



## **Lower Kootenay Band Education Policies and Procedures for Post-Secondary Assistance**

### **PRIOR TO APPLICATION FOR POST-SECONDARY ASSISTANCE:**

Students must complete all requirements for acceptance into an eligible program of study at an eligible institution which may include;

- College Assessments
- Upgrading
- Submission of application with high school and previous college/university transcripts
- Complete an Educational Training Plan, and a budget outlining how you will be able to sustain yourself while attending school
- Research your area of study, speak to institutes student advisor
- On or off campus housing/ dorms/ meal plans research cost effective.

The term “eligible” refers to current AANDC National Program Guidelines .

Students may seek the help of the Education Coordinator to complete the above process.

### **REQUIREMENTS FOR POST-SECONDARY ASSISTANCE**

At the time of application, all applicants must:

- Be accepted into an eligible institution (letter from institution)
- Be accepted into an eligible program of study (that is a Certificate, Diploma, Degree or UCEP program is at least one academic year (8 months), prerequisite grade 12.
- Provide proof of acceptance from the post-secondary institution with your application
- Provide a list of specific courses planned for the sponsored year/term.

New applicants must also:

- Provide a letter outlining your education goals-include both short and long term goals

Returning students must:

- Submit transcripts (mid-term and final marks)
- Have submitted monthly progress reports prior year of funding
- Have maintained a “C” average in all of their courses in prior year of funding.
- Submit a plan outlining changes that have been made to improve academic success if less than “C” average obtained, or if student had been placed on academic probation in the prior year.
- Provide proof for each semester (registration confirmation letter)

### SELECTION PRIORITY:

1. Returning students who have maintained good academic standing with the institution and have completed all reporting requirements to the Lower Kootenay Band Education Support Worker.
2. New students will be accepted on a first –come first serve basis until funds are exhausted. Completed applications with all required supporting documents will be date-stamped and initialed by both the Education Support Worker and the applicant at the time of submission.

### PART-TIME PROGRAMS ( as defined by the post-secondary institution)

- Complete LKB Education Applications for Post-Secondary Sponsorship with all supporting documents
- Books, supplies and Tuition only will be paid for

### FULL-TIME PROGRAMS: (as defined by the post-secondary institution)

- Complete LKB Education Applications for Post-Secondary Sponsorship with all supporting documents
- Books & Supplies, full tuition and Living Allowance expenses paid for in Canadian dollars according to the AANDC Guidelines and the Lower Kootenay Band Education set amount. Any amount over will be the responsibility of the student. Travel, tutoring expenses must be applied for in writing (email) to the Lower Kootenay Band Education Support Worker.
- Current Bank account for PSLA direct deposit. Deposits are on or before the 20<sup>th</sup> of each month, providing Monthly report has been submitted (email) to the LKB Education Support Worker on or prior to the 20<sup>th</sup> of each month. \* First PSLA deposit will be in August this is for September (Fall Semester).

### CURRENT LOWER KOOTENAY BAND POST-SECONDARY LIVING ALLOWANCE (PSLA); Food, shelter, transportation, daycare service Subject to change on short notice

- Single student: \$1000.00 /month
- Single student living at home: \$400.00 /month
- Single student parent with one dependent: \$1650.00 /month
- Married student & spouse (no dependent) \$2000.00
- Each dependent : \$150.00/month

If a student chooses to live in a dorm with a meal plan, the amount for PSLA will be sent directly to the Residence Housing. If the amount exceeds the Lower Kootenay Band Education Post-Secondary Living Allowance amount allotted, it will be the responsibility of the student, same applies to On and Off Campus Housing.

### APPEAL PROCEDURE:

If your application for funding is not accepted or you wish to have a policy reviewed, you may appeal decisions by writing a letter to the Lower Kootenay Band Chief and Council. The letter must outline:

- The decision you wish reviewed
- The reasons you feel it should be reviewed
- Any extenuating circumstances to your situation that deems the Lower Kootenay Band Education Policies and Procedures for Post-Secondary Assistance or decision unfair.
- Sign a student release form.

## **DEADLINE:**

The deadline for applications for full-time funding is April 30<sup>th</sup> of each year. For part-time programs or Winter semesters, it is on a first-come first-serve basis and will depend on available funds.

Applications are available from the Lower Kootenay Band Education Support Worker, and posted on the Lower Kootenay Band foyer Education wall. It is in the best interest of the applicants to meet with a guidance counselor or student advisor at the institution to review the program they are interested in before choosing the courses.

Contact the Lower Kootenay Band Education Support Worker, Carol Louie at 250-428-2527 or by email [postsecondary@lowerkootenay.com](mailto:postsecondary@lowerkootenay.com) preferred. Office located at Yaqaan Nukiy School basement right-side entrance Tuesdays-Fridays 7:30 am- 12:30pm .

**\*Please note: phone, email , or drop-in inquiries do not “secure or guarantee” a seat for full or part-time sponsorship.**

## **STUDENT REPSONSIBILITIES AND DECLARTION;**

It is the goal of the Lower Kootenay Band Education to support as many students as possible, and assist them however possible in achieving their educational goals. Students funded by Lower Kootenay Band Education represent our community while attending studies and should consider themselves as role models. It is recommended that students have been planning their career path at least one year in advance of application and have planned for financial sustainability while going to school.

### **All Sponsored students must:**

- Provide current contact information to the Lower Kootenay Band Education Support Worker, including mailing address, phone number(s) and an email address. If any contact information changes, the student must immediately notify the Lower Kootenay Band Education Support Worker.
- Provide written notification to the Lower Kootenay Band Education Support Worker of any program changes or course withdrawals, and an updated academic plan. Changes must be reported with the week they are made.
- Maintain a “C” average or higher throughout the school year.
- Provide Course Registration documents at the beginning of each semester/term
- Provide official transcripts to the Lower Kootenay Band Education Support Worker at the conclusion of each semester/term.
- Submit Monthly reports on or before the 20<sup>th</sup> of each month.
- Photo-copy of First Nation Identification (current status card)
- Reviewed the AANDC Post-Secondary Guidelines and the Lower Kootenay Band Education Policies and Procedures for Post-Secondary Assistance.
- Sign a student release form

By signing below, I signify that I have read and understand the requirements listed above. I am aware that failure to comply with the above requirements can result in termination of my funding. I am also aware that if I receive any funds while failing to comply with the above requirements may affect sponsorship and may result in a repayment order to the Lower Kootenay Band Education.

Print: Name applicant \_\_\_\_\_ Date: \_\_\_\_\_

Signature applicant \_\_\_\_\_

Lower Kootenay Support Worker \_\_\_\_\_ Date received: \_\_\_\_\_

**Checklist:**

**Required Documents:**

Email: [postsecondary@lowerkootenay.com](mailto:postsecondary@lowerkootenay.com)

or

Fax: 250-428-9408

or

Delivered in person: Yaqan Nukiy School 904 Simon Rd Creston  
Right basement side entrance

- \_\_\_\_\_ Lower Kootenay Band Education Application for Post-Secondary Assistance
- \_\_\_\_\_ Lower Kootenay Band Education Policies and Procedures for Post-Secondary Assistance
- \_\_\_\_\_ Student declaration
- \_\_\_\_\_ Previous Education Information, documentation
- \_\_\_\_\_ Acceptance letter from an eligible Institution
- \_\_\_\_\_ Registration Letter eligible Program of Studies
- \_\_\_\_\_ Student Release Form
- \_\_\_\_\_ Educational Training Plan
- \_\_\_\_\_ clear photo-copy First Nation identification (current status card)
- \_\_\_\_\_ dependents information (proof)
- \_\_\_\_\_ tuition cost (only mandatory fees )

**Required documents: mailed to Attention: Lower Kootenay Band Education Support Worker**

904 Simon Rd  
Creston BC  
VOB 1G2

\_\_\_\_\_ Official Transcripts

\*Lower Kootenay Band Post-Secondary Local Operating Guidelines(LKB PSE LOG) has been ratified and accepted by the LKB Chief & Council September 16<sup>th</sup>, 2014. The LKB PSE LOG is in compliance with the Indigenous and Northern Affairs Canada Post-Secondary Student Support Program and University and College Entrance Preparation Program-Nation Program Guidelines (LKB PSE LOG located at LKB Education Support Worker Office)\* Changes occur with short notice as per INAC National Program Guidelines.

\*alternate sponsorship : KKATC Education application inquiry email Jason Andrew; [jandrew@ktunaxa.org](mailto:jandrew@ktunaxa.org)

**LOWER KOOTENAY BAND EDUCATION**  
**APPLICATION FOR POST-SECONDARY SPONSORSHIP**

Print SURNAME \_\_\_\_\_ Print GIVEN NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

STATUS # \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

Cell phone# \_\_\_\_\_ email address \_\_\_\_\_

MALE \_\_\_ FEMALE \_\_\_ LIVING ON \_\_\_ OFF \_\_\_ RESERVE

INSTITUTE NAME \_\_\_\_\_

INSTITUTE CODE (OFFICE USE ONLY) \_\_\_\_\_

INSTITUTE TYPE (CHECK ONE) COLLEGE \_\_\_ UNIVERSITY \_\_\_ OTHER \_\_\_  
(PLEASE IDENTIFY IF OTHER) \_\_\_\_\_

**PROGRAM/COURSE NAME** \_\_\_\_\_

**LENGTH OF PROGRAM** \_\_\_\_\_ **START DATE** \_\_\_\_\_ **END DATE** \_\_\_\_\_

FULL TIME \_\_\_ PART TIME \_\_\_

DEGREE OF EDUCATION SOUGHT:

UCEP \_\_\_ Diploma \_\_\_ Certificate \_\_\_ Bachelors \_\_\_ Masters \_\_\_ Doctorate \_\_\_

SINGLE \_\_\_ MARRIED \_\_\_ MARRIED W/EMPLOYED SPOUSE \_\_\_

NUMBER OF DEPENDANTS \_\_\_\_\_ DORM W/MEAL plan \_\_\_\_\_

HAVE YOU BEEN SPONSORED BEFORE? YES \_\_\_ NO \_\_\_ IF YES, WHAT

YEAR? \_\_\_\_\_ PROGRAM/Course \_\_\_\_\_ DID YOU COMPLETE

THE PROGRAM: YES \_\_\_ NO \_\_\_ IF YES, CERTIFICATE \_\_\_ DIPLOMA \_\_\_

BACHELORS \_\_\_ MASTERS \_\_\_ DOCTORATE \_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

LKB EDUCATION SUPPORT WORKER INITIALS \_\_\_\_\_ Regular contact Y N  
DATE RECEIVED \_\_\_\_\_ (office )