



Kwanlin Dün First Nation Post-Secondary Education Program Policy

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1.0 General Provisions

1.1 Definitions

Academic year	means two (2) semesters with an approximate duration of eight (8) student 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 Kwanlin Dün First Nation (KDFN) citizen who applies for student funding
Application	a formal request, in writing, for funding
Case Management Process	Under this model, a participant is supported to set and achieve realistic goals. A case manager assists the individual with the development and management of their action plan.
Citizen	a person who is entitled to Citizenship under Chapter 2 and who has been enrolled as a Citizen under Chapter 2 of the KDFN Constitution and KDFN law; A person whose application has been approved by the Kwanlin Dün Citizenship Committee in accordance with the Kwanlin Dün Citizenship Act and whose name has been placed on the Kwanlin Dün citizenship list by the Registrar.
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)
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>) also brother or sister

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
Probation	a period of educational support coordinated through the KDFN post-secondary coordinator's position with the intent of better ensuring student success
Program of studies	all post-secondary programs leading to a certificate, diploma or degree
Semester	approximately four months of academic study
Spouse	includes a person with whom a citizen is living in a marriage-like relationship that has continued for at least one year
Student success	a student who successfully passes all courses
Tuition	the mandatory fees charged by a post-secondary institution to enroll in a program of study

1.2 Scope

Kwanlin Dün First Nation (KDFN) citizens interested in pursuing post-secondary studies are eligible to apply for funding under this policy.

1.3 Purpose

The Post-Secondary Education 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 Education 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.

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 (Refer to Section 1.1 for definition of “Citizen”)
- b. be enrolled in or have been accepted for enrolment in a program of study at a recognized and accredited institution, and
- c. be in good financial standing with KDFN (does not owe the First Nation money, does not have rental arrears, etc.).

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 or the travel subsidy, but may be eligible for tuition assistance and book expenses.

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 Education 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 may be given a high priority for funding. Students awarded funding in these categories, are encouraged to work for the Kwanlin Dün 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
- 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
- e. college prep students or students entering pre-employment trades.
- f. students returning to post-secondary education after previous program changes or challenges (these students will be on probation for the next academic semester and must participate in the case management process.)

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, PhD) or professional qualification (medical doctor, lawyer, etc.). Subject to the availability of funds, these students may be awarded up to \$5000 annually for a maximum of 4 years. (These four years are part of the maximum 8 years of post-secondary funding per student).

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 level.

4.3 Full-Time Status

To qualify for full-time status, students must be registered in a minimum of 3 courses totaling 9 course credits per semester at an accredited post-secondary institution. Some post-secondary institutions have unconventional course loads that may not fit this model. If the post-secondary institution considers the course load full-time, then the student may be considered as a full-time.

Please note: most post-secondary institutions recognize a full-time program at 5, three credit courses per semester.

4.4 Part-Time Status

To qualify for part-time status, students must be registered in 1 course totaling 3 credits at an accredited educational institution. Some post-secondary institutions have unconventional course loads that may not fit this model. If the post-secondary institution considers the course load part-time, then the student may be considered as part-time. 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 out or drop a course or fail to successfully complete courses **must** inform the Post-Secondary Education Coordinator **immediately** of their change in status. Failure to attend the sponsored educational program may result in repayment of all funds provided by KDFN. If a student drops below the 3 course minimum and becomes part-time, the living allowance and travel allowance will no longer be provided. Students must be aware of the withdrawal dates at the institution of study, to

ensure that 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/University Preparation

Students may be funded for up to one academic year 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 Post-Secondary Coordinator to ensure eligibility. Permission may be granted for one additional academic year if recommended through the case management process.

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.) plus a one academic year extension if recommended in writing, by the school's dean or department head.

5.3 Undergraduate programs: Support may be provided for the intended length of the program for 3 to 5 academic years as defined in the institution's official school calendar. (e. g. Bachelor of Commerce, Bachelor of Education, etc.) plus a one academic year extension if recommended, in writing, by the school's dean or department head.

5.4 Advanced degree programs for the intended length of the program to a maximum of 4 academic years as defined in the institution's official school calendar (e.g. Law, Medicine, Master's degree, PhD, etc.). Subject to availability of funds, these students may receive financial support up to a maximum of \$5000 paid directly to the post-secondary institution annually for up to 4 years ((These four years are part of the maximum 8 years of post- secondary funding per student). 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. Book, travel and living allowances are not provided.

5.5 Ineligible Program of Studies through the Post-Secondary Education Program 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 Aboriginal Labour Force Alliance (ALFA), Employment Insurance (EI), Apprenticeship Training, Aboriginal Skills and Employment Training Strategy (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 KDFN 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>

<http://www.canlearn.ca/eng/tools/designated/index.shtml> and

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. 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 attending international institutions may receive funding at the same rate charged by a Canadian public institution with a comparable program nearest to the student's place of residence. The institution must be officially recognized by that country's education authorities (similar to those outlined in Section 5.6). 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). The Application package requires the student to provide personal information, an education plan, a budget forecast, etc.

Post-Secondary Application packages can be picked up or dropped off at: Kenädän Kù (House of Learning) or download from the Kwanlin Dün First Nation website at www.kwanlindun.com/Education/post-secondary-financial-assistance.

With questions or requests for assistance with the application package or to submit an application via email, contact the Post-Secondary Coordinator.

6.2 Letter of Acceptance

The student must submit a copy of the "Letter of Acceptance" from the post-secondary institution to the KDFN Post-Secondary Education Coordinator enabling the funding process to be finalized. The Letter of Acceptance states the program the student is enrolled in and the current year of enrollment.

6.3 Transcripts

Approved applicants must provide the KDFN Post-Secondary Education Coordinator with a summary of results after each semester in order to continue sponsorship/funding. Results shall be submitted at Christmas, end of the academic year and/or when requested by the KDFN Post-Secondary Education Coordinator.

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; unofficial transcripts are required with applications for funding.

6.4 Student Sponsorship Agreement

The KDFN Education Department must be kept up to date on the educational status of currently funded students. Approved applicants must sign and return a Student Sponsorship Agreement.

7.0 Application Deadlines

The application deadlines for funding under the KDFN Post-Secondary Education Program are as follows:

Fall Semester	on or before June 15
Winter Semester	on or before November 15
Spring/Summer Semesters	on or before March 15

If the 15th falls on a weekend, the application deadline will be extended to the end of the next business day

The KDFN Post-Secondary Education Program's application deadlines will be advertised for two weeks through appropriate media sources at the beginning of June, November and March.

Late applications will be deferred until the next intake if applicable.

8.0 Decision Making Process

8.1 Screening the Applications

The KDFN Post-Secondary Education Coordinator will review applications 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 when requested to the KDFN Post-Secondary Education Coordinator or the application will be deferred.

Applications received after the due date will be deferred to the next intake date.

8.2 Funding Decisions

The KDFN 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 decisions 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 3 weeks of the application deadline and after 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 10 days following the decision to the Director of Education.

10.0 Student Support

10.1 Duration of Post-Secondary Education Program Funding

The cumulative maximum of funding is 8 years to cover post-secondary education, based on 8 months of funding per academic year.

The Kwanlin Dün First Nation 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 Program funding must be received by the KDFN Post-Secondary Education Coordinator on or before the posted deadline.

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.

10.3 Financial Support

Type of Support	Students who can receive support	Amount
Priority One Tuition	Full and Part-time	Up to a maximum of \$5000/semester and a maximum of \$10,000 per academic year paid directly to the post-secondary institution. 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.
Priority One Books	Full Part-time	\$500/semester \$300/semester
Priority One Travel	Full-time	Equivalent of one student flex pass to Edmonton, Calgary, Vancouver from Whitehorse
Priority One Living Allowance	Full-time	<p>The Living Allowance is not available in all situations. 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.</p> <p>Consideration may be given to unpaid work placements that are mandatory for graduation.</p> <p>Please check with the KDFN Post-Secondary Coordinator regarding your eligibility for the living allowance</p>

Type of Support	Students who can receive support	Amount
Priority Two	Full and Part-time	Up to a maximum of \$5000/year for 4 years (These four years are part of the maximum 8 years of post-secondary funding per student), will be paid directly to the post-secondary institution. 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.

1. Students with dependents must submit the required documentation from Revenue Canada
2. The dollar amounts shown in the chart are subject to revision with changes in tuition fees and the cost of living. These figures will be periodically reviewed by the KDFN Education Department who will make recommendations to Council.
3. Along with tuition, KDFN will pay for any fees that the post-secondary institution considers mandatory. Depending on the post-secondary institution, this could include health insurance, laboratory activity, registration fees, School Council Fees, or bus fees. Fees that are not considered mandatory by the Post-secondary education institution are the responsibility of the student for payment. The student must contact the post-secondary institution to determine which fees are mandatory. It is the student's responsibility to be aware of any fees needing to be paid by the student.

10.4 Payments

Priority One Tuition	Paid directly to the post-secondary institution						
Priority One Books	Paid directly to the student for each term						
Priority One Travel	Paid directly to the Full-time student if program not offered in their place of residence						
Priority One Living Allowance	<p>Full-time student cheques for the living allowance will be paid on the 25th of each month, except when the 25th falls on a weekend or at Christmas, at which time payments will occur on the last business day prior to the 25th.</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						
Priority Two	Paid directly to the post-secondary institution						

Payments under this program will require authorization from the KDFN Education Director or designate.

10.5 Compassionate Travel

Students, who have a gravely ill immediate 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. Refer to Section 1.1 for definition of "immediate family".

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 registering for courses or programs.

11.0 Fraud and Misrepresentation

KDFN will not tolerate fraud and/or misrepresentation under the Post-Secondary Education 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 Education 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.