



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 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)
- 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 to the Lower Kootenay Band Education Support Worker.

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 30th 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 250-428-4428 extension 241 or by email postsecondary@lowerkootenay.com preferred. Office located at Yaqan 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 20th 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

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 16th, 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

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)