard

Wei Wai Kum has set the minimum acceptable level of performance at 2.00 GPA (Grade of 'C') or the required minimum level set out by the student's educational institution.

NOTE: Students should be aware that although a 2.00 GPA (Grade of 'C') will usually ensure continued Wei Wai Kum PSE support; acceptance in many degree or graduate programs requires the student obtain a much higher GPA.

9.2 Annual Performance Assessment

Students' performance will be reviewed and assessed at the beginning of each academic year. Review of performance will be based on transcripts. When necessary, students may be required to submit written explanation or other documents to assist Wei Wai Kum's review.

9.3 Probation

Students who fall below Wei Wai Kum's standard will be placed on probation. Under probation, students will have one semester to increase their GPA to or above Wei Wai Kum's standard. During the probation period students will be required to submit additional transcripts, program documentation, and personal documentation and seek academic or personal counseling. Students may also be asked for attendance records. If a student does not increase their GPA to or above Wei Wai Kum's standard during the probation period, Wei Wai Kum may withdraw future funding.

PART 10 APPEAL PROCESS

Current and prospective students will receive fair treatment. If a student does not believe that the Post-Secondary Education Policy & Procedures as set out in this document have been applied unfairly to their situation, they may choose to appeal.

A student must appeal on their own behalf by taking the following steps (appeals by family members will not be considered):

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1. The student should contact the Education Coordinator to discuss the issue in an attempt to resolve their concerns before proceeding with further steps.
2. If unresolved, the student has a right to appeal in writing to the Band Manager within 30 days of the decision. The Education Coordinator will review the appeal and respond within ten days of the student's submission. The Band Manager may communicate with Chief and Council regarding the issue.
3. If the issue remains unresolved, the student must submit a formal appeal in writing to the Wei Wai Kum Chief and Council.
4. Chief and Council will discuss the matter at the next scheduled Council meeting, which the student may be required to attend to respond to any questions Chief and Council may have. Students living long distances away from the Administrative offices may participate through teleconferencing.
5. Chief and Council will submit a report on the appeal to the student within 15 business days.
6. The decision by Chief and Council will be final.

PART 11 POLICY APPROVAL AND AMENDMENT PROCESS

Wei Wai Kum Council will every 2 years or sooner if applicable, review the Post-Secondary Education Program Policies and Procedures to determine if any require updating or changing.

The Education Coordinator or Band Manager will make recommendations to any possible edits required in the administration of the Post-Secondary Education Program.

Any changes to the Post-Secondary Education Program and Policies must be passed by a Motion of Council at a duly convened Council meeting.

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