



HAISLA NATION COUNCIL

**EDUCATION & TRAINING
POLICIES HANDBOOK**

Revision Effective: 2020-2019 School Year
Updated: July 2019

Contents

INTRODUCTION	5
GRADES K-12 EDUCATION POLICIES	6
Academic Awards	6
Bus Passes	6
Dual-Credit	6
International School Trips	6
Graduation Completion Incentive:.....	7
POST-SECONDARY EDUCATION & TRAINING POLICIES.....	8
Statement of Policy	8
Post-Secondary Student Responsibilities:.....	8
1. Eligibility for Supplemental Financial Assistance	10
2. Eligibility Requirements:	10
3. Priority of Application Approval.....	10
Priority.....	10
4. Other Considerations for Funding Priority.....	11
5. Notes regarding the Application Process.....	12
6. Deadlines for Applications	12
8. Levels of Assistance and Student Status	12
A. Full-time Students.....	12
B. Part-Time Students	13
Out-of-Province Canadian Sponsorship	13
International Sponsorship.....	13
Out of Province Students	13

Academic Upgrading 14

8. CATEGORIES AND ASSISTANCE AMOUNTS Supplemental Living Assistance 14

 Travel Allowances..... 15

 Textbook and Supplies Allowance 15

 Reimbursement of Student Loans – Post-Secondary 17

9. FUNDING LIMITATIONS 17

 Limits of Supplemental Living Assistance by Level 17

 Level 1..... 17

 Level 2..... 17

 Level 3..... 17

 Termination of Supplemental Assistance 18

 Conditions for Termination of Supplemental Assistance 18

 Misuse of Band Supplemental Assistance 18

10. STUDENT APPEALS PROCESS..... 19

11. INCENTIVES AND SCHOLARSHIPS 19

 Academic Incentives: 19

 Post-Secondary Academic Achievement Scholarship: 19

 Post-Graduate Academic Incentive:..... 20

 High School and Post-Secondary Graduation Celebration Assistance: 20

 Graduation Completion Incentive:..... 21

12. RESPECTFUL BEHAVIOUR 21

13. AMENDMENTS TO THE POST-SECONDARY POLICIES..... 21

1.0 Purpose of Haisla Nation Council Capacity Development Fund 22

 1.1 Policy Limitations..... 22

 2.0 Eligibility for Capacity Development Funds 22

3.3	Eligible Programs/Training/Expenses:	23
	Supplemental Living Assistance	25
	Student Allowance Funding Matrix and Travel	26
3.4	Ineligible Expenses	28
4.0	Application and Time Lines	28
4.1	Application:.....	28
4.2	Time Line:.....	28
4.3	Appeals Process:	29
5.0	ROLES AND RESPONSIBILITIES	29
7.0	Amendments to the Policy	31
APPENDIX 1 - GLOSSARY		32
ABBREVIATIONS		32
DEFINITIONS:.....		33

INTRODUCTION

The Haisla Nation Council's (HNC) Education and Employment Department recognizes and supports the education and career goals of the general membership of the Haisla Nation.

The financial supplemental support, student support, scholastic support (tutoring), and the advisory services will be offered to Band members who wish to continue and/or further their education and training opportunities and who meet the post-secondary eligibility requirements in its entirety. The level of commitment for financial supplemental support to eligible students will be dependent on the availability of funding received each fiscal year.

The objective of the HNC Post-Secondary Student Support Program and Capacity Funding is to enable HNC Members to gain access to post-secondary education and career training so that they can obtain the qualifications and skills needed to:

- contribute to the success of the Haisla Nation;
- become economically self-sufficient; and
- pursue their own careers.

Much of the funding for Post-Secondary Education comes from block funding from INAC. In addition, the Capacity Department funds training using LNG Capacity funding, based on contract priorities. Some funding requires immediate use while others are intended to be used over the long term to support multiple generations.

The Council has provided direction to the Education and Employment Department that funding should be allocated with a priority placed on education and training, youth and culture.

GRADES K-12 EDUCATION POLICIES

All policies detailed below are applicable *ONLY* when the student is a Haisla Band Member.

Academic Awards

The Academic Awards Program recognizes the achievements of Haisla students in Grades 7-12 who are on the *Principal's List*, *Honour Roll* and *Honourable Mention* list at their school for each school term. The intent of the program is to motivate all students to study consistently during the high school years leading to graduation and to encourage middle and secondary school students to plan to pursue post-secondary education and/or job training programs.

- Awards are available to Haisla students on and off-reserve.
- For students outside of School District #82, a letter is required from the school, verifying the student's achievement as well as a copy of the student's report card for that term. *Submit these to the Post-Secondary Coordinator after each term.*

Awards are as follows:

Grade	Honourable Mention	Honour Roll	Principal's List
Grades 7 & 8	\$100	\$150	\$225
Grades 9 & 10	\$200	\$250	\$325
Grades 11 & 12	\$300	\$350	\$425

- Awards will be sent to each student within 30 days of receiving the documentation.

Bus Passes

Haisla members who are High School students, or Adult Upgrading students, using public transportation to attend school where bus service is not provided by the School District may be reimbursed for the cost of bus passes. Students/parents must apply for coverage and then submit original receipts with a request for reimbursement after each term (for example, Sept-Jan and Feb-June).

Dual-Credit

Where high school students are taking college academic or trades courses as part of a dual credit program, even where under the age of 19, their application will be administered under the post-secondary policies as an eligible application.

International School Trips

Recognizing the benefits of exposure to other cultures and to world travel, the HNC Education Department will assist with the costs for school trips in Grade 8-12 to international destinations, up to 75% of the total cost to a maximum of \$5,000.

Students may only receive funding one time. The trip must be organized by an approved sponsor (e.g. School District or Education First (EF) Tours).

To be eligible, students must:

- Demonstrate personal efforts to fundraise for the trip
- Have a minimum overall C+ average in the school year prior the travel
- Complete either 20 hours of volunteer work OR part-time work and submit documentation verifying this
- Meet with a job coach or academic advisor for at least one career planning session
- Apply at least six (6) months prior to scheduled trip
- Student is responsible for providing a 1-2 page report within 30 days of return from the trip.

Guardian must sign waiver indicating that they are responsible for purchasing trip cancellation insurance and if their child does not go on the trip, the money must be repaid to HNC.

Graduation Completion Incentive:

- Any Haisla member who successfully completes high school will be eligible for the **Graduation Completion Incentive of \$300.**
- Students who complete the diploma through Adult Upgrading are also eligible for this award.
- To apply, submit an official transcript with a letter or email to the Post-Secondary Coordinator indicating that you have graduated.
- Allow for minimum 3 weeks for processing of the award.

Educational Supports

- a) Tutoring: Supports are available upon request. Maximum of 3 sessions per week is covered at the maximum amount of \$75/hour. Student needs written support from school (teacher, counsellor, etc.) for tutoring sessions. Students/parents are responsible to find a tutor. Documentation must also be provided at the end of the semester showing progress from school and/or tutor.
- b) Academic Advising:
 - a. Assists in developing education plan
 - b. Assists students in program planning
 - c. Advocates for students as appropriate.

POST-SECONDARY EDUCATION & TRAINING POLICIES

Statement of Policy

Post-Secondary education is part of the negotiated Financial Transfer Agreement and funding is provided by the Government of Canada in multi-year blocks. It is HNC's responsibility to offer to eligible Members programs and services to which the Financial Transfer applies. HNC is to administer its education budget and to develop education policy that will assist members to reach their educational goals and to encourage professional capacity within our own self-governing nation.

Post-Secondary Student Responsibilities:

- a) Represent the Haisla Nation in a positive manner at all times;
- b) Be straightforward and honest when dealing with the HNC in all matters related to your post-secondary program. All individuals funded through this program are expected to refrain from public comments and/or criticism of Haisla Nation Council staff and or programs via social media. It is the responsibility of the student to ensure that they deal directly with the department and then the Education Manager in dealing with any questions, issues, concerns and/or appeals;
- c) Meet all deadlines as outlined in this document;
- d) Post-secondary Application forms must be fully completed and submitted along with all the necessary documents as outlined in the letter to each student. A detailed Education Plan must be submitted as part of this application package. Failure to do so will result in the application form being returned to student thereby causing your application form to be put at the bottom of the 'consideration for funding' list. No exceptions;
- e) Submit a letter of acceptance from the college/university, which MUST include, the full tuition costs for the academic year. *In order to have your tuition paid in a timely manner, a contact person in the college/university of choice is to be identified and this will be the person that we will deal with, if necessary, if/when there are questions regarding your file;*
- f) Submit a current mailing address, phone number, cell number, and an email address to duration of the academic year;
- g) No program changes are to be made without the written permission of the Post-Secondary Coordinator or Education Manager. Failure to comply will result in funding being cancelled;

- h) The student will be required to pay their educational costs for an academic year – Sept – Dec and Jan – Apr – and to submit proof that this condition has been met and to provide an official transcript PRIOR to the students’ application being accepted for consideration for any further sponsorship.
- i. Been paid on your behalf, then you will be responsible for reimbursing HNC Education Department the full tuition as well as costs that were paid out on your behalf;
 - ii. The timeline to reapply for funding is 1 year from withdrawal.
 - iii. If the student quits their program without the permission and without notifying the Post-Secondary Coordinator, the student will be required to repay all the monies that were paid out on his/her behalf.
 - iv. Medical Withdrawal – Students shall provide a doctor’s note to the Post-Secondary Coordinator/Job Coach indicating the effective date and when they are able to return to the program.
 - v. Medical Clearance to return to program must be provided
The Post-Secondary Coordinator will provide a breakdown of any/all monies paid out to the student.

The student must provide the Post-Secondary Coordinator via telephone and/or email of your intent to withdraw from your program, this is to be followed up by a written notice which will be placed in your personal student file. Withdrawal must be made prior to fee reimbursement deadlines and if withdrawal occurs after the date as identified by the institution, the student will be responsible for tuition costs and if the tuition has already.

- i) Be enrolled in a full course load at all times – no less than 9 credits per semester and up to 15 credits per semester, unless a decreased course load is pre-approved by the Education Dept.
- j) Maintain a Grade Point Average of 2.50 [C+] or better;
- k) A student must be carrying a full (3+ courses or 9+ credits) semester course load in order to be eligible for a living allowance. Online studies must be completed in a 4-month semester.
- l) Provide the Post-Secondary Coordinator with an unofficial transcript by December 30th, for the Sept – Dec. semester (by email is acceptable) and an official transcript within 45 days of the end of the academic year.
- m) Notify the Post-Secondary Coordinator by April 15th of your academic plans, especially if you are requesting consideration for continued funding for the following the academic year;
- n) Recognize that the post-secondary program is not intended to cover all the expenses of the student. It is intended to ‘assist’ with basic living costs while enrolled in a college/university;
- o) In the event that any/all of the above conditions are not met, the student will be deemed **ineligible** for sponsorship until all the conditions are met. If the student misses the established deadline, the student will be able, along with the general Haisla Band membership, to reapply for post-secondary sponsorship the following fiscal year;

1. Eligibility for Supplemental Financial Assistance

To be eligible to receive post-secondary education supplemental assistance, applicants must meet certain criteria regarding membership to the Haisla Band and acceptance into a post-secondary institution. Individuals may also be required to submit documentation that show that they meet the eligibility requirements.

2. Eligibility Requirements:

It is recommended that you consult with the HNC Academic Advisor and/or Post-Secondary Coordinator prior to deciding on your program and institution.

1. Must be a status First Nation person registered to the Haisla Band;
2. Must have been a Canadian resident for twelve consecutive months prior to the date of application;
3. Must have met university or college entrance requirements and be enrolled/accepted for enrollment in a program of studies at a post-secondary institution;
4. Must submit a HNC Post-Secondary Application Package, which includes the following:
 - a) Post-Secondary Application for Educational Supplement Form;
 - b) Letter of Acceptance from the Post-secondary Institution you will be attending;
 - c) A detailed education plan. This must include a breakdown of all costs, tuition, books, supplies and other fees;
 - d) Signed Declaration and Information Release Statement;
 - e) Consent to release information to HNC Education Department;
 - f) Transcripts of marks from Secondary School and/or from the last Post-secondary Institution you attended;
 - g) a projected budget of income and expenses while attending school;
 - h) Copy of recent tax form and birth certificates for those dependents under 18 and tenancy agreement or proof of child(ren)'s registration in school;
 - i) Meets with HNC's Academic Advisor or designate (only graduate students are exempt).
5. HNC reserves the right to request that the student completes any assessments recommended by the Education Dept. prior to approval for funding.
6. HNC will only fund two (2) career fields. Therefore, academic advising meetings will be mandatory in order to receive funding. If a student decides to change their career goals more than once they must do so at their own cost.

3. Priority of Application Approval

Priority

If the applicant is a member of the Haisla Nation, priority will be given to applicants in the following order:

- a) Students currently enrolled in a post-secondary institution returning to a full time degree or diploma program and have successfully met all the requirements and passed all their courses;

- b) Students graduating from Grade 12 with a Dogwood and entering a post-secondary institution, enrolling in a full-time degree or diploma program whose entrance requirements are academic;
- c) Students who have graduated from Grade 12 with the minimum requirements for a Dogwood Diploma and who are applying to a college/university for a program in the vocational field;
- d) Band members who have not previously received funding from the post-secondary program and approval are contingent upon available funds.

PUBLIC POST-SECONDARY INSTITUTIONS

Students are expected to attend **accredited public post-secondary institutions**. Private institutions will only be considered if the institution is accredited by the BC Ministry of Advanced Education AND a similar **program is not available** at a public institution OR if the student has applied to a public institution and is on a waitlist and/or receives special permission from the Education Manager.

As per the INAC Post-Secondary Support guidelines, Post-Secondary programs funded must demonstrate progression to a higher level of education and/or employment. Applicants must not duplicate achievements that do not enhance skills and/or education levels.

4. Other Considerations for Funding Priority

Your application for funding will be reviewed with the following being taken into consideration:

- a) You must meet the admission requirements of the post-secondary institution you have made application for admission and a letter of confirmation/acceptance must be submitted with your application for education supplemental assistance stating that you have met the academic requirements and that you have been approved for admission;
- b) If you owe the Haisla Nation Council any monies in any department, you will be required to pay any outstanding debt or sign a repayment plan* before being considered for any future funding;
- c) If you have been funded previously, you are to submit any/all relevant transcripts and documents relevant to the period of time you were funded by HNC Education Department;
- d) If your academic records indicate that you have a history of not completing programs or courses, your application will not be considered; you have the option of securing funding under the BC Student Loan or other.
- e) If the program is duplicating education levels (e.g. completing two certificate programs) it must demonstrate progression towards career goals.

*Repayment plans may be made for up to 24 months.

5. Notes regarding the Application Process

- Any incomplete applications will be returned to the applicant to be filled out completely.
- Any applications received after the established deadline will be added to the waiting list for consideration.
- September enrolment receives priority funding, if programs have varying start dates other than September, an official letter from the college/university must clearly state the start/end dates of the program.
- Approval of education supplemental assistance will be based upon funding availability and eligibility of applicants.

6. Deadlines for Applications

For September (Fall Term) enrollment: Third Friday in May Each Year

For January (Winter Term) enrollment: First Friday in November Each Year
OR Two (2) months ahead of start date.

8. Levels of Assistance and Student Status

A. Full-time Students

To be considered a full-time student during the school year, the applicant must meet the following criteria:

- i. The applicant must be registered for no less than nine (9) university credits or a minimum of 60% of college credits hours per semester. Students are encouraged to only take 3 courses per term, at least in the first year to ensure they are able to successfully manage the workload.
- ii. **Exceptions:**
 - A student who has been assessed as having a learning disability or other documented reason for a reduced course load may receive special permission from the Education Manager to take less than 3 courses while receiving the benefits of a full-time student.
- iii. Full-time students will receive:
 - Tuition supplement
 - Books, Supplies, and Mandatory Equipment direct billed by institution or pre-approved to be paid by student and reimbursed when original receipts submitted for all required textbooks and required supplies.
 - Full time students may be eligible for two (2) return travel dates per year (Beginning of Course/Semester (one-way) and return trip at end of year/program (one-way) and 1 return trip at Christmas time) to and from their normal place of residence. Students must indicate their mailing address and permanent address on their initial application. A permanent address is where you intend to live after you complete school.

Supplemental Education Assistance

To cover costs that may include but is not limited to food, shelter, daily transportation, day care, rental costs. Costs not covered include residency fees, meal plans, and laptops. Students can arrange to have these costs paid by HNC and then deducted from their monthly living allowance.

Daycare expenses

Daycare expenses: Up to \$52.50 per day or \$262.50 per week (maximum) per family may be paid to assist with the cost of day care, based on attendance and progress reports. Children up to and including the age of 13, unless medical documentation is provided, can be covered. Payment may be made to the childcare provider or directly to the student based on an invoice and/or receipt from the childcare provider.

Eligibility – Single parents or those with two parents in school

Ineligible – Students in online courses or students with a spouse (employed or unemployed)

B. Part-Time Students

Part-time students (less than 9 credits/semester) may be supported in their program of studies if their program is at least one academic year in duration and/or leads to a certificate or a diploma.

Part-time students may receive assistance for tuition and the cost of mandatory books and supplies only, not living allowance.

Out-of-Province Canadian Sponsorship

Tuition will be paid up to the maximum amount of allowable tuition fees as if the student were attending the closest public institution to your normal residence.

International Sponsorship

Tuition fees for undergraduate and graduate studies will be paid to the maximum allowable amount of allowable tuition fees to that of the closest Canadian institution (in Canadian funds). Applications for study of post graduate degrees an international school will be considered if the student can demonstrate that the institution offers a unique program unavailable in Canada or that the faculty advisor is a specialist in the student's field of study. Approval for funding is subject to availability of funds and will be considered on a case-by-case basis by the Education Manager.

Out of Province Students

Students who have had a permanent residence in another province/country outside of British Columbia for at least 10 months prior to applying for post-secondary funding will be considered for approval for funding at a public post-secondary institution closest to their permanent residence. Students residing outside of BC must indicate request for out of province consideration on their post-secondary application. Approval for funding is subject to availability of funds and will be considered on a case by case basis by the Education Manager.

Academic Upgrading

- a) **Graduated students** may receive tuition assistance to cover the courses recommended in their Educational Plan at an approved public educational institutional program. Graduated adults can be eligible for living allowance or other funding supports for academic upgrading depending on Education Level determined by an academic assessment. If you assess at a grade 12 level you do not qualify for any upgrading funds.
- b) **Students who have previously completed a Post-Secondary** program (e.g. certificate or diploma) are not eligible for academic upgrading unless they receives assessment results of a grade level too low to meet pre-requisites for further studies.
- c) **Graduated students** who are needing to meet pre-requisites for a post-secondary or a trades program are eligible for a living allowance if they provide the pre-requisites and recommended courses from a public accredited training institution.
- d) **Students who have not graduated** must complete an academic assessment. These are available at Kitimat Valley Institute (KVI) in Kitimat and at all public post-secondary institutions.
- e) **Non-graduated students who are taking two or fewer courses** will only be eligible for tuition coverage however; students may be eligible for a living allowance if they are less than three courses away from receiving their grade 12 credential.
- f) **Students requiring three or more courses to graduate and requiring living supports** must enroll as a full time student and must be enrolled in an Adult Basic Education program of an accredited post-secondary institution or in a community-based program offered by HNC.
- g) The maximum time limit for financial support is **two years**. One year is funded by INAC and the second year is permitted and funded by LNG Capacity funding.
- h) The student may be approved for additional funding time (i.e., more than two years) where they are assessed as being at Grade 10 (030) level or lower at the time of entry to the program, subject to alternate funding availability and approval by the Education Manager.
- i) Upgrading students who do not successfully complete their course of studies will be required to reimburse the HNC Education Department for all costs incurred on their behalf. No future post-secondary student supplemental assistance will be available until full reimbursement is made or a repayment plan has been signed.

8. CATEGORIES AND ASSISTANCE AMOUNTS

Supplemental Living Assistance

Supplemental Living Assistance is expected to cover normal daily living expenditures such as lodging, food, and local travel. Living allowances are not expected to cover personal debt's incurred prior to or during attendance at post-secondary institutions. This includes, but not limited to, credit card payments, vehicle loans, outstanding personal debts, child support payments and outstanding rental arrears to the band.

- The maximum level of Supplemental Living Assistance is determined by the current Education Department Schedule of Living Allowances. Please note these rates are based on current costs of living and may change periodically.

CODE	STUDENT CATEGORY	TOTAL
S1	Single Student living on their own	\$ 2006
D1	Student and 1 dependent	\$ 2506
D2	Student and 2 dependents	\$ 2706
D3	Student with 3 dependents	\$ 3106
D4	Student with 4 or more additional dependents MA	\$ 3306

- A student must be carrying a full (3+ courses or 9+ credits) semester course load in order to be eligible for a living allowance. Online studies must be completed in a 4-month semester.
- The student will be required to pay the costs for any failed, deferred, and/or repeated courses and will not be considered for renewed sponsorship until the course/program has been successfully completed.

Travel Allowances

All travel allowances is dependent on the availability of funds in the budget.

- Travel allowances are based on travel back to location listed by student as their permanent residence. (e.g., if the student’s permanent residence is listed as being out of the Kitimat area, return to the Village will not be covered).
- Seasonal Travel – When a student must change his/her place of residence to attend a post-secondary institution and the distance is greater than 250 kilometers, the student shall be eligible for a travel allowance equal to the cost of one return trip per semester for each year the student is enrolled. Travel costs will be based on the most economical mode of travel.
- Daily Travel – Regardless if a student is receiving a living allowance or not, they may receive up to \$600.00 per month for travel based on an attendance report, which would be done retroactively to ensure students are attending class. Some institutions may include the cost of a U-Pass in their invoices and we don’t deduct from their living allowance so we can also reimburse other methods of transportation based on monthly receipts.
- Emergency Travel - In the event of death in the immediate family* full time students are eligible to receive one trip at the same time rates as outlined under seasonal travel.

**See definition of immediate family in Glossary.*

Textbook and Supplies Allowance

A funding letter will be provided to you that can be presented at your post-secondary institutions in order to have the cost of books be directly billed to the Education Department. Students will receive \$150 as a supply allowance at the beginning of the school year.

Requests from students enrolled in specialized programs that require more expensive books, supplies, and/or equipment will be considered on an individual need basis.

If any student has any legitimate books and supplies expenses over and above the amount provided, they are to submit all original receipts for books and supplies purchased to the HNC Education office staff in the winter term. Depending on funding availability, some or all of the additional expenses may be reimbursed.

Transition Funding

Students enrolled in full-time studies may apply for transitional funding that will provide an additional 50% of one monthly living allowance after the end of the academic year to assist them transitioning between school and summer employment. The student application will demonstrate efforts to find employment. All students will be eligible for this as long as they complete the form.

Additional Income

Students may have employment during school as long as it doesn't affect their studies and they may continue to receive a full living allowance.

Deferred Studies

Sponsored students may defer their studies for up to one year. The student must be in good academic standing and have made prior arrangements with the HNC Post-Secondary Coordinator/Education Manager.

Failed Courses

Students in Post-Secondary who have an average GPA of B (3.0) average over the previous year may fail ONE course maximum, without requirement to repay the tuition. Students who fail more than one course and/or have an average GPA below 3.0 will be expected to repay the tuition costs for those courses. The student may reapply for funding after tuition has been repaid or once a repayment plan has been arranged and signed.

Effective as of the BCR signing of August 11, 2017 onward, students will only be responsible for repayment of tuition costs if they are unsuccessful.

Personal Challenges

Should a student's studies be seriously affected by a personal crisis, such as death in the family, accident or illness they are advised to notify the HNC Post-Secondary Coordinator as soon as possible to discuss the situation, if their education will be affected.

Students are requested to provide the necessary documentation to support their situation and they are encouraged to seek Student Services and Aboriginal Services at your institution for additional support.

Tutorial Expenses

Supports are available upon request. Maximum of 3 sessions per week are covered at the maximum amount of \$75/hour. Student needs written support from school (teacher, counsellor, etc.) for tutoring sessions. Students are responsible to find their own tutor. Documentation must also be provided at the end of the semester showing progress from school and/or tutor.

Reimbursement of Student Loans – Post-Secondary

Haisla members who covered the cost of tuition for short term certificate courses, academic upgrading or trades training using student loans between 2008 - 2017 may apply to have 100% of the amount of their student loan paid (including principal and interest) or reimbursed if already paid by the member by HNC, if they demonstrate successful completion of the each course with a minimum C grade. Only institutions that are eligible for INAC post-secondary funding will be considered for repayment under this policy.

Students will be required to provide documentation for tuition costs, student loan history and current balance. Requests for coverage may be made by contacting the Education Manager.

9. FUNDING LIMITATIONS

Limits of Supplemental Living Assistance by Level

The following limits are determined by INAC funding for Post-Secondary.

Level 1

Community College, Vocational or Technical Institutes with a diploma or certificate program. Students registered in a Level 1 program are eligible for a maximum of sixteen (16) months of Supplemental Assistance to complete a program leading to a program, certificate, or license.

Level 2

Undergraduate Programs – students registered in a Level 2 program are eligible for a maximum of thirty-two (32) month of Supplemental Assistance to complete an undergraduate program leading to a bachelor degree. If the program is longer than thirty-two months, the student must provide the Manager with documentation to support the extra time required to complete the program

Level 3

Graduate and Post-Graduate programs/doctoral programs

Students registered in a Level 3 program are eligible for a maximum of sixteen months of Supplemental Assistance to complete a post-graduate program, Masters of Professional Degree. [16 months for a Master’s Degree and 16 months for a Doctoral or Professional Degree]

NOTE: Changing programs uses up student months within each level. Please consult with an academic advisor to ensure you can achieve your education goals within the established funding months outlined above. Once you have used up your eligible months of Supplemental Assistance, you may not be eligible for any further sponsorship.

NOTE: Funding will not be backdated to cover time before the HNC post-secondary department accepts a students’ application for assistance.

Termination of Supplemental Assistance

The Post-Secondary Coordinator, in consultation with the Education Manager, will terminate the supplemental assistance to a student who:

- ✓ Is registered as a full time student and does not inform the Manager of a change in status as a full time student to a part-time student;
- ✓ Is 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. Students in this category will be considered part time and will not be eligible for the supplemental assistance. The term reports will be used to determine if this clause applies;
- ✓ Does not fulfill the obligations of their signed agreement for educational supplement assistance;
- ✓ The student will be required to re-pay any/all monies that were paid out on their behalf.
- ✓ All requests will be reviewed and evaluated based on individual merit.

Conditions for Termination of Supplemental Assistance

Student termination of supplemental assistance will be automatically issued for:

- A. Dishonesty, including academic dishonesty as defined in the college/university calendar of the institute that the student is enrolled
- B. Harassment
- C. Intoxication or substance abuse affecting student achievement
- D. Withdrawal from a program without notifying the HNC Education Department
- E. Suspensions shall be in effect for not less than one academic year and no more than five calendar years
- F. Failure to act respectfully towards HNC and HNC employees, including on social media, may result in suspension or termination of funding.
- G. The Post-Secondary Coordinator, in consultation with the Education Manager, has the power to revoke or change the conditions of any suspension subject to these guidelines
- H. Upon reinstatement following any period of suspension, a student will be placed on academic probation for an academic year. The students' progress will be reviewed to determine whether the student has met all of the requirements for any further supplemental assistance.

Misuse of Band Supplemental Assistance

In the event that a student drops out and receives funds or the HNC Education Department pays monies on the students' behalf, the student is required to repay the full amount expended on their behalf. Re-payment options are to be discussed with HNC's Financial Comptroller and a copy of the agreement is to be forwarded to the Education Manager for the students' personal file. Failure to repay the outstanding amount will result in the student disqualification for funding until repaid in full.

10. STUDENT APPEALS PROCESS

It is the policy of the HNC Education Department that a student of the Haisla Nation receive fair and equitable treatment. Should any student be concerned that the proceeding regulations and guidelines have not been fairly applied to his/her situation; the student may appeal their circumstances in the following manner:

1. Meet with the Post-Secondary Coordinator within thirty (30) days and state their grievance. The Coordinator is required to discuss the situation with the student and try to resolve the situation;
2. In the absence of the Coordinator, appeals will be forwarded to the Education Manager;
3. If the student feels that his/her situation has not been resolved, they must submit, in writing, details of their grievance to the Education Manager. The Chief Executive Office, in consultation with the Education Manager and Post-Secondary Coordinator will review all information and impart a decision.
4. The decision made by the CEO will be final.

11. INCENTIVES AND SCHOLARSHIPS

Academic Incentives:

- Academic Achievement term incentives are available to full time students carrying a full program load. To qualify, students must have achieved a final grade average of B or better for the term. In the event of more than two (2) applicants, the two (2) with the highest GPA will be considered.
- To apply, students are required to send a letter and an official sealed transcript of grades to the Post-Secondary Coordinator no later than June 30.
- Incentives will be paid upon receipt of letter and official sealed transcript provided the student meets the qualifications for the incentive.

Post-Secondary Academic Achievement Scholarship:

\$2000 - TWO AVAILABLE ANNUALLY

- Academic Achievement Scholarships are available to full time students in a diploma or degree program. Students must be returning to full-time studies in the fall and have an overall average of B or better.
- To apply, student are required to send a letter applying for the award and an official sealed transcript of grades to the HNC Education Office no later than June 30th.
- **TWO Haisla students in undergraduate studies with the highest GPA after taking six (6) courses or more over the previous two terms will be granted the awards.**

Post-Graduate Academic Incentive:

\$2000 – ONE AVAILABLE ANNUALLY

- Full time students entering the second year of a post-secondary graduate program may be eligible for a one time maximum \$2000 incentive. Students must have an overall average of B or better.
- To apply, students are required to send a letter applying for the award and official transcripts to the HNC- Education Office no later than June 30th.
- **ONE Haisla students in graduate studies with the highest GPA after taking six (6) courses or more over the previous two terms will be granted the award.**

High School and Post-Secondary Graduation Celebration Assistance:

- **Student Assistance:** Upon successful completion and confirmation of graduation eligibility, Haisla Nation graduates may be eligible for:
 - Coverage of graduation fees and expenses to a maximum of \$500, which may include graduation fees, pictures and/or graduation attire.
 - Application forms along with a letter from the school confirming eligibility of graduation should be submitted to the Post-Secondary Coordinator
 - Receipts must be provided following the graduation. Any amounts not documented by receipts must be repaid.
- **Family Assistance:** Family members of a Haisla member who is graduating may apply for financial assistance to attend the graduation ceremony.
 - Coverage of travel expenses to a maximum of \$3000 (travel, hotel and meals only) for the graduate and up to two (2) people to attend their graduation ceremonies (maximum \$1000 per person) This will usually be close family members including grandparents, parents, and siblings but may be extended by permission of the Education Manager, where deemed appropriate.
 - Allow at least 3 weeks for processing
 - Requests must be made prior to graduation and then receipts provided following the graduation
 - Costs for this will be to a maximum of three (3) days and two nights of hotel cost at the most economical means. For those graduates outside of BC and Canada, costs will be adjusted for reasonable rates for flights and accommodation, subject to approval by the Education Manager.
 - Costs will be covered as outlined in the current HNC Travel Rates document.
 - Eligible graduates include those covered under the Graduation Completion Incentive (Dogwood, Diploma, Bachelor's Degree, Red Seal Trades, Master's Degree, and Doctorate's Degree program graduates).

Graduation Completion Incentive:

To apply for the **Graduation Completion Incentive**, students are required to send a incentive request to the HNC Education Office within three months of graduation. The student must request an official transcript be sent to the office if it is not already on file. Cost for transcript will be reimbursed if a receipt is submitted. If the students have not submitted their request within the three-month timeframe, they will not be considered for the graduation incentive.

- Any students who complete one of the following programs may be eligible for the following incentive. Students must have an overall average of **C or better**.
- Awards will be processed within 21 working days of receipt of application:
 - High School Diploma - \$300
 - Diploma - \$500
 - Bachelor's/4 Year Degree - \$1,000
 - ITA Recognized Trade Program Completion - \$1,000
 - Master's Degree - \$2,000
 - Doctorate, Law or Medical Degree - \$5,000

**NOTE: HNC reserves the right to offer bursaries to Haisla Post-secondary students dependent upon the availability of funds.*

12. RESPECTFUL BEHAVIOUR

It is expected that all individuals funded through this program will refrain from public comments and/or criticism of Haisla Nation Council staff and or programs via social media. It is the responsibility of the student to ensure that they deal directly with the department and then the Education Manager in dealing with any questions, issues, concerns and/or appeals. Failure to abide by this guideline may result in suspension or termination of funding.

13. AMENDMENTS TO THE POST-SECONDARY POLICIES

Amendments to the HNC Post-secondary policy must be ratified and approved by HNC. Any changes will be posted in the Haisla Dootilth monthly newsletter and the changes will be sent to the students who are being sponsored at their address listed in their student file.

Implementation of repayment policy changes:

HNC members with an overpayment related to tuition and living allowance

EMPLOYMENT & TRAINING

1.0 Purpose of Haisla Nation Council Capacity Development Fund

Haisla Nation Council successfully negotiated funding from LNG Canada for the Capacity Development/Training of its membership. The intent of this fund is to provide funding, assistance and supports to eligible applicants who demonstrate their eligibility, and commitment to enroll in a training initiative (short or long term), Red Seal (ITA recognized) trades training and/or Post-Secondary education or return to work and or work experience that will better equip and prepare the applicant for long term sustainable employment/careers in the LNG industry or otherwise.

1.1 Policy Limitations

It is intended that this policy define and describe the use of this funding, whether it be for employment access, employment readiness and career and job enhancement.

2.0 Eligibility for Capacity Development Funds

Eligible Applicants

To apply for Funding under this Capacity Development policy must meet the following requirements:

- Registered Haisla Member over the age of 17
- Must have met University/College/Training institute entrance requirements and have been enrolled or accepted for enrollment in a program of studies at that institution;
- Must submit a completed Haisla (LNG) Canada Capacity Building Fund Application Package, which includes the following (where applicable):
 - ✓ Letter of Acceptance from the registered training Institute you will be attending
 - ✓ Supply or work gear list from training institute
 - ✓ Completed action plan initialed by client (included in package)
 - ✓ Banking information (if applicable)
 - ✓ Copy of status card or status verification letter from IRA with at least one piece of Photo identification

- ✓ Copy of most current resume
- ✓ Copy of current certificates
- ✓ Transcripts where required
- ✓ Copy of driver's license or valid ID (if applicable)
- ✓ Copy of driver's abstract/Criminal Record check, where required
- ✓ Copy of recent tax form and birth certificates for those dependents under 18 and tenancy agreement or proof of child(ren)'s registration in school.
- HNC will only fund two (2) career fields. Therefore, academic advising meetings will be mandatory in order to receive funding. If a student decides to change their career goals more than once they must do so at their own cost.

3.3 Eligible Programs/Training/Expenses:

The types of capacity building that may be funded under this policy are outlined below. The following are examples of what may be defined as eligible cost items:

- a) **Short Term Certificate Courses:** This type of training must be delivered through a certified and accredited school and the training must be either relevant to a current or subsequent job or assist in preparing the individual for the possibility of a job. Eligible costs will typically include tuition, and supplies/materials. Courses must directly relate to the career of the applicant and/or relate to short term employment requirements.

Only those enrolled in training that is longer than 10 days will be provided a living allowance (and related expenses), and any training related costs (test/entry exams, application fees shall be covered).

- b) **Upgrading or University or College Entrance Prep Programs:** See notes under Post-Secondary Policy for details on Upgrading.

- c) **Trades Apprenticeship Training:** This includes Foundations to Final Certification. ITA Programs and policies will be followed. Costs such as tuition, books and supplies, tool fees (amount as requested by the institute special safety equipment/clothing) travel and any apprenticeship related costs can be covered. A living allowance may be provided. Requested tools for employment will not be considered if previously funded for training.

*Please note, as per Industry Training Authority (ITA) requirements, those applicants for the Heavy Equipment **Operator (HEO) Training** must provide a letter of agreement signed by an Employer to **sponsor the apprentice**. As well, **Applicants must have at least a Class 7 (N) license** as many employers require this

for all operators on their site. Applicants who cannot provide these will not be funded due to the difficulty in attaining recognized training and hours to achieve completion of HEO red seal status. **Clients must have also arranged a cost share agreement** through other funding sources. (<http://www.itabc.ca/program/heavy-equipment-operator>).

- d) **Employment Supports:** HNC Capacity Development Funds provides an eligible applicant with employment supports in the form of PPE (maximum of \$500 every year) and Bridge Funds (to a maximum of \$500 every year) to assist them in the transition to employment/careers. Work attire required based on letter of hire, regardless of length of employment. Applicants must provide a current letter of employment (no later than two weeks after employment commences) and provide documentation indicating that the job will last 90 days or longer. Members must be in good financial standing with HNC and are only eligible once per calendar year.
- e) **Wage Subsidy:** Upon rationalization of objectives, outcomes, budget and assured employment for an eligible applicant, a wage subsidy paid directly to the Employer, may be considered upon recommendation of the Education Manager. Wage subsidy may provide costs up to a maximum of 50% or \$15.00/ hour. This may include apprenticeship **placements up to the number of hours required by the designated Trade to move to the next level** or 90 days for other placements, or as pre-authorized by Education Manager to a maximum of one year, depending on funding availability.

The wage subsidy will be paid to an Employer who provides experience, hours and employment of a qualified applicant to achieve apprenticeship hours, experience and/or short term experience or exposure to employment/career, or as approved on a case-by-case basis by the Education Manager and will include a written job placement agreement.

Note that wage subsidy may be used to support work experience to continue a member's education plan to equip them to move forward in their career.

f) Employment Supports (Other):

- Resume Development
- Internships
- Employment referrals (please note the role of the Job Coaches is to assist in referrals and not their responsibility to secure employment for the clients)
- Job Retention (training funds and wage subsidy) encourage financial contribution by employer i.e. wages
- Union Dues - Initiation fees or 3 months of dues upon start up/hire can be covered. Coverage is only available for one union.

- Criminal Record Check fee (Start up Only)
- Medical Clearance Letter (Start up Only)
- Internships (requires Education Manager approval)
- Clothing Allowance – Within the first two weeks of hire to a maximum of \$500 every one (1) year.

Supplemental Living Assistance

Supplemental Living Assistance is expected to cover normal daily living expenditures such as lodging, food, and local travel. Living allowances are not expected to cover personal debt’s incurred prior to or during attendance at post-secondary institutions. This includes, but not limited to, credit card payments, vehicle loans, outstanding personal debts, child support payments and outstanding rental arrears to the band.

- The maximum level of Supplemental Living Assistance is determined by the current Education Department Schedule of Living Allowances.

Current Rates:

CODE	STUDENT CATEGORY	TOTAL
S1	Single Student living on their own	\$ 2006
D1	Student and 1 dependent	\$ 2506
D2	Student and 2 dependents	\$ 2706
D3	Student with 3 dependents	\$ 3106
D4	Student with 4 or more additional dependents MA	\$ 3306

- A student must be carrying a full (3+ courses) program load. If a student withdraws from a course during a term, the tuition payments will be pro-rated for the remainder of the term or for the next term if necessary. Sponsorship will be discontinued at the end of the term if the situation persists
- The student will be required to pay the costs for any failed, deferred, and/or repeated courses and will not be considered for renewed sponsorship until the course/program has been successfully completed.
- Students enrolled in full-time studies may apply for transitional funding that will provide an additional 50% of one monthly living allowance after the end of the academic year to assist them transitioning between school and summer employment. The student application will demonstrate efforts to find employment. All students will be eligible for this as long as they complete the form.

Additional Income

Students may have employment during school as long as it doesn't affect their studies and they may continue to receive a full living allowance.

Daycare expenses

Daycare expenses: Up to \$52.50 per day or \$262.50 per week (maximum) per family may be paid to assist with the cost of day care, based on attendance and progress reports. Children up to and including the age of 13, unless medical documentation is provided, can be covered. Payment may be made to the childcare provider or directly to the student based on an invoice and/or receipt from the child care provider.

Eligibility – Single parents or those with two parents in school

Ineligible – Students in online courses or students with a spouse (employed or unemployed)

Student Allowance Funding Matrix and Travel

1. Short Term Training: Tuition, Materials and Supplies
2. Short term training lasting 10 days will receive \$250 per week to cover travel, food and other expenses as clarified by the job coach. Any training lasting longer than 10 days will be pro-rated according to their living allowance category.
3. Employment Supports

Bridge Funding to New Employment	\$500.00 per 12 months/1 year
PPE and Work Attire for New Employment	\$500.00 per 12 months/1 year
Wage Subsidy	Maximum \$15.00 per hour x 35 hours x 90 days (or as required by the specific trade)

4. Driver's License – Students may be eligible for coverage based on their current driver's license class (see below). We can cover exam fees up to a maximum of three (3) times and cover all licensing fees.

Learner's License Course	1 class
Driving Lessons – Class 7L & 7N	6 lessons – additional coverage may be available if the instructor suggests more time is needed
Graduated Licensing Program	1 time coverage
Class 4 (Restricted and Non-Restricted) Course	1 time coverage
Class 3 Course	1 time coverage
Class 2 Course	1 time coverage
Class 1 Course	1 time coverage
Airbrakes Endorsement	1 time coverage

For the Learner's Licence Course, students are expected to go in for their L test within 2 weeks of completing the course. If they do not, they will need to repay money paid on their behalf.

For the Class 1-4 course and Airbrakes Endorsement, students are expected to obtain these licenses within 1 month after they take the course. If they do not, they will need to repay money paid on their behalf. A learner's license for these is sufficient within the 1-month period. A full license should be obtained within 6 months of taking the course. Students are responsible to pay for renewal fees and fines – these will not be paid.

5. **Student travel:** Full time students may be eligible for two (2) return travel dates per year (Beginning of Course/Semester (one-way) and return trip at end of year/program (one-way) and 1 return trip at Christmas time) to and from their normal place of residence. Students must indicate their mailing address and permanent address on their initial application.
- Daily Travel – Regardless if a student is receiving a living allowance or not, they may receive up to \$600.00 per month for travel based on an attendance report, which would be done retroactively to ensure students are attending class. Some institutions may include the cost of a U-Pass in their invoices and we don't deduct from their living allowance so we can also reimburse other methods of

transportation based on monthly receipts.

6. ***Bereavement Travel*** applies to Haisla students who live away from their community and must return to their hometown or place of residence for an immediate family member, which is defined only as a grandparent, parent, brother, sister, spouse, child or children.

3.4 *Ineligible Expenses*

Ineligible costs under this funding policy include, but are not limited to:

- a) Existing expenses already covered by other funding sources
- b) Fines
- c) Personal expenses
- d) Supplies not required by institute or employer
- e) Moving expenses
- f) Security deposits (Damage deposits)
- g) Costs that were not approved at time of application and TPQ submission by the Job Coach (i.e. travel expenses, additional expenses not pre-approved by the Job Coach and indicated at time of agreement will not be added unless this applies to the Bereavement clause or rationale provided by the Education Manager)
- h) Professional Development Courses and Workshops (unaccredited certificates). This includes all courses that are given a certificate of completion, unless recognized by an accrediting body (e.g. HRMA, CPA) AND pre-approved by the Education Manager. Such courses must demonstrate a direct linkage to the employment of the individual and demonstrate progressive development in their profession.
- i) See also Community Capacity Section.

4.0 Application and Time Lines

4.1 Application:

As indicated in Section 3.1 of this policy, the applicant must provide all necessary and completed documents to the Job Coach for review and Education Manager's approval in a timely manner.

4.2 Time Line:

Completed applications that include all required attachments that are submitted at least 10 (ten) business days prior to commencement of training will be guaranteed to be processed approval. Those applications that do not meet this requirement may be refused due to unrealistic time lines for processing by HNC staff and the HNC Finance Department.

4.3 Appeals Process:

It is the policy of the Haisla Nation Council Education Department that a student of the Haisla Nation receive fair and equitable treatment. Should any client be concerned that the proceeding regulations and guidelines have not been fairly applied to his/her situation; the student may appeal their circumstances through the following process:

- a) Meet with the Education Manager within seven (7) days of the receipt of the decisions being appealed and state their grievance in writing, including any supporting documentation. The Manager is required to discuss the situation with the client and try to resolve the situation. In the absence of the Supervisor, appeals will be forwarded to the HNC Chief Administrative Officer (CAO).
- b) If the student feels that his/her situation has not been resolved, they must submit, in writing, within ten (10) business days, of their consultation with the Education Manager details of their grievance to the Chief Administrative Officer (CAO) will review all information and impart a decision.
- c) All decisions of the Chief Administrative Officer are final and binding. The client shall be notified of the final decision in writing immediately following a decision. There shall be no further recourse to the Appeal Process.

5.0 ROLES AND RESPONSIBILITIES

Roles and Responsibilities of Client

- a) To represent the Haisla Nation in a positive manner at all times;
- b) To refrain from public comments and/or criticism of Haisla Nation Council staff and or programs via social media. It is the responsibility of the student to ensure that they deal directly with their Job Coach and then the Education Manager in dealing with any questions, issues, concerns and/or appeals (as laid out in 5.0 of this policy). Failure to comply could jeopardize current or future funding;
- c) To be straightforward and honest when dealing with the Job Coaches, Education Manager and HNC staff in all matters related to your program;
- d) To meet all deadlines as outlined in this document;
- e) Application forms must be fully completed and submitted along with all the necessary documents as outlined in the letter to each student, ten (10) business days before the program starts. Failure to do so may result in the application process being delayed.
- f) A letter of acceptance from the college/university/Training institution has to be submitted which MUST include the full tuition costs for the duration of the course. In order to have your tuition paid in a timely manner, a contact person in the college/university/Training institution of choice is to be identified and this will be the person that we will deal with, if necessary, if/when there are questions regarding your file.

- g) If you have been funded previously, you are to submit any/all relevant transcripts and documents relevant to the period of time you were funded by the HNC Department.
- h) To submit a current mailing address, phone number, cell number, and an email address to the Job Coaches in order to maintain on-going contact with student for the duration of the course applied for, and for direct deposit notice from the HNC Finance Department;
- i) Any changes to the clients program, course or training must be reviewed and approved by the applicant's job coach prior to changes being honored in their agreements;
- j) To provide the Job Coaches with monthly attendance and progress reports.
- k) At the end of the Program: Official Transcript or Final Certificate must be provided to the Job Coaches upon completion. Costs for Official Transcript will be covered. Failure to provide these documents may result in the cancellation of your financial supplemental assistance with no further notice.
- l) If the client withdraws, quits or abandons their program without notifying their Job Coach, the student will be required to repay all the monies that were paid out on his/her behalf; up to and including: tuition, living allowance, transportation, daycare, tools and supplies. The Education Manager will provide a breakdown of any/all monies paid out to the student to HNC Finance Department.

If you owe the Haisla Nation Council any monies in the Education Department or LNGC Capacity Department, you will be required to pay the outstanding debt within the current funded program length via an agreed upon repayment plan between the job coach and the client, before being considered for any future funding.

- m) To recognize that this fund is not intended to cover all the expenses of the student, it is intended to assist with basic living costs while enrolled in training/school.
- n) In the event that any of these conditions are not met, the client will be ineligible for sponsorship from this fund until the conditions are abided by or met.
- o) All students must successfully complete their program before being considered for further funding. Student who have medically withdrawn from a program must continue the same program if requesting training funding within seven (7) years of the previous funding application.

Reimbursement of Student Loans - Capacity

Haisla members who covered the cost of tuition for short term certificate courses, academic upgrading or trades training using student loans between 2008 - 2017 may apply to have 100% of the amount of their student loan paid (or reimbursed if already paid by the member) by HNC if they demonstrate successful completion of the each course with a minimum C grade. Only programs

that are eligible for INAC post-secondary funding will be considered for repayment under this policy.

Students will be required to provide documentation for tuition costs, student loan history and current balance. Requests for coverage may be made by contacting the Education Manager.

6.1.1. Request to Withdraw

The student must provide the Job Coaches via telephone and/or email of your intent to withdraw from your program, to be followed up by a written notice which will be placed in your personal student file.

Program (or semester) withdrawal must be made prior to fee reimbursement deadlines and if withdrawal occurs after the date as identified by the institution, the student will be responsible for tuition costs and if the tuition has already been paid on your behalf. The student will be responsible for reimbursing the Haisla (LNG Canada) Capacity Building Fund the full tuition as well as costs that were paid out on your behalf. The timeline to reapply for funding is one year from the withdrawal.

Medical Withdrawal

**If withdrawal or incompleteness is due to serious medical reasons, or circumstances beyond the control of the student, the job coach will indicate in the student's file that withdrawal has been approved and this notice will be signed by the Education Manager.*

7.0 Amendments to the Policy

Amendments to the Haisla (LNG Canada) Capacity Building Fund policy must be ratified and approved by Haisla Nation Council.

APPENDIX 1 - GLOSSARY

ABBREVIATIONS

CAO refers to the Chief Administrative Officer of the Haisla Nation Council

CEO refers to the Chief Executive Officer of the Haisla Nation Council

HNC refers to Haisla Nation Council

INAC – refers to Indigenous and Northern Affairs Canada

ITA refers to the Industry Training Authority, which is the provincial government agency responsible for apprenticeships and industry training programs in BC

KVI refers to Kitimat Valley Institute

LNGC refers to the LNG Canada (Shell) Corporation from which the fund is derived from

LNGC EDA refers to the LNG Canada (Shell) Economic Development Agreement

TPQ refers to the Training Program Quote prepared by the Job Coaches

DEFINITIONS:

Academic Plan: the program credit requirements. Each semester, students are to comply with course prerequisites and requirements to complete their certificate, diploma, or degree in a timely manner. All registered courses must coincide with the program requirements as outlined by the attending institution and in consultation with an academic advisor.

Academic Probation: a specific period of time set by the attending institution in which a student is under strict academic guidelines. Academic probation is a result of not meeting the institutions established Grade Point Average. The student must meet regularly with an academic advisor as part of the probationary period

Academic Year: the academic year normally refers to two semesters with an approximate duration of eight months

Accredited Training: Training from a certified institution or training center of competency, authority or credibility

Audited Course[s]: to audit a course is to attend lectures without being responsible for doing assignments or writing examinations. No credit is given for a course taken in this manner, but courses audited will be recorded on a student's transcript

Band Member: a person who has met the requirements to become a member of the Band, as set out in the Band membership code and whose name has been entered on the Band List

Bridge Fund: Funds provided to eligible applicants to assist in the transition to employment

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

Chief and Council: Haisla Nation duly elected Council comprised of one (1) Chief Councillor and (10) elected Councillors, pursuant to the *Indian Act*

Chief and Council Immediate Family Members: (as per EDA) Means with respect to an elected Councillor of the Council, such Councillor's parents, spouse, siblings or children.

Contingency Funding: financial support provided to students for costs related to emergencies. Emergencies eligible for contingency funding include individual or family bereavement

Class Attendance: students are expected to attend classes on a regular basis. Instructors may establish attendance requirements for each class. These expectations must be defined in the course syllabus

Course Failure: when a student fails to meet the established criteria as outlined in each course syllabus, that student is deemed to have failed the course and the student will be assigned an “F” on his/her official transcript

Degree: is the legal document received for successfully completing a program at a registered public and/or private degree granting institution. They include, but are not limited to:

- **Certificate:** a program that usually requires a full academic year of study [Sept – Dec and Jan – Apr/May];
- **Diploma:** a program that usually requires two academic years of study [Sept – Dec and Jan - Apr/May x 2];
- **Bachelor:** a program that usually requires four academic years of study [Sept – Dec and Jan – Apr/May x 4]

Dependents: Any person or persons under the age of 19 (or older with documentation to be considered a dependent) who rely on the applicant and reside full-time with the applicant and are defined as a legal dependent of the applicant.

Education Plan: outlines the courses that the student will take in order to accomplish their educational goals. It includes the college/university, program of studies, tuition costs, and anything the student deems relevant to their program of studies

Full-time Student: a student who in each term or semester of the first year of a degree or diploma program, takes a minimum of three courses or the equivalent number of 9 credit hours and in each subsequent term or semester takes a minimum of 3 courses or the equivalent number of 9 credit hours

***Exception:** A student who has been assessed as having a learning disability or other documented reason for a reduced course load may receive special permission from the Education Manager to take less than 3 courses while receiving the benefits of a full-time student.

Full Program Load: the total number of courses required in any given year to complete a program in the normal length or time prescribed by the post-secondary institution

Haisla Member: An individual who is a registered member of the Haisla Nation (pursuant to the Indian Act)

Harassment: unwelcome conduct which is physical or verbal in nature and which detrimentally

affects the work or study environment or leads to adverse job or work-related consequences

Letters of Permission: a letter of permission ensures that courses successfully completed at another institution will be transferred to the college/university that the student is enrolled in for consideration as credit toward the student's degree program

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 HNC Education Department within 10 days of the onset of the illness or medical condition, with a certificate from their doctor or medical institution that provides details of their illness or reason for absence from classes. Failure to do this will result in the student being required to reimburse the band for all educational supplemental assistance funds that have been provided to the student and paid out on the student's behalf in the semester during which the absence took place

Normal Program Length: the number of years normally required to complete a program as outlined in the course of studies by the post-secondary institution

Part-time Student: a student who takes less than 3 – three-credit courses per semester; or less than 6 credits during spring/summer session. A part-time student is eligible for tuition and books and supplies only and is dependent on the yearly budget, except as noted in Exception 1 under **Full-time Student**.

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

Post-Secondary Institution: degree, diploma, and certificate granting institutions which are recognized by a province and include educational institutions affiliated with or delivering accredited post-secondary Programs with transferable credits by arrangement with a post-secondary institution

Private Post-Secondary Institution: a Canadian or foreign post-secondary institution that receives the majority of funding from sources other than governments and that offers diploma or degree programs

Program of Studies: the program the student is enrolled in. The student, in consultation with an academic advisor, plans their program of studies and enrolls in the courses as defined by the departmental requirements in order to successfully complete all the requirements in order to graduate

Semester: refers to a part of the academic year, as defined by the post-secondary institution. Semester usually run from September to December [fall] and January to April/May [winter] and then a variety of spring and summer semester schedules

Sponsorship: provision of financial supplemental assistance to an individual for attending a post-secondary institution. This support may include tuition, books and supplies, and living allowance

Spouse: is a person who has lived with the student as a partner/ husband/wife for a period of not less than one year prior to application for educational supplemental assistance. If 'spouse' is legally married to the student, no time factors are relevant or applicable. Must provide documentation proving relationship with either tax forms or housing documentation (for example: tenancy agreement, mortgage documents, landlord confirmation).

Standing Deferred: students may apply for a 'standing deferred' for an examination or deferred status to complete required term work if medical or compassionate reasons prevent attendance at an examination or completion of assignments. Written application for a deferral, along with supporting documentation and written approval from the instructor is required. If a student is granted a deferral but does not complete the required work, or does not appear for an examination, a grade of F will be assigned. If a student's request for deferred status is refused, the instructor will submit a final grade.

Transcript: the Office of the Registrar prepares Official Transcript – printed on security paper and Unofficial Transcripts – printed on white paper upon receipt of your written/electronic request only. Transcripts will not be released if there is an outstanding financial obligation

UCEP: a University College Entrance Program which helps students upgrade their grades in order to meet the entrance requirements of a college and/or university

Upgrading Program: Also known as "UCEP," "Bridging," or "Career and College Preparation (CCP)"

Wait List – college/university: a list established by a college/university for a class which has the required student enrollment for a particular class in a given semester. Once the class is full, a list of students is started for the class. The date and time that a student registers is an important factor in determining who the next eligible student is that will be able to register in the class.

Wait List: the HNC Education Department will create a wait list each year. Students whose names appear on the wait list will be notified as spaces become available. This selection of students only occurs if a currently sponsored student withdraws from his/her studies. Students on the wait list are encouraged to keep in contact with the HNC Education Office to keep their file current and to notify the office if there are any changes in their educational plans.