

# Laxgalts'ap Village Government



## Post Secondary Education Policy

## **MISSION STATEMENT**

To assist the membership of Laxgalts'ap in embracing the principles of academic freedom and responsibility, through maintaining individual identity and cultural values, by ensuring that access of quality education responds to our diverse community, leadership, and self government needs.

## **I POLICY OBJECTIVES**

1. To encourage and support Laxgalts'ap members to gain access to post-secondary education and to graduate from their respective programs with the qualifications they require to pursue their chosen careers, and to realize their individual potentials for contribution to the community and to society at large.
2. To provide counseling to students in budgeting, career planning, and job market research, and assistance in acquiring financial resources to successfully complete their post-secondary studies.
3. To ensure that students are aware of all of the available sources of education funding and the process through which these funds are accessed.
4. To meet the ever-increasing demand by Laxgalts'ap members for post-secondary assistance and to provide post-secondary educational opportunities to as many eligible Laxgalts'ap members as possible.
5. To provide guidelines for reasonable & equitable distribution of Education Support funds.

## II DEFINITIONS:

**Academic Plan-** the program credit requirements for the completion of the program. For example, if the program is four years in length, the academic plan should detail all courses to be taken over the four-year period. 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-** a period of time which a student is under strict academic guidelines, usually because of low or failing grades.

**Academic Year-** is as defined by the post-secondary institution, but will be not less than eight months in duration.

**Certificate-** certification for completion of a college or university program.

**Dependant Spouse-** 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. This person is dependant upon the student and does not receive an annual income in excess of \$6,500.

**Dependants-** any person or persons who relies on a student for support and is living full-time with that student.

**Full-time Student-** a student, who in each term or semester takes a minimum of four courses or the equivalent number of (12) credit hours.

**Laxgalts'ap Members-** person on the Laxgalts'ap Village Government membership list (former band membership list).

**Medical Release-** a student who is required, for medical reasons, to be absent from classes for more than one week, is required to provide the Laxgalts'ap Education Coordinator, within 10 days of the onset of the illness or medical condition, with 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 being required to reimburse the Laxgalts'ap Village Government for all educational funds that have been provided to the student in the semester during which the absence took place.

**Nisga'a Citizenship-** a person who has met the requirements to become a Nisga'a citizen, as set out in the Nisga'a Eligibility and Enrollment Act and who has a Nisga'a Citizenship Card.

**Part-time Student-** a student who takes less than four courses per semester (three credits per course)

**Post-Secondary Education-** 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.

**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.

**Public Institution-** is a post-secondary institution that receives the majority of its funding from federal and provincial governments.

**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.

**Spouse-** is a person who has lived with the student as a husband or wife for a period of not less than one year before application for educational aid.

**Wait List-** The Laxgalts'ap Village Government Education Committee will create a wait list of students each year. Students whose names appear on the wait list will be notified as spaces become available. Sponsorship only occurs if currently sponsored students withdraw from their studies. If students on the wait list are not sponsored, they must re-apply. The waitlist will be generated considering the following:

- 1) Whether application deadline was met.
- 2) Whether application package was complete.
- 3) Whether the student received funding in previous years and if so, the reasons for the student withdrawing.

### **III RESPONSIBILITIES**

#### **1. Student Responsibilities**

- a) To take full responsibility for setting and achieving his/her post-secondary education goals.
- b) To plan his/her career path at least one year in advance of applying for post-secondary assistance.
- c) To plan his/her finances and prepare a detailed budget, and fully understand the concept of “living within your means”.
- d) To seek career counseling, thoroughly research the job market, and have based his/her selection of post-secondary programs on the availability of employment at the conclusion of their studies.
- e) To actively seek employment during the four months (two months for new Grade 12 graduates) prior to entering post-secondary studies.
- f) To seek additional financial assistance through bursaries, scholarships, and work study programs and so on (for example Skeena Native Development Society).
- g) To use assistance for intended direct education expenses only (tuition, books and living allowance) and not for any other purpose.
- h) To understand his/her post-secondary assistance is not intended to cover personal debts incurred before or during attendance at post-secondary institutions. This includes but is not limited to credit card payments, vehicle loans, outstanding personal loans, and outstanding rental arrears to the Laxgalts’ap Village Government.
- i) To provide current mailing address and phone numbers.
- j) To provide bank account information as requested.
- k) To submit receipts for books and supplies, totaling the books and supplies allowance amount, to the Education Coordinator.
- l) To at all times maintain a full course load as outlined in the Section VII Levels of Assistance and Student Status section.
- m) To maintain the minimum grade point average in their program according to the program policies or the post-secondary institute program guidelines (whichever is higher).
- n) To provide course registration documents to the Education Committee at the beginning of each semester.
- o) To submit a monthly progress report to the Education Coordinator.
  
- p) To sign and return any additional educational documentation as may be required by the Education Coordinator.

- q) To arrange to provide official transcripts to the Education Coordinator as soon as possible.
- r) To inform the Education Coordinator of the change from full-time to part-time status, during the course of the semester. Part-time students are eligible for the costs related to tuition and books only.
- s) To commit to completing his/her course of studies to the best of his/her ability.
- t) To notify the Education Coordinator in writing immediately if he/she is leaving his/her studies. A full-time student who does not complete his/her course of studies, without reason, must reimburse the Education Program for all costs incurred on his/her behalf. No future Post-Secondary Student Support assistance will be available until full reimbursement is made. All reasons for leaving a Post-Secondary Educational Institution must be brought before the Education Committee within 30 days of leaving the said institution.
- u) To notify the Education Coordinator in writing immediately if your spouse is being sponsored for their post secondary education by any other funding agency (another band, village government) and the amount received monthly.

## **2. EDUCATION STAFF RESPONSIBILITIES**

- a) To ensure that the education program is administered according to existing policies.
- b) To assist students in gaining access to post-secondary education.
- c) To encourage and support students throughout their educational journey.

## **3. CHIEF AND COUNCIL RESPONSIBILITIES**

- a) To ensure that staff are working for the community and that education services are made available to the entire Laxgalts'ap membership.
- b) To approve the annual budget.
- c) To approve amendments to the Post-Secondary Education Policy.
- d) Through the Programs & Services Standing Committee plus one Laxgalts'ap Village Government councilor at large to meet once or twice a year to approve student funding applications. Refer to Section V.4- Application Process- Evaluation of applications.
- e) To appoint the Education Committee on an annual basis.

## **IV ELIGIBILITY**

### **1. Eligibility Requirements:**

- a) Must be on the Laxgalts'ap Village Government Membership list (former band membership list).
- b) Must be a Nisga'a Citizen.

- c) Must have met university or college entrance requirements and have been enrolled or accepted for enrollment in a program of studies at a post-secondary institution.
- d) Must submit a letter of intent including:
  - a. career and education goals
  - b. employment trend/job availability
  - c. previous experience in the chosen field of study
  - d. steps taken to achieve university or college entrance
  - e. a projected budget of income and expenses while attending school
- e) Must submit an application form.
- f) Must submit a consent to release of information form.
- g) Must provide an acceptance letter from the applicant's chosen university or college and/or a document indicating promotion and or approval to continue studies from the post-secondary educational institution which the applicant has most recently attended.
- h) Must provide official transcripts from the most recent secondary school and/or post-secondary school attended.
- i) Must submit an academic plan outlining courses to be taken for the duration of the program (for further information on academic plan, see definitions).

## **2. Provision for Accepting Educational Aid from other Agencies**

- a) To avoid duplication in funding, students are to accept all educational aid unconditionally available to them by other funding agencies to offset a portion or all of the financial assistance required from the program.
- b) For a program sponsored by Skeena Native Development Society (SNDS), students should seek funding from SNDS; in cases where there is a long wait with SNDS and quick entry into the program is judged important, funds may be made available.
- c) Government or private scholarships, bursaries and fellowships awarded based on academic performance or need do not affect the computation of aid available to the students.

## **V APPLICATION PROCESS**

### **1. Application process**

- a) Application packages must be received by June 15<sup>th</sup> prior to the September semester start date. Any applications received late or incomplete will be put onto a waitlist according to date received and eligibility. September enrollment receives priority funding, and if a program begins at another time, approval of sponsorship will be based upon funding availability and eligibility of applicants.

## 2. Deadlines for Application

School Start Date:	September	Deadline <b>June 15</b>
	January	Deadline <b>October 15</b>
	Summer Session	Deadline <b>March 15</b>

## 3. Application Packages must contain:

1. **Letter of intent**- refer to section IV.1 Eligibility Requirements.
2. **Application form** – to be obtained from Education Coordinator.
3. **Consent to Release of Information Form**- included in Application package obtained from Education Coordinator.
4. **Acceptance letter**- from Post-Secondary Institution.
5. **Academic Plan**- as defined in Section II Definitions.
6. For new students, photocopy of **Nisga’a Citizenship card and Status Card**.
7. A copy of your most recent High School or Post-Secondary Institution transcript.

*Note: It is the student’s responsibility to ensure application packages are complete. The Education Coordinator is available by appointment to assist in ensuring that the application package is complete. Only complete application packages will be brought to the Education Committee.*

## 4. Evaluation of Applications

The Education Committee is responsible for reviewing completed post-secondary application packages using the criteria outlined in the Post-Secondary Policy. The committee will select students for sponsorship (depending on budget). The Committee will include three of the following members:

- a) Programs & Services Committee Chair
- b) Programs & Services Committee Co- Chair
- c) Member of Council.

Administrative staff (Resource Persons)

- Education Coordinator
- Programs & Services Manager.

The Education Committee will meet in early/mid June, to evaluate applications for September post-secondary deadline. The Education Committee will meet in early October to evaluate applications for January enrollment. Letters of acceptance or non-acceptance will be sent to applicants no later than one week after the evaluation.

## 5. Procedure After Approval of Application

If the Education Committee has approved the application, students will then be given the annual schedule for the payment of monthly allowances. Tuition will be paid directly to the institution to which the student has been accepted. Books and supplies allowances will be paid to the student twice at the beginning of each semester.

## **VI PRIORITY**

### **1. Priority System:**

Since the Post-Secondary Program will continue to operate within a fixed budget, the following criteria will be used by the Education Committee to prioritize students.

- a) Type of the Post-Secondary Institution- Priority is given in the following order:
  1. Wilp Wilxo'oskwhl Nisga'a- Nisga'a owned and operated University/College.
  2. Public Post Secondary Institutions within British Columbia.
  3. Private Institutions within British Columbia.
- b) The economic or social benefit of the applicant's intended program of studies to the community. Students will be expected to commit to working for the Laxgalts'ap Village Government for two years after graduating from their programs provided the opportunity for employment exists.
- c) Academic Success Provision- Academic success will be factored into the approval process on an annual basis. Students with high scholastic standing will be granted a higher position on the priority list than other students in the same category, keeping in mind that those students with a full course load will normally be rated higher than those students who are enrolled in less than a full course load.

### **2. Priority for types of studies:**

Priority will be given to applicants in the following order:

- a) Students who were enrolled in post-secondary studies or who graduated from secondary school or a college and career preparation program in the preceding year and who are continuing in a post-secondary program of studies. These students must be in good standing academic performance with their post-secondary Institution. This includes postgraduate students who are continuing in a masters or doctoral program without any breaks.
- b) Students who have graduated from Grade 12 with a Dogwood Diploma and who have not previously received post-secondary funding.
- c) Students whose applications for financial assistance were waitlisted in the previous year for lack of funds and who are reapplying for post-secondary funding.
- d) Students who have completed an undergraduate degree program and are continuing on to an advanced degree program after a break in their studies.
- e) Laxgalts'ap members who are applying for vocational training or trades programs.
- f) Laxgalts'ap members who are applying for part-time post-secondary programs.

- g) Students who have previously received post-secondary funding but did not complete their post-secondary academic plan. The circumstances under which a student decided not to continue post-secondary studies will factor in to the Education Committee's consideration of the application for assistance. This includes students who have deferred their studies, even if they were in good academic standing and have made arrangements with the Education Coordinator.
- h) All other students.

### **3. Other Considerations for Funding Priority**

Your application for funding will be reviewed taking the following into consideration.

- a) If you owe the Village Government money for previous or present education sponsorship, you will be required to pay this debt before being considered for further funding.
- b) If you have been funded previously, you will be required to submit any transcripts pertaining to the period of time you were funded.
- c) If you are a continuing student or a student graduating from secondary school, you will be required to be in good academic standing and the Education Coordinator must receive your academic transcripts in order to have funding authorized. If you have failing marks, any courses are incomplete, or you did not write a final exam, you may not be considered for funding.
- d) If your academic records indicated that you have a history of not completing programs or courses, your application will not be considered until all other applications have been reviewed and only then if there are funds available in the current fiscal year. Approval of an application under these circumstances may involve a probationary period and a written agreement for a certain amount of time.
- e) You must meet the admission requirements of the academic institution you plan to attend and a letter must be sent from an advisor or counselor of that institution stating that you meet the academic requirements for admission.

## **VII LEVELS OF ASSISTANCE AND STUDENT STATUS**

### **1. Types of Sponsorship**

Student Status:

- a) Full-time Student- to qualify for full-time student status, the student must be registered in at least four courses with a minimum of twelve credit hours. The course(s) must be outlined in your Letter of Intent and Academic Plan.
- b) Part-time Students- students must be registered in at least one course with a minimum, of three credit hours. The course(s) must be outlined in your Letter of Intent and Academic Plan.

### **2. Levels of Assistance**

- a) Full –time Students Assistance

Full – Time Students may be eligible for the following assistance (also see Section VIII Categories and Amounts of Assistance):

- Tuition Assistance
- Funds for books, supplies, and mandatory equipment
- Travel Assistance
- Contingency Funding
- Living Allowance

- b) Part-Time Students Assistance

Part-time students will be supported if their program of studies is of at least one academic year in duration and/or leads to a diploma, certificate or degree. Part-time students may receive assistance for tuition and the cost of mandatory books and supplies only.

## VIII CATEGORIES AND AMOUNTS OF ASSISTANCE

### 1. Tuition Assistance

- a) Tuition assistance includes students' fees for tuition. **Registration fees are the responsibility of the student (non-refundable). Tuition deposits to reserve a space will be the responsibility of the student to pay and upon approval of their post secondary application this amount will be reimbursed (receipt must be attached)**
- b) The cost of tuition will be invoiced directly to the Laxgalts'ap Village Government by the institution in which the student is enrolled.
- c) The cost of any courses that are required to be repeated for any reason will be the responsibility of the student. In this situation, the student must make payment for the repeated course(s) to the post-secondary institution.

### 2. Full-time Student Living Allowance

- a) Living allowances are expected to assist with normal daily living expenditures such as food, lodging, and local travel. Living allowances are not expected to cover personal debts incurred prior to or during attendance at post-secondary institutions. Personal debt includes, but is not limited to, credit card payments, vehicle loans, and outstanding personal debts.
- b) The maximum level of living allowance is determined by the current Laxgalts'ap Village Government Schedule of Living Allowance.
- c) A student must be carrying a minimum of 4 courses or 12 credits to receive a living allowance.
- d) Dependants of a student may only include the student's spouse and those children of the student and the student's spouse. The division of dependants between the student and the student's spouse for the purposes of calculating the student's living allowance shall be as follows:  
If the spouse's annual income is:

i)	\$6500.00 or less	Spouse is a dependant of the student
ii)	\$6500.01 – 7,600.00	All children are dependants of the student
iii)	\$7,600.01 – 12,000.00	One child is the dependant of the spouse; all others are dependants of the student
iv)	\$12,000.01- 15,000.00	Two children are dependants of the spouse; all others are dependants of the student
v)	\$15,000.01- 20,000.00	Three children are dependants of the spouse; all others are dependants of the student
vi)	\$20,000.01 and over	All children are dependants of the spouse

If claiming dependants, the student is required to provide a copy of the spouse's T4.

- To be eligible to receive living allowance for dependants, those dependants must be living in the same residence as the student.
- Disclosure is required if two students, who are married or living common law, are both attending a Post Secondary Institution and receiving Post Secondary funding. Funding arrangements will need to be discussed with the Education Coordinator.

### 3. Damage Deposits/ Summer Storage Costs

- a) The damage deposit is a one time only allowance that requires the student to provide to the Education Coordinator a copy of the rental agreement; once the student has arranged for living quarters while attending a post-secondary institute.
- b) Summer storage costs (allowance) will be issued only if a student must use storage during the summer months. The student is also responsible to provide the Education Coordinator with three quotes from various storage facilities. These costs will be based on the actual costs to a maximum of \$100.00 per month. (If a moving truck is needed the costs will be based on the least expensive mode of transportation. The student would provide the Education Coordinator will the additional (3) quotes on various moving companies.)

### 4. Travel Allowance

- a) Registration Travel  
The Education Coordinator will review requests for travel and meals for the student to attend for course registration with the post-secondary institute, only if it is a requirement of the chosen institute. Travel if approved must be done in the least expensive mode possible.
- b) Moving Travel  
When a student relocates to attend a post-secondary institution, the student shall be eligible for an allowance to assist with moving costs. This is a one time only allowance that requires receipts to a maximum of \$2,000.00, if a moving truck is needed. If you choose to use a personal vehicle for moving, the moving allowance paid is limited to:  

Vancouver-	\$800.00
Kamloops-	\$500.00
Prince George-	\$400.00
Terrace-	\$100.00
- c) Christmas Travel  
When a student must relocate without his/her immediate (husband or child/children) family to attend a post-secondary institution and the distance between the institution and the residence is greater than 250 kilometers, the student shall be eligible for a travel allowance equal to the cost of one return trip per year for each year the student is enrolled. Travel costs will be paid for the student. These costs will be based on the least expensive method of travel to a maximum of \$ 500.00.

### 5. Cultural Travel Allowance

Full-time students are eligible to receive an allowance equivalent to the cost of one return trip in the event of an unexpected cultural event or death of one of their immediate family members, as described.

**Immediate family member which means in relation to the student:**

- A husband, wife, or spouse;
- A father, mother, stepfather, or stepmother;
- A spouse's father, mother, stepfather, or stepmother;
- A grandparent ( parent's parents)
- A son, daughter, stepson, or stepdaughter or spouse of any of them;
- A sister, brother, or spouse of them;
- A nephew, niece, uncle, aunt, or first cousin;
- An adopted or foster son or daughter;

- A grandchild;
  - Any relative residing permanently with the student
- a) Yuḱw- settlement (not stone moving) feast.
  - b) Lilgidim pdeek- (tribal feast);
  - c) In the event, the student is fulfilling the role of T'iluulak to attend to settlement and related feasts (cooks).
  - d) In rare cases where the student can establish that he or she has been requested to perform significant Wilp membership obligations.

Students are not eligible for travel costs for planned cultural occurrences such as:

- a) Maḱ'a'am Lo'op- stone moving feast usually held at least 1 year after the settlement feast.  
Ts'ihlniinaḱ'amskw- (to give a gift)
- b) Weddings of immediate family members.
- c) Other Cultural Leaves:
  - Gwilks yo'okskw (cleansing).
  - Gwilks haldim guutkws (pick up) feasts.
  - Luu si gamk'iskw (house warming).
  - Yaga ba'anskw (launching of the boat or car ceremonies).
  - In rare circumstances, K'iiskw (restitution).

## 6. Book Allowance

Book allowance will be provided for full-time and part-time students in the following amounts:

Full-time students-	\$400.00 per semester or documented receipts
Part-time students-	Actual amount- not to exceed \$400.00 per semester.

## 7. Part-time Travel Allowance

Part-time students, who are not eligible for living assistance, are eligible for travel, meals and hotel costs associated with travel to take studies in a location, a minimum of 150 km (one way) away from their permanent place of residence.

## 8. Apprenticeship Allowance

Apprenticeship Students, who are not eligible for full-time sponsorship may be eligible for the Part-time Allowance as stated in 7 above.

## 9. Vocational Allowance

Students must provide written requests for sponsorship for vocational programs (i.e. airbrake certification; first aid certification and flagging certification). The request should also contain a letter of support from a potential employer or society in the case of volunteer work, indicating the individual would be either more employable or that the training would be of benefit to a non profit society in the case of volunteer work upon completion of the training. The request will be considered depending on budget availability.

## **10. Practicum Allowance**

Students, who request a living allowance for the duration of their practicum, must submit the request in writing. The letter must outline the length of the practicum; start and end date (with amount of hours – per day; per week) and whether or not their practicum is a paid/ unpaid position. The amount of hours per week will be taken into consideration, as to whether or not the student qualifies for a living allowance during the required practicum.

## **11. Emergency Allowance**

In unusual circumstances, an emergency may arise. Students should notify the Education Coordinator in writing of the particulars of the emergency and the incremental costs associated with the emergency. The request will be considered depending on budget availability.

## **12. Student Advances**

There will not be any student advances, budgeting is the student's responsibility.

## IX LIMITATIONS

### 1. Funding Limits

Colleges and Universities

<u>Length of Program</u>	<u>Funding Limitation</u>
2 years	2.5 years or 5 terms or semesters
4 years	5 years or 10 terms or semesters
5 years	6.5 years or 13 terms or semesters
Masters Degree	3 semesters beyond Undergraduate Degree
Doctoral Degree	4 semesters beyond Masters Degree

### 2. Limits of Assistance by Level

The limits are maximum limits; the actual time allotted for funding is dependant on the length of the program at the Institute attended.

Level 1- Community college, vocational or technical institutes or certificate programs: Students registered in a Level 1 programs are eligible for a maximum of 2.5 years of assistance to complete a program leading to a diploma or license.

#### Level 2- Undergraduate programs

Students registered in a Level 2 program are eligible for a maximum of 6.5 years of assistance to complete an undergraduate program leading to a Bachelor degree. If the student has taken level 1 studies, the amount of time utilized in level 1 studies is counted towards the 6.5 year maximum.

#### Level 3- Graduate/ Masters/Doctoral programs

Students registered in a Level 3 program are eligible for a maximum of 7 years of assistance to complete a post-secondary program, masters or professional degree.

Changing programs uses up student years within each of the levels. Once you have completed 2.5 years in a Level 1 program, no further Level 1 programs are available to you. Once a Level 2 program is complete, a student may not be funded for future Level 1 or Level 2 programs. Upon completion of a Level 3 program, students are not eligible for further Level 1, Level 2 or Level 3 assistance.

Funding will not be backdated to cover time before the Education Committee accepts a student's application for assistance.

### 3. Tuition Fee Limits

Fees will be paid to the maximum amount of:

\$5000.00- college tuition fees per academic year

\$5000.00- university tuition fees (e.g. Bachelor of Arts) per academic year.

*Note:*

- a) *Students who are on probation are expected to pay the full amount of the first semester's tuition fees.*
- b) *Students attending out of country programs will be expected to pay exchange costs.*
- c) *Audited or failed courses will not be paid.*
- d) *Tuition fees will be paid directly to the college or university.*

#### **4. College & Career Preparation Program**

Laxgalts'ap Village Government will not sponsor students for full-time College & Career Preparation. Students who are enrolled as a full-time student in a program of studies and need to take one or two College & Career Preparation courses in the first two semesters are permitted to count those courses towards their full-time program of studies.

## **X      TERMINATION OF FUNDING**

### **1.      Students suspensions will automatically be issued for:**

- a) Dishonesty
- b) Withdrawal from a program without notification to the Education Coordinator.
- c) Misuse of Laxgalts'ap Village Government Education Funds.

### **2.      Other Provisions**

- a) Suspensions shall be in effect for not less than one semester and not more than five calendar years.
- b) The Education Coordinator has the power to revoke or change the conditions of any suspension, subject to these guidelines.
- c) Upon reinstatement following any period of suspension, a student must be placed on academic probation for at least the first semester, in accordance with the guidelines concerning Academic Achievement.

### **3.      Misuse of Laxgalts'ap Village Government Education Funds**

In the event that a student drops out and receives funds or the Laxgalts'ap Village Government pays funds on their behalf, they are liable to repay the full amount back to the Education Department. Payment options can be discussed with the Education Coordinator. If repayment of fees is necessary, all/any post-secondary sponsorship will be withheld until the Education Department receives full payment.

### **4.      Termination of Educational Assistance**

The Education Committee will terminate educational assistance for a student who is:

- a) Registered as a full-time student and does not inform the Education Coordinator in advance of any such change in status and becomes a part-time student during the course of the semester. The student must inform the Education Coordinator of any change from full-time to part-time status.
- b) Registered as a full-time student and is regularly absent from one or more of the minimum number of courses required per semester to be considered full-time by the institution.
- c) Is successful in fewer than 75% of the courses for which the student had registered.

- d) The Education Committee will determine if the reasons given by the student are adequate for a second chance. An agreement between the student and the Education Committee will be signed, to ensure that the student attends regularly and submits all course requirements. If no improvement is demonstrated by the end of the first semester, the student will be asked to reimburse the Laxgalts'ap Education Department for all funds issued to him/her.
- e) Students who register at a post-secondary institution and who receive the student allowance, but do not attend classes at the institution, must return to the Post-Secondary Program all allowances, which were received and/or paid, on their behalf. This includes tuition fees, books and supplies allowance, and any other monies, which may have been forwarded to the student or to the institution on their behalf.

## **5. Academic Probation**

- a) Students who receive failing or incomplete marks in any of their courses will be placed on academic probation by the Education Coordinator. Students placed on the Laxgalts'ap Village Government – imposed academic probation will be required to sign a contract stating that unless they achieve a passing grade on all courses in the following semester they may be removed from full sponsorship until they successfully complete the courses which they failed or failed to complete.

## **XI STUDENT APPEALS PROCESS**

It is the policy of the Laxgalts'ap Village Government that its students receive fair and equitable treatment; however, should any student be concerned that the preceding regulations and guidelines have not been fairly applied to his or her situation, the student may appeal in the following manner.

- a) The student discusses the issue with the Education Coordinator 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 request an appeal form from the Education Coordinator. There is a section for the Education Coordinator to fill out before forwarding the appeals form to the student. The student should complete the relevant section of the form and return it to the Education Coordinator within 30 days of the original decision.
- c) The Appeals form is forwarded to the Programs and Services Manager for review. The Programs and Services Manager reviews the relevant policy, the student's comments and the Education Coordinator's comments. The Programs and Services Manager must decide to either uphold the Education Coordinator's decision or to reverse it and recommend any action required. A copy of the completed form is given to the student within 10 days of receipt of the appeal; a copy is also given to the Education Coordinator and put in the student's file.
- d) If a satisfactory resolution is still not achieved and the student wishes to pursue that matter further, he/she must request that the Appeals form be forwarded to the Laxgalts'ap Village Government.
- e) Laxgalts'ap Village Government Council will document the results of the appeal on the appeals form within 14 days of receiving it. The Education Department of the Laxgalts'ap Village Government will keep a copy on file.
- f) Every student has a right to appeal a decision regarding funding. However, in cases where a student application has been refused because there are no funds, the appeal will not be considered.
- g) Decisions made by the Laxgalts'ap Village Government will be final. The only other recourse available would be recourse under the Administrative Review Board of the Nisga'a Lisims Government.

## **XII INCENTIVES**

### **STUDENT INCENTIVE PROGRAM**

The principle aim of this local program is to give recognition to notable personal initiative and effort towards Higher Education. Therefore, Laxgalts'ap Village Government has adopted a policy to grant awards to Post Secondary Students who have achieved exceptionally high grades in the course of their individual studies. The award shall be given as an incentive towards the pursuit of higher learning, particularly the pursuit of specialized training; a Bachelor's Degree in a discipline most applicable to personal, community and tribal growth. The incentive allowance shall be awarded to selected individuals upon presentation of Proof of Graduation from a particular course of studies.

The number of awards shall not exceed 5% of the total number of Post-Secondary Students. The awarding of such incentives shall be administered on an annual basis at the discretion of the Laxgalts'ap Village Government's Education Committee and shall be wholly dependant on the availability of appropriate support funds.

The Laxgalts'ap Village Government's Education Committee on an annual basis shall identify prospective recipients, and selection shall be based on the following criteria:

- 1) Students are required to send a letter and an official sealed transcript of grades to the Education Coordinator no later than May 31. Faxed letters will not be accepted.
- 2) The student must have achieved a minimum Grade Point Average (GPA) standing of "B" or equivalent and must have consistently maintained that standing.
- 3) The student must present proof of graduation from an accredited Post-Secondary Educational Institute in Canada.
- 4) The student must demonstrate that he or she is intent on pursuing certification of diploma, in the case of Community College or Trades schools; a degree or doctorate, in the case of Universities.

The amount awarded to each student shall not exceed:

P1 Category- College Certificate or Diploma Incentive- Five Hundred Dollars (\$500.00).

P2 Category- Bachelor Degree Incentive- Fifteen Hundred Dollars (1,500.00).

P3 Category- Masters Degree Incentive-Thirty Five Hundred Dollars (3,500.00). The awarding of this incentive allowance shall be primarily at the discretion of the Laxgalts'ap Village Government Education Committee.

In order to be rendered eligible for such award, the student must be of Nisga'a descent and originate from the village of Laxgalts'ap.

### **XIII AMENDMENTS TO THE POLICIES**

#### **1. Amendment Process**

- a) Amendment to the Education Policy can only be made by the Laxgalts'ap Village Government.
- b) Amendments to the Education Policy can only be made at the August and December board meetings.
- c) A quorum must be available to make changes.
- d) Changes made must be unanimously agreed upon before being passed.
- e) Changes made will be posted and sent to current students who are not at the Laxgalts'ap Village Government office or may not have access to postings in each of the Nisga'a Urban locals.

#### **2. Amendment Process**

Recommendations for amendments to this policy can be submitted by any Laxgalts'ap member and are to be submitted to the Education Coordinator by July 31<sup>st</sup> or November 30<sup>th</sup> of each year. Any policy amendments approved by the Laxgalts'ap Village Government will take effect at the date that is determined at the time the amendment is approved.