

WSÁNEĆ School Board

Post Secondary Education Guidelines 2014-2015



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INTRODUCTION

The WSÁNEĆ School Board (WSB) Post Secondary Guidelines was adopted as policy under the WSÁNEĆ School Board in August of 2000 with support of its Policy Finance Committee, and Board Members. Aboriginal Affairs & Northman Development Canada (AANDC) notified Aboriginal communities in April of 2004 that effective, September 1, 2004 the Post Secondary Education guidelines would change and communities were required to follow the National Program Guidelines; in doing so, local operating guidelines would need to be updated and revised accordingly.

However, Aboriginal Affairs & Northman Development Canada's National and Provincial "Post Secondary Education Program Guidelines" takes precedence over the WSÁNEĆ School Board's local operating guidelines.

The vision and mandate of the WSB is to assist all Saanich Adult students who are qualified to undertake academic training in order to achieve their educational goals. As a result, this would increase employability and graduates would contribute and use their skills and knowledge for the betterment of the Saanich People as a whole.

Note: In the event that a specific funding area or scenario is not addressed directly within the WSB guidelines (i.e. a grey area), the WSB Post Secondary Advisor will adhere to AANDC's National Guidelines and FNEESC's Provincial Guidelines in efforts to best support students. The interpretation of post secondary policies will be interpreted at the discretion of the Post Secondary Advisor (not the student), as the Post Secondary Advisor has undergone training with INAC in regards to post secondary funding.

1. STUDENT AND POST SECONDARY ADVISOR RESPONSIBILITIES

The **Student** and **Post Secondary Advisor** share in the responsibility for open, continual and respectful communication at all times. Students who have been sponsored under the WSÁNEĆ School Board are responsible and accountable for the success of their own education and commitment. The Post Secondary Advisor will support the student and offer assistance throughout their education and as required, will report to the Director of Adult Education on the on-going success of students.

1.1 Student responsibilities:

- ❖ Provide 'OFFICIAL' transcripts after every semester that they are funded for. Official transcripts for the Fall semester (Sept.- Dec.) must be in by Jan. 18th, and official transcripts for the Winter semester (Jan.- April) must be in by May 21st.
- ❖ Provide photocopy of their certificate, diploma, degree etc. upon completion.
- ❖ Maintain a full-time status while being funded as a full time student.
- ❖ Notify the Post Secondary Advisor if there are any changes relating to Post Secondary funding (ie. program change, course dropped, phone number change,

- marital status change, etc.). Failure to do so may result in loss of funding, as the Post Secondary Advisor must be able to contact funded students at all times.
- ❖ Apply for Post Secondary funding by February 28th if a student intends to continue their studies the following academic year, or throughout the spring/summer (pending available funds).
 - ❖ Inform the Post Secondary Advisor by February 28th, if a student is graduating that year, and would like to be invited to the WSB's Post Secondary Graduates Dinner, which takes place annually at the end of June. In order to be able to attend the Post Secondary WSB Grad, students must submit an official copy of their transcripts, as well as a photocopy of their certificate/diploma/ degree. These items are required no later than **May 25th**, as Post Secondary invitations will go out at the end of May/ first week of June.

1.2 Post Secondary Advisor responsibilities:

The Post Secondary Advisor will offer alternatives to educational funding such as providing information and encouraging students to apply for bursaries available to Aboriginal students. Students may also request assistance in the completion of all required application forms.

2. ELIGIBILITY - Students + Institution + Program

Post Secondary education is a program of studies offered by a post-secondary institution that includes at least one academic year as defined by the institution (generally at least 8 months in length), and for which completion of secondary school studies, or its equivalent as recognized by the post secondary institution is required (i.e. completion of English 12).

2.1 Students Eligibility

All students who are funded must meet eligibility requirements outlined as follows:

- ❖ Be a registered status Aboriginal from Tsawout, Tsartlip or Tseycum First Nation and have a **current** status card photocopy for student file;
- ❖ Be a Canadian resident for the past 12 months prior to application;
- ❖ Be accepted by an eligible post secondary institution;
- ❖ Be accepted into an eligible program of study (i.e. certificate, diploma, degree, or University college entrance program UCEP and,
- ❖ Maintain continued academic standing with the institution.

NOTE: (AANDC)

Bill C-31 and C-3 Registrants: People who gain Indian status by virtue of the 1985 revision of the Indian Act (Bill C-31) or Bill C-3: Gender Equity in Indian Registration Act:

- (1) *A person whose application for Indian status is in process is not eligible to apply for support until he/she has a letter from the Registry of the Indian Registry confirming Indian status or his/her name is formally entered in AANDC's Indian Register*

2.2 Institution Eligibility

To be eligible the post secondary institutions must grant **certificates, diplomas** and/or **degrees** and also be recognized as eligible by the province or territory. The post secondary institutions that are designated for Canada Student Loans purposes are considered eligible.

- ❖ Public post secondary institutions are considered to be recognized by the province or territory.
- ❖ Private post secondary institutions are considered to be eligible institutions if they are registered with the province or territory's registration agency. In BC, the registration is with the Private Career Training Institutions Agency (PCTIA).

2.3 Program Eligibility

Students must also be enrolled in a program of study that is eligible according to the National Guidelines requirements. Eligible programs include both post secondary programs and University College Entrance Preparation Programs (UCEP). Eligible post secondary programs:

- ❖ are offered by an eligible post secondary institution (see section 2.2 above);
- ❖ are at least one academic year in length as defined by the institution, (for example a university academic year is usually 8 months);
- ❖ for part-time students programs must be the equivalent to one academic year; and
- ❖ have entrance requirements that include completion of secondary school studies, or equivalent, as recognized by the post secondary institution. (Does not necessarily mean grade 12 graduation, the entrance requirements could mean completion of English 12 and an acceptable assessment of math skills.) Students must meet the programs requirements.

3. **UNIVERSITY and COLLEGE ENTRANCE PROGRAM (UCEP)**

- ❖ *Students applying must not have been financially supported previously by AANDC for post-secondary programs (exemptions to this condition may be made for medical reasons).*
- ❖ Students applying for assistance in UCEP are required to obtain from the post-secondary institution offering the program a statement 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 to be accepted as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

- ❖ Limits of Assistance for UCEP – All UCEP students, the maximum time limit for financial support will be **one academic year** (as defined by the institution offering the program) or in the case of part-time students, the equivalent of one academic year. At the end of the first term (or part of the academic year, as defined by the institution offering the program), financial support for the term will be subject to receipt of a statement from the institution confirming the successful completion of the first term proof of grades.
- ❖ Students who are currently enrolled in a UCEP program that is longer than one year may be funded to complete that program, in order to ensure that there is no disruption in services. For any new students funded for UCEP, the maximum time limit for financial support is one academic year.
- ❖ WSB funded UCEP students will receive support for tuition and textbooks and a monthly incentive allowance of \$500.00. (Based on the availability of funds and will be reviewed at a future date.)

4. LIMITS – Time + Funding + Incentives

4.1 Time Limits

The National Guidelines has established limits on the length of time that students may be funded, depending on the type of program in which they are enrolled. There are no time limits for funding of tuition, compulsory fees and required textbooks. However, the National Guidelines notes three levels of post secondary programming for the purpose of defining time limits for funding of living allowances, travel, incentives, tutoring and counselling To be considered for continued support under these levels, a student must be in good academic standing with their post secondary institute and with the WSÁNEĆ School Board Guidelines. Assistance can be provided at three levels to complete only one program at each level of post-secondary education:

Level 1: Community college certificate (1 year) OR diploma (2 year) program

- ❖ Students may receive financial assistance to complete a maximum of one program at Level 1, the length of which is defined by the institution.
- ❖ Students who are **Eligible** for funding for Level 1 Programs are new students (those who have never taken a post secondary program before) and students who were previously enrolled in, but did not complete a Level 2 program (either because they dropped out or changed program)
- ❖ Students who are **Not Eligible** for funding for Level 1 Programs are students who have completed a program at Level 1, 2 and/or 3 (either with or without AANDC financial assistance).

Level 2: Undergraduate University programs

- ❖ Students may receive financial assistance to complete a maximum of one program at Level 2, the length of which is defined by the institution.
- ❖ Students who are **Eligible** for funding for Level 2 Programs are new students (those who have never taken a post secondary program before) and students who

have complete a program at Level 1 only, either with or without AANDC financial assistance.

- ❖ ***However, Level 2 may include assistance for an additional degree at the bachelor level which has as a prerequisite an undergraduate degree or undergraduate courses.***
- ❖ Students who are **Not Eligible** for funding for Level 2 Programs are students who have completed a program at Level, 2 and/or 3 (either with or without AANDC financial assistance).

Level 3: Advanced or professional degree programs, e.g., dentistry, medicine, Masters or Doctoral programs.

- ❖ Students may receive financial assistance to complete a maximum of one advanced or professional degree program which is defined by the institution.
- ❖ Students who are **Eligible** for funding for Level 3 Programs are new students (those who have never taken a post secondary program before) and students who have complete a programs at Level 1 and/or 2, either with or without AANDC financial assistance.
- ❖ Students who are **Not Eligible** for funding for Level 3 Programs are students who have completed a program at Level 3 (either with or without AANDC financial assistance).

Note: Students must be in good standing at the Institution, which means that they must have marks that are high enough to allow them to continue in their program of student. See 5.1 Definitions of WSB Good Academic Standing.

Students who have completed a Level 2 or 3 programs, with or without assistance from AANDC are ineligible for program assistance for lower levels.

Time Limits at each Level

Certificate:	12 Months
Diploma:	24 Months
Bachelor Arts/Science:	46 Months
Bachelor of Education:	56 Months
Masters:	24 Months
Doctorate:	24 Months
Law Degree:	36 Months

Students are Eligible to Apply for Extensions to their funding as follows:

- Certificate Program- 2 Months
- Diploma- 4 Months
- BA/Sc:- 8 Months
- BA Ed or BSW- 10 Months
- Graduate Programs- 4 months and approval of SAEC Director

Note: Students must submit in writing that they can meet the extension and complete their program in the requested amount of time as well as provide written documentation to this effect from the college or university of attendance.

Students may be assisted in Level 1 studies after withdrawing or dropping Level 2 studies if not previously funded for Level 1. If a student resumes Level 2 studies, the previous time spent at Level 2 will be counted for assistance purposes according to the maximum limits establish under WSB policy.

Students may be funded to complete one program at Level 2. Students enrolled in Level 2 may be assisted for up to one additional academic year upon approval in writing by the institution's Dean or Chair Head of the department of the study and approved by the SAEC Director. Students who have completed a Level 2 program, with or without assistance from this program, are not eligible for Level 1 program assistance. Students who have completed a Level 3 program, with or without assistance from this program, are ineligible for Level 1 or 2 program assistance.

Students enrolled in Level 3 may be assisted for up to one additional academic year upon approval in writing by the institution's Dean or Chair Head of the department of the study and approved by the SAEC Director. Students may be assisted for up to one additional academic year for medical or personal reasons (Legitimate proof must be on file from a Medical Professional stating reason why an extension is necessary).

When students change programs within one of the levels, the academic years used for each program within each level will be counted for assistance purposes. Students who become eligible for assistance and have previously completed a portion of post-secondary studies without assistance from this program may receive assistance for the balance of their program of studies.

Note: If a student is enrolled in summer school, that time is calculated into the funding time limit.

4.2 Funding Limits

- ❖ Students attending Canadian public institutions at the normal tuition and compulsory student fees charged by the institution for a Canadian student; or
- ❖ Students attending private or foreign post secondary institutions at the same tuition and compulsory student fees charged by the Canadian institution nearest to the student's place of residence (i.e., residence at a time of application) which offers a comparable program; or
- ❖ Students enrolled in a foreign institution at the actual tuition rate and other compulsory student fees charged by the foreign institution where no comparable program is available at an institution in Canada.
- ❖ Financial assistance for tuition, compulsory student fees and textbooks may be provided to students enrolled in all three levels according to the maximum limits

- established by WSB Policy Finance Committee. (See Appendix I and II for definitions concerning allowances for tuition, living allowance, and months)
- ❖ National Guidelines state that a student may only receive full sponsorship (LIVING ALLOWANCE, tuition and books) for one program at each Level. However, they can receive tuition and textbook support for another program at that same level. For example, if a student has already been fully funded for a Masters degree, they can not receive living allowances for their PH D, but they can receive tuition and textbook sponsorship.
 - ❖ **Students are eligible for living allowances if they are enrolled in full-time studies. A ‘full-time’ student is required to be enrolled in 4 courses adding up to 12 credits or 6.0 units. However, the UCEP program and BEd Degree program which are offered on site at SAEC are full-time but offered in a part-time manner are only eligible for a monthly incentive allowance of \$500.0. (Based on the availability of funds and will be reviewed at a future date.)**
 - ❖ The duration of assistance and living expenses will be in accordance with the official length of the program as defined by the post secondary institution in which the student is enrolled, while the student is in good standing at the institution, and not exceeding the maximum length of funding approved by the WSB Policy (see Time Limits at Each Level above).

4.3 Maximum Amounts Payable

SEE APPENDIX I FOR CURRENT LIVING ALLOWANCES RATES

The WSB Post Secondary Guidelines is in compliance and does not exceed the Canada Student Loans Program Regional Living Allowance Rates.

Eligible expenditures for the Post Secondary Student Support Program and UCEP are: tuition and other compulsory student fees, books, and required supplies; travel and living expenses for funded students. Funding may also be used to provide tutorial, guidance, and counselling services for eligible students enrolled in PSE programs.

The maximum amount payable per year to one student from the federal Post-Secondary Education program cannot exceed the following:

- ❖ The actual cost of tuition and other compulsory student fees based on the maximum rates set by the WSÁNEĆ School Board; (Tuition \$2,000 per semester for College and \$3,000 per semester for University).
- ❖ Textbook costs (to a maximum of \$2,000.00 per year).
- ❖ The actual cost of one return trip to the student’s permanent place of residence from the nearest PSE institution that offers the program of studies selected by the student, (using the most cost effective form of travel via air, car, bus, etc.) every 16 weeks (not more than two trips per academic year) for the student only. Spouse and Dependants are extra costs to the student.

- ❖ For a student in a UCEP, a community college, diploma or certificate program, or an undergraduate university program, the maximum amount payable per year cannot exceed \$35,000.
- ❖ On an extraordinary and justified basis, the maximum amount payable per year for a student in an advanced or professional degree program (i.e., dentistry, medicine, Masters or Doctoral programs) cannot exceed \$35,000.00.
- ❖ Part-time students, as defined by the post-secondary institution, may receive assistance for tuition and compulsory fees, and the cost of textbooks. Part-time students are not eligible for living allowances or travel expenses etc.

4.4 Incentives

- ❖ The WSB may provide eligible students one Strategic Studies Scholarship or one Academic Achievement Scholarship in an academic year awarded by the WSB Policy Finance Committee: (Gabe Bartleman Bursary)
- ❖ Students may also apply in writing for engaging in studies, workshops, courses that directly relate or contribute to their program of study. Students are limited to **one** course or workshop per academic year. (based on the availability of funds).
- ❖ **INCENTIVES OR BURSARIES ARE AWARDED BASED ON THE AVAILABILITY OF FUNDING.**

5. DEFINITIONS

5.1 Definitions of WSB Good Academic Standing

- ❖ Students must be in good academic standing at their institution, which means that their marks must be high enough to allow them to continue in their program of study. In addition, the WSB requires that students maintain a “C” average per semester, which is roughly equivalent to a 2.0 grade point average. The student must maintain the WSB required grade point average per semester in order to continue to receive funding for their program.

5.2 Definitions of WSB Not Good Academic Standing

- ❖ If a student receives two (2) or more “Fails” for two (2) consecutive terms he/she will be required to take one full year of funding off.
- ❖ A student does not meet the requirements of his/her academic probation.
- ❖ WSB will pay for a previously failed course once more. However, if the student fails the course a second time, the third time the student enrolls in the course the tuition and textbook costs associated with the course will be the responsibility of the student, not the WSB.

Note: The WSB recognizes that there may be unforeseen or extenuating circumstances that can be taken into consideration during this process. In the event of unforeseen or extenuating circumstances, the scenario will be evaluated based upon the discretion of the PSA (and when necessary the SAEC Director). .

6. STUDENTS NOT IN GOOD ACADEMIC STANDING

6.1 Academic Probation

- ❖ If a student falls below the ‘good academic standing’ requirements (which is noted above in 5.2 as a “C” average) during one semester, his/her case will be reviewed by the Post Secondary Advisor. The Post Secondary Advisor will determine if the reasons given by the student for not being in good academic standing are sufficient in order to be funded for a second semester on a probationary basis (i.e. pregnancy, loss of family member).
- ❖ The student will then be placed on academic probation. An agreement between the student and PSA will be drawn up as a letter and the student will be required to sign it to ensure that the student agrees to attend regularly and submit all courses requirements. Also, the letter will state that unless the student achieves a passing grade on all courses in the following semester they may be removed from full sponsorship and will be asked to take an entire year off of funding.
- ❖ Students on academic probation will be required to hand in monthly progress reports that must be submitted in order to receive the next month’s living allowance cheque. Please see details below regarding monthly progress reports for more details.
- ❖ The student placed on academic probation for one semester must pass all courses of that semester in order to guarantee funding for the next term. If the student is not successful during the probation semester (i.e. if their average is not a “C”) then their funding will be terminated during the following term.

6.2 Progress Reports

- ❖ New Post Secondary Students and Students on Academic Probation are required to have the instructors fill out Student Progress Reports for each of the classes they are registered in.
- ❖ Students receive the reports from the PSA and will submit them to their instructors. The progress reports are to be filled out by the instructors once a month, and then the student is to fax them back to the Post Secondary Office. Please explain to instructors that the progress reports are just to monitor students’ progress and attendance in class.
- ❖ Each student is required to submit progress reports for their first full year of funding. **Failure to have the progress report submitted to the Post Secondary Office by the 15th of each month results in a hold of the following month’s living allowance until the progress report is turned in.**

6.3 Progress Reports Yearly Schedule:

- * You are not required to submit a progress report for the month of September.
- * Therefore, your first progress report will be due by October 15th. You will also have reports due on November 15, and December 15 for the first semester.

- * For the second semester you are not required to submit a progress report for the month of January. Your progress reports will be due on February 15 and March 15 and April 15.

6.4 Termination of Funding

The Post Secondary Advisor will terminate WSB educational sponsorship under the following circumstances:

- ❖ If a student is not in good academic standing, meaning, the student has two (2) or more “Fails” for two consecutive terms in a row.
- ❖ If a student is registered as a full-time student and does not inform the Post Secondary Advisor in advance of any such change in enrollment status and becomes a part-time student during the course of the semester. The student must inform the Post Secondary Advisor of any change from full-time to part-time status as this effects whether a student is eligible for a living allowance or not.
- ❖ If a student is registered as a full-time student and receives a monthly living allowance, but then he/she does not attend or quits their program and does not inform the Post Secondary Advisor before the living allowance is issued for that month. In this situation, the student must pay back the wrongfully issued monthly living allowance. It is the student’s responsibility to make arrangements to pay back the amount owed before any future funding is provided by the WSB.
- ❖ If a student fails to submit required documents such as course timetables (showing full-time enrolment status), official transcripts, or progress reports etc. These are very important documents that are required by INAC in order for a student to be deemed eligible for funding. Therefore, the WSB is required to retrieve all required documents in order to continue funding a student.

Upon reinstatement following any period of suspension, the student will be placed on academic probation for one full academic year. Also, the student loses their Priority 1 Continuing Student standing and will return at a Priority 4 Returning student.

Note: The WSB recognizes that there may be unforeseen or extenuating circumstances that can be taken into consideration during this process. In the event of unforeseen or extenuating circumstances, the scenario will be evaluated based upon the discretion of the PSA (and when necessary the SAEC Director). However, when possible the above mentioned guidelines for termination of funding will be followed.

7. SPECIAL NEEDS

In the occasion that a student is identified with ‘Special Needs,’ and is registered as a special needs student at their post secondary institution, the WSB will follow their institution’s policies regarding students with special needs. The WSB will adhere to what the institution defines as ‘special needs’. The WSB will keep a record in the student’s file regarding their special needs, as well as require the student to produce documents

from their doctor regarding this matter. *Students registered as 'special needs' will be rearmed to take only 3 courses instead of 4 courses to be considered a full-time student. However, funding cannot be extended past the funding limits set out by AANDC and WSB Policy Guidelines.*

8. SPRING AND SUMMER STUDIES

Spring/Summer studies: **May-August courses will only be sponsored pending available post secondary funds** (priority is given to the September- April academic year). The student must fill out an application form along with a cover letter and be approved the Post Secondary Advisor before he/she registers in the courses. The application deadline for spring and/or summer sponsorship is February 28th. Full-time status during the spring/summer requires that a student be registered in 12 credits or 6.0 units (approx. 4 courses) sometime between May-August. However, students will only receive living allowances for the months that they are in classes (i.e. May- June, July-August, or May- Aug). **Please note that 3 online distance courses will not be considered full time status.**

9. DEFERRAL OF SPONSORSHIP

In accordance to the Provincial Guidelines, students are eligible to apply to the Post Secondary Advisor for a one year deferral of their sponsorship. This policy best supports students who have just graduated from their program, and would like to take a year off before laddering into the next program. It also supports students who know it is in their best interest to take a year off for personal reasons (i.e. taking care of an ill mother, pregnancy etc.). A one year deferral entitles the student to take one year off their studies without losing their Priority #1 standing. Hence, when the student returns after taking one year off sponsorship, they will receive sponsorship for the next year. This deferral request must be submitted by the February 28th prior to the academic year that they wish to defer their sponsorship. Their request must be in writing, accompanied by their official transcripts that demonstrate that they are in good/excellent academic standing, and to be approved by the SAEC Director.

10. TUTORING SERVICES (based on the availability of funds).

- ❖ Students that require tutoring in any of the courses leading towards the completion of their programs are required to advise the Post Secondary Advisor and get permission to employ the services of a tutor. ***The student must get the 'Tutor Support Request Form' from PSA and have it filled out by the student, Course Instructor and the Tutor.*** Students cannot hire an immediate family member, i.e. mother, father, brother or sister. The tutor is to invoice the Post Secondary Department directly for services rendered. The invoice must include: Date, Time, Total Number of Hours and Material/Subject Matter Covered, i.e. textbook, pages and an explanation of material covered.

- ❖ Invoices will be paid to the hired tutors to a maximum of \$200.00 per academic year, i.e. \$100.00 a semester. For example, the breakdown per semester could be \$10.00 an hour, (\$10.00 x 10 hours = \$100.00) or \$20 an hour (\$20.00 x 5 hours = \$100.00).
- ❖ Students must advise the tutor the payment of invoice could take up to two weeks to process.

11. ELIGIBLE POST SECONDARY STUDENT EXPENSES

- ❖ **Moving Costs**- Students are eligible for moving costs up to a maximum of \$300.00 per academic year after written approval by the PSA is given and receipts are provided. To be eligible for a moving allowance a student must be moving from city to city for the **sole** purpose of attending a school that is out of their town. For example, a Victoria student could be eligible for a moving allowance if he/she is moving to attend a post secondary institution in Vancouver, Duncan or Nanaimo etc. (Based on availability of funds)
- ❖ **Seasonal Travel**- Students are eligible for up to \$250.00 for seasonal travel during their studies. A maximum of one round trip for every 16 weeks of study. The breakdown would be \$125.00 per semester for an academic year, to a total of \$250.00. The choice of transportation to be funded is at the discretion of WSB. (Based on availability of funds)
- ❖ **Special Clothing**- Students are eligible for special clothing at a maximum of \$200.00 per academic year; students must provide proof such clothing or shoes are required on the job site. (based on availability of funds)
- ❖ **Part-time Students** are eligible for \$1,000.00 per academic year for books and 'required' supplies.
- ❖ **Textbooks and 'Required' Supplies**- The cost of textbooks and 'required' supplies will be paid for full-time students to a maximum of \$2,000.00 per academic year and will not exceed this amount.
- ❖ **Other Fees**- WSB will *reimburse* students the costs incurred for registration fees, required medical immunizations, graduation gown rental, criminal record checks, etc.
- ❖ **Childcare**- Childcare assistance is included with the Living Allowance. There are no extra funds set apart from the current living allowance rates for students. Child Subsidy is available through the Ministry of Human Resources, Childcare Subsidy Centre for eligible students and the Post Secondary Advisor may assist students with the process of applying.
- ❖ **WSB will NOT Cover** the costs for Transcripts, Student Parking, Certification Documentation, or Licensing Renewals, these costs are the responsibility of the student.

12. APPEAL PROCESS

To ensure fairness and equitable treatment of ALL Saanich students under the PSE program, the W̱SÁNEĆ School Board has an appeal process in place.

- ❖ **Step 1-** Formal Written Appeal addressed to the Attention of the Adult Centre Director specifically stating reason he or she is submitting an appeal; the Director will respond to student within 7 business days with a decision;
- ❖ **Step 2-** The student has the option of writing to the **CHAIR of the Policy Finance Committee, care of the WSB Administrator** within 10 business days requesting a date to meet and review their case as to why he or she felt the decision of the Director may have been unfair. The student will then be asked to sign a waiver releasing his/her post secondary information to the Policy Finance Committee for their review and determination of funding concerning the appeal. The student may also be asked to be present at this review, or at a portion of the meeting. The student may choose a representative to be present for support during this process.
- ❖ **Step 3- THE CHAIR, and Policy Finance Committee** will make every attempt to make a decision within an hour of the meeting commencing and notify the student in writing. The decision of the Chair, the Policy Finance Committee will be FINAL.
- ❖ Aboriginal Affairs & Northern Development (AADNC) will not accept appeals from students based on decisions made by the W̱SÁNEĆ School Board, and its Post Secondary Department.

13. DISCRIMINATION AND HARASSMENT POLICY

- ❖ Under the Office of Equity and Human Rights Act, The W̱SÁNEĆ School Board is committed to providing an environment that affirms and promotes the dignity of human beings of diverse backgrounds and needs. This policy prohibits discrimination and harassment and affirms that all members/students/faculty/staff/ and visitors have the right to equally participate in activities and classes at the centre without facing any form of abuse.
- ❖ Discrimination means abusive, unfair, or demeaning treatment of a person or group of persons on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, and sexual orientation.

APPENDIX I

MAXIMUM AMOUNTS ALLOWABLE FOR LIVING EXPENSES TO STUDENTS MONTHLY:

Category # 1

Single Student \$1046.00

Category # 2 Married* Student Employed Spouse

Married Student with Employed Spouse \$1046.00
With 1 dependent \$1,396.00
With 2 dependents \$1,746.00
With 3 dependents \$2,096.00

Category # 3 Married* Student Dependent Spouse**

Married Student Dependent Spouse \$1,346.00
With 1 dependent \$1,696.00
With 2 dependants \$2,046.00
With 3 dependents \$2,396.00

- **Submission of the previous year's T4 that demonstrates that your partner earns less than \$10,000 a year will be required before you can add a dependant spouse onto your living allowance**

Category # 4 Single Parent

Single Parent with 1 dependent \$1,396.00
Single parent with 2 dependants \$1,746.00
Single parent with 3 dependents \$2,096.00

*Common-law partners have the same benefits and obligations as married students. The definition of a common-law partnership is two people who have been living together in a conjugal relationship for at least one year. (Proof of same address will be required)

****ADDITIONAL dependents are \$50.00 per month in each category**

APPENDIX II

MAXIMUM AMOUNT MONTHLY INCENTIVE FOR TWO ON-SITE PROGRAMS

Category # 5 UCEP/BEd Program Students . (Based on the availability of funds and will be reviewed at a future date.)

Per Student \$500.00

APPENDIX III

ELIGIBILITY OF PRIORITY:

A Priority List is established each year due to the demand of students requesting funding for school and it's prioritized on the following basis:

- ❖ **First Priority**
 - Continuing Students enrolled at a post secondary institution the previous academic year on a full or part-time basis, and remain in good standing.
 - **Any applicant who is requesting tuition and textbooks only. Not applying for living allowance support. (Based on the availability of funds and will be reviewed at a future date.)**

- ❖ **Second Priority**
 - Applicants enrolling in post secondary programs held on site at the Saanich Adult Education Centre (i.e. Camosun's College Prep program; Camosun's Indigenous Family Support program; and UVIC's Bachelor of Education program specializing in Indigenous Language and Culture). These programs are offered on site by the WSB based on needs identified in community.
 - Grade 12 Graduation Students and SAEC Adult Dogwood Graduates who are qualified and ready for college entry and meet the entrance requirements.

- ❖ **Third Priority**- New Students not previously funded by the WSB.

- ❖ **Fourth Priority**- Applicants who previously had been funded under the WSB and are still eligible; but for some reason their education was interrupted for a period of time. The student must also demonstrate in written form to the Post Secondary Advisor clearly that they are committed and ready to complete. Also, students who were required to take the mandatory one year academic suspension will return as a Priority 4.

***All students are required to maintain and demonstrate a good academic history and make a commitment to their studies.*

APPENDIX IV

APPLICATION PROCEDURE AND CHECKLIST:

- ❖ Pick up an Application Package and Copy of the Post Secondary Policy from the Post Secondary Advisor.
- ❖ Complete WSB Post Secondary application and sign the Waiver Form that student has read and received these documents (last page of application form).
- ❖ Submit all required documents so that application for funding to be complete:
 - All required **Official** transcripts;
 - Cover letter clearly demonstrating commitment and educational goals;
 - Letter of Acceptance from Institution of study;
 - Status Registry Card or Band registration letter from registry clerk;
 - Course or Program outline;
 - List of registered courses printed off from the institution's website;
 - Direct Deposit Form.

APPLICATION DEADLINE IS FEBRUARY 28TH EACH YEAR

Generally, students will be notified in writing and phone whether their application to Post Secondary Education has been approved or not approved in late June to early July

If the number of eligible student applications exceeds the funding available, a waiting list will be established, and Selection Priority Criteria will apply. (See Appendix II).