



# **Kwanlin Dün First Nation Post-Secondary Education Program Policy**

**Amended April 29, 2015**

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## 1.0 General Provisions

### 1.1 Definitions

Academic year	means two (2) semesters with an approximate duration of eight (8) months
Accredited post-secondary institution	a college or university that that is recognized and authorized to grant post-secondary academic credentials by the Association of Universities and Colleges of Canada, the Association of Canadian Community Colleges, or accreditation from a professional regulatory body (e.g. nursing, engineering, etc.); and accredited by the Canada Revenue Agency
Appeal	an opportunity to have a decision reconsidered
Applicant	a KDFN citizen who applies for student funding
Application	a formal request, in writing, for funding
Beneficiary	a person enrolled under Chapter 3 of the <i>KDFN Final Agreement</i>
Citizen	a person entitled to KDFN citizenship under Chapter 2 of the KDFN Constitution and KDFN law
Dependent	any person 19 years of age or younger who relies on the student for support and is living full time with the student (as verified in Canada Revenue Agency or other official documentation)
Education Committee	a committee established by Council to review and approve applications for post-secondary funding
Full time student	a student enrolled in three (3) or more full time courses per semester
Immediate Family	the person's spouse, parent, child, or grandchild; the spouse of a person's child, the child of the person's spouse (as defined in the <i>KDFN Constitution</i> )
Mature student	a person who has been out of school for a number of years, is over 21 years of age and has expressed a desire to further his/her education

Official Transcript	the most recent record of the student’s academic achievements as provided by the post-secondary institution at the end of a semester or high school upon graduation
Part-time student	a student who is enrolled in less than three (3) full time courses per semester
Post-secondary education	a program of studies offered by a recognized and accredited post-secondary institution that requires completion of high school or high school equivalency for admission
Program of studies	all post-secondary programs leading to a certificate, diploma or degree
Semester	approximately four months of academic study
Student success	a student who successfully passes all courses
Student support program	a program that provides the post-secondary student with educational and financial support during their studies
Tuition	the fees charged by a post-secondary institution to enroll in a program of study

## 1.2 Scope

KDFN citizens interested in pursuing post-secondary studies are eligible to apply for funding under this policy.

## 1.3 Purpose

The Post-Secondary Student Support Program provides financial and educational support to all post-secondary students and is designed to be supportive and flexible, **subject to the availability of funds**. KDFN recognizes that students follow different paths to complete their post-secondary education and expects all students to commit to their post-secondary studies and achieve their goals.

## 1.4 Delivery of Program

The post-secondary program is delivered in a fair, open and equitable manner, and applied consistently in accordance with the guidelines, standards and practices set out in this policy.

Decisions shall be made in the best interests of the applicants and based on the availability of funds. Part time or casual employment during educational studies will not disqualify eligible students from receiving financial support. Students who have obtained full time employment will not be eligible for a living allowance, but may be eligible for tuition assistance and book expenses.

## **2.0 Education Goals and Outcome**

Each student applying for post-secondary funding will be required to provide an outline of their end goal (certificate, diploma, degree) and how they plan to achieve that goal. KDFN Education staff will work with individual students to plan their post-secondary education by setting realistic goals, and discussing ways to be successful in achieving their education.

## **3.0 Eligibility Criteria for Post- Secondary Funding**

To be eligible for financial assistance from the Post-Secondary Education program, students must:

- a. be a KDFN citizen
- b. be enrolled in or have been accepted for enrolment in a program of study at a recognized and accredited institution
- c. be considered to be in good financial standing with KDFN (does not owe money, rent arrears, etc. to KDFN), and
- d. not be eligible for post-secondary funding from any other First Nation. The student must provide documentation from the other First Nations stating why he/she is not eligible for Post-Secondary Education funding.

**Note: The financial support provided by KDFN for post-secondary education is not meant to cover all of the expenses incurred by the students. Students must apply to other sources of funding such as grants, bursaries, scholarships, awards, fellowships or student loans, to ensure they have adequate funding.**

## **4.0 Student Priority Categories**

All applications to the post-secondary funding program will be given a priority level as outlined in Section 4.1. Funding support under this program is dependent on the amount of money available per fiscal year, and the number of applicants per intake. It shall be duly noted that there may not be enough funds to cover the expenses of all eligible applicants.

#### **4.1 Priority Levels**

Council has the ability to create a long term employment strategy to determine what jobs will be needed in 5-10 years to further self-government. Students interested in pursuing careers in these fields will be given a high priority for funding. Students awarded funding in these categories, are encouraged to work for the First Nation upon completion of their studies.

Priority levels are established for the academic year and may be reassessed annually.

##### **Priority 1: To support students obtaining their first degree, diploma or certificate.**

- a. students who have completed at least one year of an eligible post-secondary program and who are continuing on with their first degree, diploma or certificate with no break in studies
- b. high school graduates or students with high school equivalent
- c. students returning to a first degree, diploma or certificate after a break in studies, for reasons beyond the student's control (such as bereavement or medical leave), and who are in good standing with the post-secondary education institute;
- d. mature students, and
- e. college prep students or students entering pre-employment trades.

##### **Priority 2: To support students obtaining an advanced degree.**

Students who have completed one degree and are continuing their post-secondary studies, or returning to post-secondary studies to obtain a graduate degree (Masters) or professional qualification (medical doctor, lawyer, etc.) These applications will be handled on a case by case basis and subject to the availability of funds.

##### **Priority 3: To support post-graduate students**

Students who have completed their Masters degrees and are continuing, or returning to post-secondary studies to obtain a doctorate degree (PhD). These applications will be handled on a case by case basis and subject to the availability of funds.

##### **Priority 4: To support students returning to post-secondary education after previous program changes or challenges.**

- a. Students who are changing program of study; or
- b. Students whose marks or attendance record for more than one academic semester are not considered acceptable by the institution.

Category 4 students will be on probation for the next academic semester and must participate in the case management process.

**Students are required to return post-secondary funding if they do not:** complete the semester; attain acceptable marks; or improve their attendance at the post-secondary institution. The right to be funded for more than one degree is contingent upon a projected budget surplus for the duration of the degree requested.

#### **4.2 Returning to Post-Secondary Education after a break in studies**

All students returning to post-secondary education after a break in studies will be required to schedule an interview with the KDFN Post-Secondary Education Coordinator or designate to have their education plan re-evaluated and to determine priority levels.

#### **4.3 Full-Time Status**

To qualify for full-time status, students must be registered in a minimum of three (3) courses totaling nine (9) course credits per semester at an accredited post-secondary institution.

**Please note:** most post-secondary institution recognizes a full year program at five (5) three (3) credit courses.

#### **4.4 Part-Time Status**

To qualify for part-time status, students must be registered in one (1) course totaling three (3) credits at an accredited educational institution. Part time students will receive assistance with the cost of books and tuition but are not eligible to receive the living allowance or travel subsidy.

#### **4.5 Change of Status**

Students who drop a course **must** inform the Post-Secondary Education Coordinator **immediately** of their change in status, fill out, sign and return the Repayment Form (see Appendix 5) agreeing to return funds to KDFN. If a student drops below the three (3) course minimum, the living allowance will no longer be provided. Students must be aware of the withdrawal dates at the institution of study, so if they decide to leave their studies, the tuition money provided to the institution will be refunded to Kwanlin Dün First Nation without penalty.



## 5.0 Programs of Study

### 5.1 College Preparation

Students may be funded for up to eight (8) student months of college preparation courses or pre-employment training under the Post-Secondary Education program. Not all courses identified by an educational institution as college prep course are eligible for funding. Please check with the institution you wish to attend to ensure eligibility.

**Please note:** private institutions will not be funded for college prep courses. See Section 5.7

**5.2 Diploma, Certificate:** These are one, two, and three year community college diploma or certificate programs. Support may be provided for the intended length of the program as defined in the institution's official school calendar (e.g. Office Assistant Certificate or Business Administration Program, etc.)

**5.3 Undergraduate programs:** Support may be provided for the intended length of the program for three (3) to five (5) academic years as defined in the institution's official school calendar. (e. g. Bachelor of Commerce, Bachelor of Education, etc.)

**5.4 Professional degree** programs for the intended length of the program to a maximum of four (4) academic years as defined in the institution's official school calendar (e.g. law, medicine, Masters degree, PhD, etc.)

### 5.5 Ineligible Program of Studies through the Post-Secondary Fund

There are a number of program areas that are not eligible for post-secondary funding, but may be funded through other programs such as ALFA, Employment Insurance (EI), Apprenticeship Training, ASETS, etc. Some examples of programs not eligible for post-secondary funding include, but are not limited to: Essential Skills, Apprenticeships, Conferences, Non-accredited workshops, etc. Check with the Post-Secondary Education Coordinator regarding your program of study.

### 5.6 Eligible Institutions

An eligible educational institution is one that is recognized and authorized to grant post-secondary academic credentials through universities or colleges and must:

- be a member of the Association of Universities and Colleges of Canada; or
- the Association of Canadian Community Colleges; or
- have accreditation from a professional regulatory body (e.g. nursing, engineering, etc.); and

be accredited with the Canada Revenue Agency. Please refer to the following CRA websites for more information at <http://www.esdc.gc.ca/eng/jobs/student/certification/index.shtml> and [www.cra-arc.gc.ca/students](http://www.cra-arc.gc.ca/students) .

## **5.7 Private Institutions**

Students who want to attend private institutions recognized by Canadian education authorities (as noted above in section 5.6), may be considered on a case by case basis and only if funding is available. The amount of tuition paid to a private institution by KDFN, will be an amount equivalent to the tuition fees paid to a public institution, closest to the student's home, offering the most comparable program. It is the responsibility of the student to secure the balance of funding needed from other sources and provide documentation to the KDFN Post-Secondary Education Coordinator to prove that funding has been secured.

## **5.8 International Institutions**

Students who want to attend international institutions may be considered, if the programs are not available in Canada, and if there is sufficient funding in the post-secondary support program. The institution must be officially recognized by that country's education authorities (similar to those outlined in Section 5.6). The amount of tuition paid to an international institution by KDFN, will be an amount equivalent to the tuition fees paid to a Canadian public institution, closest to the student's home, offering the most comparable program. It is the responsibility of the student to secure the balance of funding needed from other sources, and provide documentation to the KDFN Post-Secondary Education Coordinator to prove that that funding has been secured.

## **6.0 Post-Secondary Application Process**

### **6.1 Applications**

Applicants are required to complete and submit an application package to the KDFN Post-Secondary Education Coordinator on or before the respective deadlines (see Section 7.0 page 11). Post-Secondary Application packages can be picked up or dropped off at:

Kenädän Kù (House of Learning) or download from the Kwanlin Dün website at [www.kwanlindun.com/Education/post-secondary-financial-assistance](http://www.kwanlindun.com/Education/post-secondary-financial-assistance)

## **6.2 Education Plans**

Students must complete their education plan with the Post-Secondary Education Coordinator using the format in Appendix 1. The Plan includes:

1. the latest education transcripts and assessments
2. realistic education goals
3. the intended post-secondary education program
4. all potential sources of funds, including KDFN and non-KDFN post-secondary funding programs, scholarship, other awards programs, and non-educational related sources (such as employment income, parental assistance, etc.)
5. a student profile, and
6. other types of support needed for education success (such as child care, housing, budgeting assistance, etc.)

The Post-Secondary Education Coordinator is available to assist in the preparation of the education plans which will require a thorough review prior to funding decisions.

## **6.3 Letter of Acceptance**

When a student receives a Letter of Acceptance from the post-secondary institution that states the current year of enrolment and the program the student is enrolled in, he/she will submit a copy of the letter to the KDFN Post-Secondary Education Coordinator. This will enable the funding process to be finalized.

## **6.4 Transcripts**

Applicants must provide the Post-Secondary Education Coordinator with a summary of results of their previous period of study in order to continue sponsorship/funding. Results shall be submitted at Christmas, end of the academic year, or when requested by the Post-Secondary Education Coordinator. Refer to section 3.4 of this policy for details.

High school students preparing for their first year of post-secondary education will submit their final marks at the end of the school year.

Official transcripts are required upon completion of program.

## **6.5 Student Sponsorship Agreement**

It is understood that the educational institution may not have transcripts of records available by the KDFN funding deadline. Approved applicants must sign and return the Student Sponsorship Agreement authorizing the KDFN Post-Secondary Education Coordinator to:

- contact Admissions at the Post-Secondary Education institution to confirm his/her acceptance in the program
- confirm when the student's records will be available
- review the records on line, and
- request an official copy of the transcript for the student's file at the KDFN Education Department.

## **7.0 Application Deadlines**

The application deadlines under the student support program are as follows:

### **Colleges/Universities/ College Prep**

Fall Semester	on or before June 15
Winter Semester	on or before November 15
Summer Semester	on or before March 15

\* if the 15<sup>th</sup> falls on a weekend, the application deadline will be extended to the end of the next business day

## **8.0 Decision Making Process**

### **8.1 Screening the Applications**

The Post-Secondary Education Coordinator will date stamp incoming applications. He/she will review applications and the education plans to ensure the student, institution, and program are eligible for funding, determine the priority level of each application and recommend a funding amount. The student will be contacted if additional information is required or if the person, institution, or program is not eligible for funding. Missing information must be submitted as quickly as possible to the Post-Secondary Education Coordinator or the application will be deferred. All applications received after the due date will be deferred to the next intake date.

**8.2** The Director of Education makes the final decision on funding applications, based on the provisions contained in this policy and the advice provided by the Post-Secondary Education Coordinator and the Manager of Education. Funding decision will be based on the amount of funding available for that intake.

### 8.3 Notifying the Applicants

The KDFN Post-Secondary Education Coordinator will notify students, in writing, of the application results within three (3) weeks of the application deadline and all of the student's required information has been received.

### 9.0 Appeal Process

When an application has been rejected or deferred, the applicant has the right to appeal the decision. Appeals must be made in writing within ten (10) days following the decision to the Director of Education.

### 10.0 Student Support

#### 10.1 Duration of Funding Support

**The cumulative maximum of funding support is eight (8) years to cover all categories of post-secondary education, based on eight (8) months of funding per academic year.**

The Kwanlin Dün Education Department reserves the right to extend the sponsorship duration whenever a graduation outcome is certain, and funding is still available after the needs of all other eligible students have been considered and addressed.

#### 10.2 Funding Limitations

All students should be aware that post-secondary education funding is limited. Applications for Post-Secondary Education must be received by the KDFN Post-Secondary Education Coordinator on or before the posted deadline. Late applications will be deferred until the next intake.

**\*\* Note: The financial support provided by KDFN for post-secondary education is not meant to cover all of the expenses incurred by the students. Students must apply to other sources of funding to ensure they have adequate funding.** Refer to Appendix 2 for a list of scholarships, bursaries, awards, grants and fellowships.

### 10.3 Financial Support

Type of Support	Students who can receive support	Amount
Living Allowance	Full-time only	<b>Single student</b> \$920/month <b>Student with</b> 1 dependent \$1305/month 2 dependents \$1475/month 3 dependents \$1620/month  Add \$50/month for each additional dependent
Travel	Full-time	the equivalent of one student flex pass to Edmonton, Calgary or Vancouver from Whitehorse
Books and supplies	Full and part time	\$500/semester
Tuition fees	Full and part time	Up to a maximum of \$5,000/semester; up to a maximum of \$10,000 per academic year

\*Students with dependents must submit the required documentation from Revenue Canada

\*\* The dollar amounts shown in the chart are subject to change with increases in tuition fees and the cost of living. These figures will be periodically reviewed by the Education Department who will make recommendations to Council.

\*\*\*Items not funded include, but are not limited to, bus passes, lockers, parking, costs of transcripts, health and dental coverage. Please see PSE Coordinator for specifics.

The Living Allowance is not available for all fields of study. Some examples where the living allowance does not apply include, but is not limited to: part time studies, apprenticeship training, articling, co-op work terms, during breaks in studies, etc. Please check with the KDFN Post-Secondary Coordinator regarding your eligibility for the living allowance. ALFA funds will be used where possible with top ups from post-secondary.

**10.4 Payments**

Tuition	Paid directly to the post-secondary institution						
Books and Supplies	Paid directly to the student for each term						
Living Allowance	<p>Cheques for the living allowance will be paid on the 25<sup>th</sup> of each month, except when the 25<sup>th</sup> falls on a weekend or at Christmas, at which time payments will occur on the last business day prior to the 25<sup>th</sup>.</p> <p>The living allowance for the last month of each semester will be based on the number of class days</p> <table> <tr> <td>0-4 days</td> <td>\$0</td> </tr> <tr> <td>5-14 days</td> <td>half a month</td> </tr> <tr> <td>15 or more days</td> <td>full living allowance</td> </tr> </table>	0-4 days	\$0	5-14 days	half a month	15 or more days	full living allowance
0-4 days	\$0						
5-14 days	half a month						
15 or more days	full living allowance						

Payments under this program will require authorization from the KDFN Education Director or designate. Students will sign a release form and provide the Post-Secondary Coordinator with banking information so the funds can be automatically deposited.

**10.5 Compassionate Travel**

Students who have a gravely ill family member or have experienced a death in their immediate family, may be eligible for one additional trip home. Students will notify KDFN as soon as possible to explain the circumstances.

For the purpose of this policy immediate family means: the person’s spouse, parent, child, or grandchild; the spouse of a person’s child, the child of the person’s spouse – as defined in the *Constitution of the Kwanlin Dün First Nation*.

**10.6 Retroactive Payments**

This policy does not have provisions for retroactive payments. Please make sure adequate funding support has been received from all sources before signing up for courses or programs.

**11.0 Fraud and Misrepresentation**

KDFN will not tolerate fraud and/or misrepresentation under the student support program. Applicants who commit fraud by accepting funding when they are not eligible (i.e. dropped out of classes, or receiving money not declared) are preventing others

from obtaining educational support. To maintain good financial standing with the KDFN post-secondary program, applicants must declare all other sources of financial assistance including income, social assistance, employment insurance and any other sources of financial assistance from other agencies. Failure to do so may constitute fraud and the applicant may be subject to criminal proceedings and penalties prescribed by law.

## **12.0 Employment Opportunities**

The KDFN Education staff will assist and support students with the development of career plans, education plans or employment plans.

KDFN encourages citizens with post-secondary education to use their skills towards the growth and development of the Self-Governing First Nation.

## **13.0 Policy Review and Amendments**

KDFN Education Staff will conduct regular reviews and evaluations of this policy and recommend changes to Council for review and approval.