



**Splatsin**  
**Post-Secondary Education Local Operating Guidelines**

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**To receive your copy of the Splatsin Post-Secondary Application contact:  
Splatsin Education Department or visit the Splatsin website at [www.splatsin.ca](http://www.splatsin.ca)**

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## **1 INTRODUCTION**

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Splatsin is responsible for the development of operating policy and guidelines to guide the administration of the Post-Secondary Student Support Program and University and College Entrance Preparation Program (the “First Nation Post-Secondary Education Assistance Program”).

This Policy guides the Splatsin Education Department in assessing the eligibility of students to receive financial assistance to attend accredited post-secondary institutions in an eligible program of study.

This Policy has been ratified by Chief and Council and applies to all students seeking financial assistance from Splatsin. This Policy has been designed to be consistent with the Indigenous and Northern Affairs Canada National Program Guidelines.

## **2 PROGRAM OBJECTIVES & ADMINISTRATION**

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### **2.1 SPLATSIN VISION STATEMENT**

Splatsin seeks to encourage, support and assist its members to access Post-Secondary Education (PSE) opportunities and to graduate from their respective programs of study with the skills, qualifications and competencies to pursue their chosen careers or employment and to realize their full potential.

### **2.2 ADMINISTRATION**

The Education Department is mandated by Chief and Council to administer the PSE Assistance Program.

First Nation members seeking PSE funding will be provided a copy of these Guidelines. They may submit their applications in accordance with these Guidelines. The Education Director will review completed applications and assess whether they meet the terms and requirements set out in these Guidelines. The Education Director will advise applicants as soon as practicable as to whether his or her application for sponsorship has been approved.

Where an application is not approved and the applicant wishes to appeal the decision, s/he may follow the appeal process set out in these Guidelines.

All enquiries about the PSE program should be directed to:

Name: Darrell Jones  
Title: Education Director  
Address: PO Box 460, Enderby, BC V0E 1V0  
Phone: 250-838-6496 ext.219  
Email: darrell\_jones@splatsin.ca  
Fax: 250-838-0883

## **3 LOCAL OPERATING GUIDELINES**

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### **3.1 DEFINITIONS**

**“Academic year”** means the length of an academic year for a Program of Study as defined by the Post-Secondary Institution.

**“Band Member”** means a person whose is lawfully registered to the Band List and is a full member. Only full, registered members of Splatsin are eligible for PSE support through the Band. Status First Nations individuals who are affiliated with Splatsin but do not have Band Membership are encouraged to apply for PSSSP/UCEP funding through the BC Association of Aboriginal Friendship Centre’s at 1-800-990-2432.

**“Dependent”** means a person who is i) under 19 years of age; ii) relies on the student for support, and iii) resides with the student on a full-time basis.

**“Dependent Spouse”** means a person who is married to the student or has lived with the student as a partner, in a marriage-like relationship, for a period of at least one year prior to the student’s application for post-secondary education support. This person is dependent upon the student and does not receive an annual income in excess of the level of income allowed for a dependent spouse by Canada Revenue Agency.

**“Full-time student”** means a student who is enrolled in at least 4 courses for a Program of Study at an eligible Post-Secondary Institution.

**“Full-time studies”** means at least 4 courses for a Program of Study offered by an eligible Post-Secondary Institution.

**“Good Standing”** means successful attendance and completion leading to credit towards a formal credential, certificate, diploma or degree for each period of study. Splatsin has high expectations for all students. Satisfactory academic standing is a requirement of PSE funding.

**“Part-time student”** means a student who is enrolled in less than 4 courses for a Program of Study at an eligible Post-Secondary Institution.

**“Part-time studies”** means less than 4 courses for a Program of Study offered at an eligible Post-Secondary Institution.

**“Permanent Disability”** refers to a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in studies at a post-secondary level or in the labour force and is expected to remain for the person’s expected natural life. The student shall provide, with their loan application, proof of their permanent disability in the form of:

- a medical certificate;
- a psycho-educational assessment; or
- documentation proving receipt of federal or provincial disability assistance.

**“Post-Secondary Institution (or “school”)** means an accredited Institution that grants certificates, diplomas and/or degrees and is a post-secondary institution recognized by provincial or territorial Minister of Education, or recognized to deliver post-secondary education programs by arrangement within an eligible post-secondary institution. See Appendix E for more information.

**“Practicum”** means a supervised and mandatory (required for graduation) portion of an educational program emphasizing the practical application of previously learned theory, methods, skills, professionalism, orientation and ethics in a specialized area of study which does not exceed more than 20 percent of the total program. Students must be supervised and evaluated by the employer while doing productive work (not merely observing) where no remuneration is received.

**“Program of Study” or “Program”** means a program that:

- is delivered by an eligible Post-Secondary Institution;
- requires the completion of secondary school studies or the equivalent as recognized by the post-secondary institute; and
- is least one academic year of duration (as defined by the Institution).

**“Semester”** means a distinct study period, lasting at least 12 to 17 weeks which forms part of a longer program, as defined by a Post-Secondary Institution.

## **3.2 ELIGIBILITY REQUIREMENTS**

### **3.2.1 Student Funding Eligibility**

Splatsin can only provide funding support for eligible students as described in detail in the National Program Guidelines. Students that are not eligible can either seek to remedy that, if possible, or may need to seek other funding sources.

### **3.2.2 Eligible Post-Secondary Institutions**

Eligible post-secondary institutions are degree, diploma, or certificate granting institutions which are:

- Recognized by a province or territory (in Canada or abroad); **or**
- Educational institutions recognized to deliver post-secondary programs by arrangement within an eligible post-secondary institution.

Before applying to a post-secondary institution, the student should check [with](#) Splatsin Education Department to determine if the institution meets the eligibility requirements as required by INAC.

### **3.2.3 Eligible Programs**

Eligible programs are described in section 4.3 of the National Program Guidelines. In general, to qualify for PSSSP funding, post-secondary programs must have a Grade 12 entry-level requirement (or equivalent) and must be considered to be one year in length. For UCEPP funding, the student must already be at a level that would allow for the attainment of their necessary post-secondary entry-level requirements within one year. Please review the National Program Guidelines and speak with the *Education Department* to determine if the program you are hoping to attend meets the eligibility requirements as required by INAC.

## **3.3 PRIORITY SELECTION CRITERIA**

Splatsin receives limited funding from INAC for the delivery of the PSSSP and UCEP programs. In the event that there are more applications for funding than available money in the PSSSP and UCEP budget, the selection of applicants will be based in order of priority that considers the following factors:

- a. Continuing students that are in good academic standing (e.g. students already being supported with PSE funding); Recent high school graduates with high academic achievement and clear goals that demonstrate readiness;
- b. Students [or applicants] that were deferred in the recent past due to lack of available funds (eligible but not funded in the past due to funding limitations);
- c. Mature students that demonstrate readiness;
- d. Graduate students (or students that want to enter Masters or Doctoral Degree Programs);
- e. Returning students (i.e. students who have stepped out of their post-secondary studies and have a clear plan of how to resume their studies);
- f. Part-time students;
- g. Students who have demonstrated determination by beginning their studies without support from the Splatsin and plan to attend whether they receive support or not.

- Priority 1 Continuing Students: Students who were provided PSE funding in the most recent academic year, have successfully completed the year and are continuing in their same approved program.
- Priority 2 Recent high school graduates
- Priority 3 Deferred students  
Mature students  
Students who were previously sponsored but either withdrew or were unsuccessful

### **3.4 DEFERRED STUDENTS**

Deferred students are students who met all eligibility requirements for PSE support with Splatsin, but were unable to be funded due to financial constraints. Deferred students will be placed on a waitlist in the order in which their application was received. As additional funding becomes available, waitlisted students will be funded in the sequence in which they were waitlisted.

### **3.5 APPLICATION PROCESS & DEADLINES**

Students must complete and submit the “Splatsin Post-Secondary Education Application Form” in Appendix A, including all required supporting documentation, to Splatsin Education Department by the deadline: **January 15<sup>th</sup> of every year.**

Students are responsible for ensuring that their application form is **complete, signed and received by the deadline.** Incomplete applications will cause delays.

Late applications will only be considered if there are sufficient funds available after processing completed applications received on time.

Any application that misrepresents the student’s circumstances, or a spouse’s circumstances (where the student is claiming living allowance in relation to a spouse), will result in denial of funding or cancellation of funding.

Please note that INAC’s PSSSP and UCEPP National Program Guidelines require the following documents in order for your Application to be considered complete:

- Copy of Status Card (both sides);
- Copy of acceptance letter from an eligible post-secondary program that will be delivered by an eligible post-secondary institution;
- Official Transcripts from all institutions attended (official transcripts are signed and sealed by the institution and have not been opened. Photocopies, scanned and emailed copies and faxes of official transcripts do not meet the reporting requirements for PSE funding).

Splatsin Education Department also requires the following documentation to assist with the administration of PSSSP and UCEPP:

- Written Declaration of all Funding Sources
- Degree Planning Sheet
- Personal Reference
- Professional Reference
- Signed release form(s)

**All such information will be kept confidential**

**Note for Students applying for assistance through UCEPP:**

Students applying for assistance through UCEPP must obtain a statement from the relevant institution (i.e. college or university), which attests that:

- The UCEP program will provide the student with the necessary courses to attain the academic level for university or college entrance; **and**
- The student will be eligible for admittance as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

## **3.6 PSE FUNDING**

Splatsin receives limited PSE funding from INAC for the delivery of PSSSP and UCEPP. This funding may be below the level required to support all eligible students, and is not sufficient to cover 100% of approved students' costs to attend PSE programs. In the event that there are more applications for funding than that which is available, selection of applicants will be based on the order of priority set out in section three.

The National Program Guidelines refer to maximum amounts of funding that can be provided to students and describe how no students are entitled to these amounts. The actual amount of funding available to eligible students will depend on the overall amount of funding available to Splatsin during a given fiscal year (April to March). Funding must be expended according to eligibility guidelines as shown in the National Program guidelines and cannot be backdated to cover a period of time before a student has been approved for support.

### **3.6.1 Eligible Expenses**

Generally, the following types of expenses may be eligible:

- Tuition and mandatory student fees;
- Books and supplies;
- Living allowance

Limits to and approval of expenses are subject to available funding and to the limits of assistance set out in the National Program Guidelines. Students are responsible for making sure they pursue other sources of funding if the PSE funding is not going to be enough to meet their financial needs.

#### **3.6.1.1 Tuition & Mandatory Fees**

Splatsin will pay approved tuition amounts directly to the post-secondary institution upon receiving an invoice. In the case that a post-secondary institution does not bill Splatsin directly, students are responsible to forward invoices directly from the institution to the Splatsin along with any necessary supporting documentation, information and deadlines.

#### **3.6.1.2 Books and Supplies**

Full-time and part-time students may receive assistance for books and supplies that are required for their program of study. Students must submit a copy of the course calendar and book list.

An allowance of \$650 for books and supplies will be issued at the beginning of each semester after the course calendar and book list have been received.

No books or supply expenses will be [covered][reimbursed] without the original paid receipts. Arrangements may be made for payments to be made directly to the bookstore.

#### **3.6.1.3 Living Allowance**

Full-time students may receive financial support in the form of a living allowance to be used toward living costs such as food, shelter, clothing, daily transportation, utilities, daycare, and other personal items. The amount a student may receive will be determined by the Education Department in accordance with the chart set out in Appendix "C".

Full-time students who are employed are not entitled to receive living allowance.

Part-time students are not eligible living allowance.

### **3.6.2 Limits of Assistance**

PSE funding has limits set out in the National Program Guidelines; some of the main limits are described here:

#### **3.6.2.1 Post-Secondary Student Support Program (PSSSP)**

PSE funding is meant to assist eligible Splatsin students to pursue post-secondary programs that are at least one academic year in length.

PSSSP funding can normally be utilized for tuition, mandatory fees, books and supplies and living allowance. Please see eligible expenses in Section 5.a of these local operating guidelines and/or speak with the education department if you require more information on how amounts for eligible expenses are budgeted.

As described in the National Program Guidelines, assistance through PSSSP can be provided at four different levels or stages of post-secondary education. The duration of assistance must align with the official length of a program as defined by the post-secondary institution; assistance for up to one additional academic year can be provided if an extension is needed and the necessity of a student to do that must be provided in writing by the post-secondary institution's dean or program department head.

<b>Level 1</b>	<b>Diploma or Certificate Programs</b>
<b>Level 2</b>	<b>Undergraduate University Programs</b>
<b>Level 3</b>	<b>Advanced or Professional Degree Programs/Masters Programs</b>
<b>Level 4</b>	<b>Doctoral Programs</b>

#### **3.6.2.2 The University College Entrance Preparation Program (UCEPP)**

For UCEPP, the maximum length of time supports can be provided is for one (1) academic year.

At the end of the first semester ongoing financial support will be subject to confirmation from the institution that the student is in good academic standing.

#### **3.6.2.3 Limits at each Level**

PSE funding may be available only once at each Level unless a student has already achieved completion at that level, even if they did not receive assistance during that time. In addition, assistance can only be provided for a student to achieve a higher level of post-secondary education than they already have. For example, a student who has achieved a Master's Degree cannot be funded again at that same level (Level 3) and cannot be funded at a lower level, even if they had never received PSE funding at one of those levels before.

The only exception is at Level 2 (university degree programs); PSE funding may be available for an additional degree in a bachelor program which requires an undergraduate degree as a prerequisite.

#### **3.6.2.4 Changing or pausing a Program of Studies**

If a student changes programs within one of the Levels or temporarily pauses their studies, the numbers of academic years or semesters used at that Level are still counted for reporting purposes and must be considered when calculating the amount of time that may be available for assistance. Therefore, students must be aware that such changes may affect the overall funding available and how this may affect their ability to complete their program.

Before making any changes, students must discuss this with the Education Department to ensure they will still be eligible for PSE funding or not.

Students who become eligible for assistance and have already completed a portion of their post-secondary studies without assistance may receive assistance for the balance of their program of studies, but cannot be reimbursed for previous expenses as according to the National Program Guidelines.

#### **3.6.2.5 Part-time students**

Part-time students may receive assistance for tuition and compulsory fees, and the actual cost of required books and supplies.

Part-time students are not eligible to receive living allowances.

#### **3.6.2.6 High cost programs**

Programs that differ a great deal in terms of cost or delivery in comparison with programs that are available locally can only be approved if all supporting documentation is in place, as described by the National Program Guidelines. Approving high cost programs or those that are offered at an accelerated pace can significantly reduce the number of applicants who can be sponsored through PSE Funding in a fiscal year.

The National Program Guidelines describe the maximum payable per full time student under PSSSP or UCEPP as \$35,000 per year. All costs over \$35,000 must be preapproved by INAC, BC Region before approval can be granted.

### **3.7 STUDENT RESPONSIBILITIES**

Students must comply with these Guidelines:

1. Students must maintain good academic standing, as defined by the institution at which the student is enrolled in a Program of Study. Where a student does not maintain good academic standing, his or her funding may be suspended or terminated, or the student may be placed on funding probation.
2. Students must meet with an Academic Advisor at the institution that they are attending and provide confirmation via the Study Plan.
3. Students must submit to Splatsin Education Department all pertinent documents demonstrating the student's enrollment and progress in his or her program of study, including: admission letter, course timetables, official transcripts, progress reports, etc. (as the case may be). Registration enrollment documents indicating course titles and credit allocation must be submitted to prior to the commencement of classes.
4. Students are responsible for registering for courses as required by the post-secondary institution and provide a copy to the Education Department. Late registration fees are the responsibility of the student.
5. Students must inform the Education Department of any changes in their enrollment status from full-time to part-time student in advance of any such change (this will affect the student's eligibility for certain types of assistance (e.g. living allowance)).
6. Students who intend to drop or add courses must notify the Education Department in advance of any such change. Course selection is very important for determining funding eligibility and students may be required to reimburse the First Nation for courses dropped without a valid reason. Students adding courses may be eligible for additional funding assistance.
7. Students are responsible for ensuring that the funding received is used for the intended educational expenses, as set out in these Guidelines.
8. A student must pay back any monthly living allowance provided to him or her where the student does not attend or quits his or her program of study after receiving the living allowance.
9. Students must keep their contact information, including home address, home phone, cell phone and email current with the PSE Advisor. The student must notify the Splatsin Education Department of any changes immediately.

### **3.8 TERMINATION OR SUSPENSION OF FUNDING**

The First Nation may terminate funding granted to an eligible student in accordance with these Guidelines for any of the following reasons:

- The student makes a misrepresentation or false statement on his or her Application Form;
- The student's academic status changes from full-time to part-time without the student first notifying the Education Department;
- The student withdraws from or changes his or her Program of Study without first notifying the Education Department;
- The student withdraws from the Post-Secondary Institution;
- The student is successful, without good reason, in fewer than [60 or 75%] of the courses in which the student is registered;
- The student does not maintain Good Standing at a Post-Secondary Institution in accordance with these Guidelines;
- The student is in breach of, and has not taken acceptable steps to rectify, a breach of his or her Student Contract.

Where a student has his or her funding suspended in accordance with these Guidelines, the student must work with Splatsin Education Department and take all necessary steps to rectify the breach that caused the suspension of funding. Once steps have been taken to the satisfaction of Splatsin Education Department, the student's funding may be reinstated.

Where a student has had his or her funding terminated in accordance with these Guidelines, he or she will not be eligible for further financial assistance unless and until the student repays the full amount of the funding provided to the student to Splatsin Education Department. Where a student repays the full amount, he or she will be considered to be in good standing with the First Nation PSE Financial Assistance Program and may apply for funding in accordance with these Guidelines.

### **3.9 APPEAL PROCESS**

Where a student believes s/he has been unfairly denied access to post-secondary education funding opportunities by the First Nation and is convinced that the local or national program guidelines are not being fairly applied to his or her situation, the student has the right of appeal in accordance with the following process:

- a) The student must discuss the recommendation with the Education Department in an attempt to resolve any disagreement that may have arisen in respect of the recommendation, including disagreements regarding the application process or interpretation of a provision of the Guidelines;
- b) Where the student and Education Department are unable to resolve the disagreement, the student may file a formal written Appeal Letter, including all relevant documents, with the Splatsin Band Administrator within [20] days of the funding decision. The Appeal Letter must clearly state the reason for the appeal.
- c) The Splatsin Band Administrator will review and respond to the Appeal Letter within 10 business days.
- d) If the Splatsin Band Administrator rejects the Appeal, the student has the option of forwarding his or her Appeal Letter to Splatsin Chief and Council.
- e) Splatsin Chief and Council will review the Appeal and all related documents and information. The student will be notified in writing of the date and time of the Splatsin Chief and Council meeting at which the student's Appeal will be presented. The student will have the option of being present or having a representative there on his or her behalf. The student appellant should present his/her position directly to Splatsin Chief and Council if attending the meeting in person. All attempts to accommodate the student to present their case will be made (i.e. an out of province student may request a conference call, or communication video conference or other electronic method compatible with Splatsin's available technology).
- f) The appeal will then be reviewed by Splatsin Chief and Council and a decision that is consistent with the current National Program Guidelines will be made. The decision will be final and carried out as soon as possible.

INAC will not accept appeals from students based on decisions made by Splatsin.

## APPENDIX A: STUDENT SUPPORT FUNDING AMOUNTS

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<p><b>Tuition:</b> (Full-time and Part-time students)</p>	<p>Actual cost + compulsory student fees</p> <p>Tuition includes tuition and mandatory student fees for students:</p> <ul style="list-style-type: none"> <li>• Attending Canadian public Post-Secondary Institutions, at the normal tuition rate, including any compulsory student fees charged by the institution for a Canadian student;</li> <li>• Attending private or foreign Post-Secondary Institutions, at the same tuition rate, including any compulsory student fees, charged by the public or private Canadian institution nearest to the student's place of residence (e.g. residence at the time of application) which offers the least expensive comparable program; or</li> <li>• Enrolled in a foreign institution at the actual tuition rate, including other compulsory student fees charged by the foreign institution, when it is demonstrated that there is no comparable program available at an institution in Canada and where the prior approval of INAC (BC Region) is acquired.</li> </ul>
<p><b>Books and Required Supplies:</b> (Full-time and Part-time students)</p>	<p>Full-time:       \$650 per semester, maximum \$1200/year Part-time:       70% of books and required supply allowance                           \$455 per semester, maximum \$910/year</p>
<p><b>Living Costs/Allowance:</b> (Full-time students only)</p>	<p>See Appendix B</p>

## **APPENDIX B: CURRENT LIVING ALLOWANCE RATES**

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The following are the MAXIMUM monthly living allowance rates:

1. Single Student \_\_\_\_\_ \$1470.00
  
2. Married Student \_\_\_\_\_ \$1470.00

(Rates amended April 2016)

Limits to and approval of expenses are subject to available funding and to the limits of assistance set out in the National Program Guidelines. Students are responsible for making sure they pursue other sources of funding if the PSE funding is not going to be enough to meet their financial needs.

## **APPENDIX C: FINDING INFORMATION ON ELIGIBLE POST-SECONDARY INSTITUTIONS**

For information or to find lists of Post-Secondary Institutions, please visit INAC's website [www.aadnc-aandc.gc.ca](http://www.aadnc-aandc.gc.ca):

Important note:       The presence of an institution on a list does not automatically imply that the program of study offered is eligible. A program must also meet eligibility requirements.