



**OLD MASSETT VILLAGE COUNCIL**

**EDUCATION DEPARTMENT**

**POST SECONDARY**

**POLICY**

**AND**

**GUIDELINES**

**(Revised September 2006)**



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PLEASE ENSURE THAT YOU COMPLETE YOUR APPLICATION COMPLETELY.



## INTRODUCTION

The following document has been prepared by the Old Massett Village Council Education Committee and the Education Administrator. It is approved by the Old Massett Village Council.

It is to be used as a guide for eligible members of the Old Massett Village membership who are seeking post-secondary education funding assistance through the Old Massett Village Council Post Secondary Education Assistance Program within the Education Department. (The priority listing is reflective of funding available annually).

It is very important for all new and returning students to carefully review this document as it outlines the necessary documentation needed to qualify for funding. You are reminded that you must submit all the necessary documentation **each** year and semester for your program of study, which you are funded by the Old Massett Village Council Education Department. This is for auditing purposes and current file management.

The Old Massett Village Council Education Committee and Education Administrator will review the OMVC Post-Secondary Policy and Guidelines annually. Students will be notified of any amendments and or additions implemented after the annual review. Annual reviews will be conducted in July.

On behalf of the Old Massett Village Council and Education Committee, you are wished the best in your endeavours. Please do not hesitate to contact the Education Administrator at the numbers provided.

It is very important to keep contact with the Education Department throughout your academic year, as required in your signed student contract (sponsorship agreement).

Good luck and have a successful academic year.

In the pursuit of higher education,

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Chairperson  
Education Committee, OMVC

250 626 3337  
250 626 5440 fax  
1 888 378 4422

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Education Administrator  
OMVC

250 626 5110  
250 626 5630 fax 1 877 626 5630  
1 888 399 2299

e-mail: [omvced@telus.net](mailto:omvced@telus.net)



## DEFINITIONS

### **Post-Secondary Education:**

A program of study offered by a recognized accredited post-secondary institution, where completion of secondary studies or equivalent is a prerequisite.

### **Post-Secondary Institutions:**

Degree, diploma and certificate granting institutes that are recognized by a province; and include educational institutions affiliated with or delivering accredited post-secondary programs by arrangement with a post-secondary institution.

### **PUBLIC and Private Post-Secondary Institution:**

A Canadian or foreign post-secondary institution that receives the majority of its funding from sources other than governments. And, is not an accredited public post-secondary institute, where the majority of its funding is from government sources.

### **Certificate Program:**

Usually a program of 8 to 10-months in duration or less that awards a certificate (30 credits or more) upon completion.

### **Diploma Program:**

A program that requires at least 60 credit hours (4 semesters) of course work for completion, usually two consecutive academic years of sponsorship 16 months.

### **Degree Program:**

A program of studies that requires at least 120 credits (8 semesters) in order to be awarded a degree.

### **Graduate Program:**

A program that requires a four-year baccalaureate degree from a recognized university before admission.

### **University and College Preparatory Program:**

A program designed for students to acquire skills prerequisite for College programs usually at the grade 12 level.

### **Full-time Student:**

Registered in, and attending on campus, five (5) or more courses per semester (minimum of 15 credit hours per semester); or with a minimum course load of four (4) three (3) credit courses, with pre-approval ONLY.

### **Part-time Student:**

One who is registered in three (3) three (3) credit courses or less per semester. (Not eligible for living allowance, only partial assistance – tuition and required course textbooks ONLY).

### **Mature Student:**

An applicant over the age of eighteen (18) who has been out of school for at least one year or did not enroll in a post-secondary program after graduating or leaving high school.

### **Academic Year:**

As defined by Post-Secondary institutions but will not be a term less than eight (8) months in duration, usually from September to April.

### **Semester:**

Refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually cover the period from September to December, January to April, and May to August.

**DEFINITIONS (CONTINUED)****Independent Study:**

A program offered by an accredited post secondary, which students progress at their own pace of home study. It is not sponsored with a living allowance.

**Dependent Spouse:**

A person who is married to the applicant or a person who has cohabited with the student as spouse for a period of at least six (6) months prior to application for education assistance.

This person is dependent on the student and does not receive income from employment or other sources. Verification of income is required for student's file.

**Dependent:**

A dependent is under eighteen (18) years of age and resides in the same household as the applicant year round. The dependent must be registered and attending school if of school age.

A person who is dependent upon the applicant as defined by Revenue Canada's Income Tax Regulations and who does not receive income from employment or other sources.

Proof of each dependent must accompany application, i.e., band status card, birth certificate, medical card, and Revenue Canada Child Tax Benefit Statement.

**Immediate Families:**

A mother, father or alternatively Stepfather, Stepmother or Foster Parents, Brother, Sister, Spouse, Child, Stepchild, or legal ward of the applicant, Father-in-law, Mother-in-law, Grandfather, Grandmother.

**Local training**

Training initiatives offered on-island that results in formal certified training that enhances the education and employability of an applicant.

**Conferences and workshops:**

Conferences and workshops are not inclusive within the guidelines of post-secondary education assistance program sponsorship.

**Slippage:**

Extra student months required to complete program requirements, only on **prior** approval with extension requested. (This clause is dissolved 2006).



**LINES OF AUTHORITY**

**Old Massett Village Council:**

*Reviews recommendations from the committee and formalizes approval.*

**Education Committee:**

A Committee set up to review completed applications, student progress and make recommendations to the Old Massett Village Council, in conjunction with regular meetings with the Education Administrator.

The Terms of Reference for the Education Committee are encompassed within the Old Massett Village Council Policy.

The OMVC Conflict of Interest Policy is specifically followed.

A quorum is a minimum of two (2) Council members, in voting seats. Official recommendations shall not be made without a quorum.

Upon written request, a maximum of two (2) community members can sit on the committee in a non-voting seat.

**Education Administrator:**

The Program Manager responsible for the management of the Post Secondary Education Assistance Program.

Monitors student progress and sponsorship.

Advises the Education Committee of progress and sponsorship of new and continuing students.

Does not make independent sponsorship decisions, as there is a decision making process for application review.

Directly under the supervision of the Old Massett Village Council Administrator.

**Education Administrative Assistant**

Assists the Education Administrator with application processing and reception.

[This role is accommodated with the role of David Hill, Administrative Assistant. In the Education Administrator's absence or unavailability, please address your concern with the Administrative Assistant. Haaw.aa ☺](#)



## ELIGIBILITY

All successful applicants meet the following criteria:

**must be a registered member of the Old Massett Band, for the full duration of the program applying for.**

must have all Program prerequisites.

proof of registration in a post-secondary program leading to a certificate, diploma or degree.

must have prior approval from the Old Massett Village Council Education Department; assistance is not provided after the fact.

### **Program Eligibility:**

***It is essential that students must provide proof of prior planning with an academic advisor, either from high school, employment office, post-secondary institute.***

have Grade 12, or the equivalent prerequisite, as an entrance requirement.

have Certificate or Diploma awarded on completion.

have most courses transferable to a degree program at a recognized public post-secondary Canadian institution.

meets the approval of the OMVC Education Committee.

### **Programs "not usually sponsored":**

*(See other funding sources)*

Personal occupational skills training programs like:

Hairdressing courses

Personal aesthetic courses

Cooks Training

Heavy Equipment training

Private Institutes, either accredited or unaccredited post-secondary institute, not affiliated with Public Institutes.

Programs with tuition amounts exceeding the tuition ceiling of \$3,500 per semester, unless arrangements are made prior to commencement of program.

**Dependent upon budget limitations, these programs may be considered, but not high on the priority list**

### **Local training**

Local training application forms are available at the Education Office

The student must reside on Haida Gwaii for six (6) months before application.

Only available to on-island members of the Old Massett Band.

Living Allowances are granted for local training initiatives only if there are no other sources of income i.e., incentive programs, employment insurance, training allowances through HRDC, etc.

Income verification forms are available at the Employment Canada office, or Ministry of Human Resources office; which ever is applicable.

Fraudulent or misleading information will lead to automatic suspension of current and further sponsorship.

### **Post Secondary outside Canada:**

Students may only attend a post-secondary institution in the United States or elsewhere if their program of choice is not available in Canada, and meets the approval of the Old Massett Village Council. *Funding sponsorship allocations will be distributed in Canadian funds, students must contribute the difference.*



## **FUNDING**

### **Living Allowance**

Is granted to assist in the daily living of the student. It is granted at a maximum allowable rate as outlined in the Living Allowance Rate scale. (Living allowance will be prorated at the beginning of a program that does not have a full month of study).

### **Coverage:**

Daily living expenses must be managed with the amounts granted. Shelter (rent) and basic sustenance should be priorities to budgeting.

Travel allowance subsidy (at the current rate) will only be granted with written request.

### **Student responsibility:**

day care subsidy - can be applied for through the Ministry of Human Resources  
bus pass - MHR may be able to assist, otherwise student must cover with living allowance  
moving expenses - are the responsibility of student  
damage deposit - is the responsibility of the student, as this is personal liability

### **Other Funding Sources:**

BC Student Loan - applications are available through student services, education offices, employment offices, on-line or by calling BC Student Loans directly.

Human Resources Development Canada - sponsors training for re-entry/entry into the work force. They are listed in the blue pages.

Ministry of Human Resources - applicant can investigate this personally.

Employment Canada - sponsors Employment Insurance eligible applicants for training programs for employability.

Skeena Native Development Society - sponsors short (2 months) and long term (up to 12 months) training for programs for students, in the northwest region, that enable re-entry, entry or staying in the workforce. Individuals must apply directly with them. Call toll free at 1 888 299 9087 or 250 624 6721 (Prince Rupert) fax 250 624 6723. Tuition, fees and supplies, transportation and other expenses may be covered; living allowance is not provided.

Gwaii Trust Society accepts application for mature student bursaries and student scholarships in limited amounts to on-island residents. Contact the Gwaii Trust Society at 250 626 3654.

Other employment training/work opportunity programs can be investigated by the applicant.

**If other financial agencies are sponsoring, proof of that sponsorship is required for decision making and for student files, so with your application to the OMVC Education Department, please submit applications and responses from other funding sources.**





**FUNDING (CONTINUED)**

**Length of Funding:**

***Students will be responsible for program completion within the time limits indicated. Any additional time will be the sole responsibility of the individual.***

- § Tuition and required course textbooks are available until completion of programs that meet the regular reviews of the Education Committee.
- § Living Allowances are limited to the official length of programs with slippage for completion of programs, only with approval from the Old Massett Village Council.
- § Continuation of funding is dependent on grades received by the student, each semester.
- § Specific programs applying for must be consecutive or ascending in program levels to enhance employability. I.e., changing programs is not recommended because it reduces the amount of student months of sponsorship.

**Length of program months:**

The following is the **maximum** allowable months to complete a program.

- College Preparation:** Eight (8) months.
- Diploma Programs:** Sixteen (16) months. E.g. Business Administration, Aquiculture, Registered Nursing, etc.
- Bachelors of Arts, Science:** Thirty two (32) months.
- Bachelor of Education:** Forty (40) months.
- Masters:** Twenty-four (24) months.
- PhD:** As per individual programs, and review
- Law Degree:** Twenty-four (24) months.

**With additional time for the following, only with pre-approved extensions, within the following guidelines:**

- Diploma Programs:** Four (4) months or 1 semester
- Bachelor Programs:** Eight (8) months or 2 semesters



## **TEXTBOOKS AND SUPPLIES**

### **Text books:**

Required course textbooks will be supplied; a course list must be received by the Education Office.

Any reimbursement for student purchased required text, must be accompanied with an original receipt.

Accounts will be set up and established with the appropriate book stores for students to sign for required course textbooks, when available (some bookstores are autonomous of the associated institute).

Optional or recommended readings are the responsibility of the student.

### **School supplies:**

Basic school supplies (binders, duo tangs, paper, pens, pencils, etc.) may be offered only in the first semester of the first year of study, after that the student must supply their own school supplies.

[School Supply Subsidies are only available to local high school students, with proof of registration]

### **Special Equipment and Supplies:**

Special equipment and supplies are not required course textbooks or basic school supplies.

Assistance with special equipment and supplies must be requested in writing by the student, with validating documentation submitted by the institute confirming the student's request.

Special equipment requests must be accompanied with at least three (3) competitive cost quotes from stores or suppliers.

Proof of purchase (original receipt) must be submitted once approval is granted and funds are received, otherwise this service will not be granted to students who neglect to submit receipts.

Criminal Records Check fees are the responsibility of students

Items, deemed as personal liability items are not funded or sponsored under the OMVC Post Secondary Education Assistance Program, like:

Uniforms and footwear, are not covered, as they are personal liability items which students must absorb the cost for.

Computers and software are not covered, as they are personal liability items which students must absorb the cost for.

U-Pass/Bus passes, which used to be the responsibility of each student, IS NOW COVERED through sponsorship, as invoiced by the individual institutes.



|                        |
|------------------------|
| <b>TYPE OF SUPPORT</b> |
|------------------------|

**Part-Time Students:****Enrolled in three (3) or less than three (3) courses per semester, on campus:**

Funding granted as partial sponsorship.

Tuition (within ceiling limits) and required course text only.

Living Allowance is not given for part time students receiving partial sponsorship.

**Full-time Students:****Enrolled in and attending on campus, a full course load of five (5) or more courses per semester. With a minimum of four (4) courses per semester, only on prior approval from the Education Department:**

- Tuition (within ceiling limits) and required course textbooks are sponsored, along with
- Living allowance (within living allowance rate scale)

**Tuition Support:**

Includes student fees for registration, tuition, tutorials, initial professional certification and examination fees that are listed as required by the accepting post-secondary institution.

Registration fees, if paid for by the applicant, will be reimbursed to the student only upon approval of application, and with submission of a receipt of payment; payments made for other fees will not be reimbursed without pre-approval.

Administering organizations have the flexibility to adjust tuition support to meet the needs of students. Otherwise, the tuition limits shall be adhered.

For resource purposes, tuition support is provided for:

- (i) students attending Canadian public institutions at the normal rate charged by the institution for a Canadian student.
- (ii) students attending private institutions that are affiliated with public institutions and foreign post-secondary institutions.

**Tuition Limits:**

Provisions up to a maximum of \$2,500 per semester shall be granted, unless prior arrangements are approved and costs are manageable within the Post Secondary Education Assistance Program budget.

Tuition will be funded within the tuition limits outlined within these policies and guidelines.

**Living Allowances:**

***Living allowances are limited, so it is vitally important to have a clear plan in place. Any living allowances provided are included in the maximum allowable.***

**Travel Allowance Subsidy:** (for plane/train/highway/ferry/etc)

Is available to a student traveling to attend school within the northwest coast region or other, at a maximum rate of \$200 (within region), or \$300 other (out of region), one way 4 times a year, only if written request has been received prior to travel. Travel allowance subsidy is not available for family units. *Moving expenses are not covered.*



**PRIORITY SYSTEM (REFLECTS ANNUAL FUNDING).**

A priority system has been developed to ensure applicants achieving the required Grade Point Averages (GPA) continue to receive assistance within posted limits or until completion of programs, and to ensure other applicants are given the same opportunities to access post-secondary funds.

**Priorities:**

Students who continue to maintain a Grade Point Average (GPA) of 2.75 (C+) or better during the previous semester and or year

New applicants from high school who have strong academic records, including a C+ or better English 12 and Math 12 grades.

Students who were receiving partial sponsorship and achieve the required GPA per semester and wish to attend full time and receive full sponsorship.

Mature students who have a strong entrance exam results requesting full time assistance

Partial sponsorship for students attending part time; students requesting tuition, books and supplies only.

Mature students requesting tuition, books and supplies only.

Applicants who meet the criteria for local training and wish to enroll in a local training program.

Post Graduate students.

Students who were on academic and financial probation the semester previous.

Programs not usually sponsored

Students who breach the probation agreement twice will not be considered for assistance for a period of no less than two (2) years.

Students who are in debt to the Old Massett Village Council will not be considered for assistance unless the debt is cleared in full.

Non-Haida students who have acquired status through marriage or band transfer.



**APPLICATIONS PROCEDURES – (FUNDING DEPENDENT)**

***Incomplete application packages will not be considered for review until all documents are on file.***

The Application package must include the following and be received by the Education Administrator by the following deadlines:

|                      | <b><u>Start date</u></b> | <b><u>deadline for applications</u></b> |
|----------------------|--------------------------|---|
|                      | September                | 15 July                                 |
| <b>15 MARCH ONLY</b> | January                  | 15 November                             |
|                      | Inter-Session            | 15 April                                |

**New Applicants need the following documents:**

- Proof of band membership, i.e., band status card with an outline of lineage i.e., mother, father, grand mother, grand father, clan affiliation
- a completed, signed and dated OMVC Education Application
- a photocopy of the completed college or university application or a copy of the letter acknowledging receipt of application
- Letter from academic advisor supporting application and program
- a photocopy of most recent high school transcript. (Official required after Provincials)

***Mature students, out of school for at least a year, and not registered anywhere after leaving high school, must have (including the above):***

- a copy of Math and English assessment test results
- Reference letters from employees or school advisors.

***Applicants with spouses must also provide (including the above):***

- verification of income; (to determine category of assistance)
- Personal letter indicating how this assistance would enhance employability skills, and long term goals
- Education plan - courses applicant will be taking during each semester
- Cost of program including supplies, materials, tuition
- Official length of program (as outlined in college/ university calendar)
- Banking information (for direct deposits)
- Verification of dependents i.e., photocopies of birth certificate, band status card, care card, and or social insurance number

**Continuing students must submit the following:**

- Personal letter stating wish to continue studies, including update of progress
- Completed application form
- Official Transcripts
- Updated Education plan detailing courses completed and results, and updated banking information
- Acceptance into University from College (if applicable)
- Copy of the letter of permission to register, re-register
- Additional information required for file, as requested

**NOTE:**

***The above are the minimum requirements for the application package, applicants are encouraged to include additional information to support your application***

**Extra-ordinary Requests:**

Students must address requests or concerns in writing to the Education Administrator who will deal with it directly or refer the item to the Education Committee.



## **APPROVAL PROCESS**

The Education Administrator, based on the application requirements outlined in the application process, completes the initial screening. All complete packages are included in the proposal to Indian Affairs and then presented to the Education Committee for review. Recommendations from the Education Committee are then brought forward to the Old Massett Village Council for final approval. This process will take approximately 4 months (March-July), maybe longer depending on the turn around time with INAC.

The Old Massett Village Council approves or disapproves recommendations made. The Education Administrator is advised of final approval. Applicants will be advised of funding decisions.

Colleges and Universities will receive official Authorization to Invoice forms. Students will also be advised to submit required course textbook lists to the OMVC Education Department, in order for accounts to be established at the respective bookstore.

## **TERMS AND CONDITIONS:**

### **Student Obligations:**

- the student is expected to meet the academic requirements of the Old Massett Village Council - minimum average of a C+ grade.
- the student will provide midterm results to the Education Administrator.
- the student will provide unofficial transcripts after each semester of sponsorship to the Education Administrator.
- the student will provide official transcripts after each term of sponsorship to the Education Administrator.
- the student will be expected to communicate with Education Administrator at least once per semester, unless on probation.
- the student will make contact with First Nations Liaison Advisor at the College or University.
- Adhere to the probation agreement, as necessary.
- will not provide false or misleading information for/on application package

A toll-free number is available for contacting the Education Administrator regarding any questions, concerns or achievements **1-888-399-2299**. If no one is available to take your call, please leave a contact number and message on the answering machine.

### **OMVC Obligations:**

- Give support and encouragement to ALL students funded by the Old Massett Village Council.
- Give equal consideration to all applicants or students, eligible for sponsorship.
- Ensure that students receive financial support within the limits of the budget.
- Provide the student with copy of approved funding for the year, on an annual or semester basis.
- Make efforts to meet students on a regular basis by scheduling visits through the Education Administrator.
- will not sponsor students who provide false or misleading information



**GUIDANCE CONTRACTS & SUSPENSION OF FUNDING**

A student will be placed on immediate financial probation if one or more courses are failed in a semester, or if their GPA drops below 2.75.

New students will be placed on automatic Guidance Contract for a period of one semester.

Continuing students who have taken a leave from studies will be placed on automatic Guidance Contract for a period of one semester.

The following procedures will be used:

New and identified continuing students must sign and return Guidance Contract, before assistance is processed.

**1 course failed in a semester**

***will result in a letter of warning from the Education Administrator and the OMVC Education Committee, a Guidance Contract will be designed.***

- *(A copy will be sent to the First Nations Advisor at the college or university).*

***The student must agree to and sign the Guidance Contract; otherwise non-compliance will signify the waiving of sponsorship.***

- The student will be required to meet with the First Nations Advisor at the College or University to discuss ways to improve study habits, time management, personal life management skills, and other issues that may arise.
- An outline of strategies for improvement must be sent to the Education Administrator after meeting with First Nations Advisor.
- The student will provide test results or progress reports and attendance records for the period of one semester.
- **The student will be on a Guidance Contract for a minimum of 1 semester.**

**2 courses failed in a semester, after a Guidance Contract will result in automatic suspension of financial assistance, for one semester.**

*(Unless circumstances are justifiable and presented to the Education Administrator and the Education Committee.)*

- Within that one semester, the student must take the initiative to continue studies and be successful before consideration for reinstatement is granted.
- Grades must be submitted for that semester.

***EVERY EFFORT SHALL BE MADE BY THE STUDENT TO INCREASE THEIR SUCCESS, AS EVERY OPTION WILL BE GRANTED TO THEM FOR SUCCESS BY THE EDUCATION DEPARTMENT, AND THE EDUCATION COMMITTEE.***

***SUCCESS IS THE ULTIMATE GOAL.***



### **GUIDANCE CONTRACTS & SUSPENSION OF FUNDING (CONTINUED)**

***2 courses failed, without a probation period will result in an automatic probation period of 2 semesters, with a signed probation agreement.***

- The student will be required to meet with the First Nations Advisor to set educational goals to improve academic performance.
- An outline of strategies for improvement must be sent to the Education Administrator after meeting with First Nations Advisor.
- The student will be required to submit monthly test results and attendance reports. Funding will be on a month to month basis, funds will be suspended if the student does not adhere to the probation agreement.

**Probation will be for a period of two semesters; with consistent monitoring**

***Lack of improvement will result in immediate suspension of funds.***

***3 courses failed will result in total suspension of education assistance through Old Massett Village Council.***

- In order to show commitment to education, recommendation is made to students to take out a student loan for 1 term. After successful completion of all courses, the student will be considered for future funding following the same application procedures as regular applicants with the official transcripts for the most recent term.

***Disenrollment of student from a program by the institute attending will result in immediate suspension of funding.***

- Two (2) years of suspension of sponsorship will ensue.
- The student will be ineligible for assistance from the Old Massett Village Council for a period of 2 years, and debt is paid in full.
- Within that 2 year period, the student must demonstrate personal commitment to completion of the program, or no further assistance will be given.

***Disenrollment of a student from a program or course by the student will result in the immediate review of the application.***

- Students not maintaining grades or full course loads will be placed on immediate probation or reduced in sponsorship level.
- Students withdrawing completely or disenrolling self, will be ineligible for assistance for a period of two (2) years, if without a valid reason i.e., bereavement of immediate family, or extenuating circumstances.





**GUIDANCE CONTRACT (SAMPLE)**

OLD MASSETT VILLAGE COUNCIL (EDUCATION)  
 PO Box 189 Massett, Haida Gwaii VOT 1MO  
 Telephone 250 626 5110 or toll free 1 888 399 2299/Fax 250 626 5630 or toll free 1 877 626 5630

The following terms of the Guidance Contract are between:

(name of student), and

the Old Massett Village Council Education Department.

I, (name of student), a student sponsored by the Old Massett Village Council Education Department, agree to the following terms of probation:

Guidance Contract valid from \_\_\_\_\_ to \_\_\_\_\_.

- 1) I agree that I will maintain financial responsibility and **budget** sponsored funds for the purpose of my daily living and residence.
- 2) I will submit a **schedule of classes** to the Education Administrator.
- 3) I agree that I will **attend** all classes, without exception unless with a professional notification i.e., doctor's note, which must be faxed to the Education Administrator within 2 days of the visit.
- 4) I agree that I will undertake **full time studies** to maintain full funding status.
- 5) An **attendance record** must be submitted on a regular basis, either by me or student services.
- 6) I agree to maintain the **passing grade standards** (C+, or 2.75 GPA) of the OMVC Education Department's requirements for funding assistance.
- 7) I agree to submit regular **interim reports** on my progress within each class. I will arrange with my instructors to submit these in at mid-term.
- 8) I agree that if I encounter **difficulties**, I will notify the Education Administrator and (name of institute) Student Services for direction and tutorial assistance.
- 9) I agree to maintain **regular contact** with the Education Administrator, at least twice a month, one of these contacts on or before the 19<sup>th</sup> of each month in the current semester.
- 10) I agree that my file will be **reviewed** on a monthly basis (on the 19<sup>th</sup> of each month of sponsorship); and
- 11) If I have **neglected** the responsibilities of this contract, my sponsorship funding will be suspended.

**If I do not submit this signed document before the commencement of my program of study, I agree that I waive sponsorship.**

Dated this \_\_\_\_ day of \_\_\_\_\_ 200\_\_ at \_\_\_\_\_.  
 Agreement is signed by (name of student): \_\_\_\_\_.  
 And witnessed by: \_\_\_\_\_.



**APPEALS**

Applicants or students have the right to appeal decision of Old Massett Village Council’s Education Department, Committee and Council.

**APPEALS PROCEDURES:**

If a student’s application or re-application for funding is not approved, the student will be notified in writing the reasons application was rejected.

The student may appeal the decision only within thirty days of dated written notification of decision.

Within 21 days, the Appeal will be addressed, conducted, and completed. Final decision by Old Massett Village Council will be given within 7 days after that.

The written appeal must be sent to the Old Massett Village Council Education Committee Chairperson who will present it to the Appeals Board. The Old Massett Village Council Education Chairperson correspondence can be addressed to:

PO Box 189 Massett Haida Gwaii VOT 1MO or fax 250 626 5440.

**APPEAL BOARD:**

The appeal board will be made up of the Education Committee Chair, the Old Massett Village Council Administrator, and a community member.

The Education Administrator will be the resource person, (the Education Administrative Assistant may also be) and the secretary.

The appellant must represent themselves solely to the Appeals Board, and appear in person or via an arranged tele-conference. (3<sup>rd</sup> party involvement will not be accepted).

The Appeal Board will review the case and make recommendations to the Old Massett Village Council for final approval of decision.

All appeal decisions are binding.

- **The Post Secondary Education Assistance Program budget is limited.**
- **There is no appeal due to lack of funds within the Old Massett Village Council Post Secondary Education Assistance Program budget.**
- **So, if the funds are exhausted or strained, no appeals shall be heard or accepted until the following fiscal year. \***



**LIVING ALLOWANCE RATES**

Maximum Monthly Allowances Scale:

|   | Max monthly | School Year total |
|---|-------------|-------------------|
| Single student  | 1050        | 8400              |
|   |             |                   |
| A married ( or equivalent) student with:                  |             |                   |
| <i>Employed spouse</i>                                    | 1050        | 8400              |
|   |             |                   |
| A married (or equivalent) student with                    |             |                   |
| <i>spouse, without income</i>                             | 1074        | 8592              |
| <i>1 additional dependent</i>                             | 1266        | 10128             |
| <i>2 additional dependents</i>                            | 1458        | 11664             |
| <i>3+ additional dependents</i>                           | 1650        | 13200             |
|   |             |                   |
|   |             |                   |
| A married (or equivalent) student with                    |             |                   |
| <i>Spouse who is <u>also a student</u> with no income</i> | 1170        | 9360              |
| <i>1 additional dependent</i>                             | 1362        | 10896             |
| <i>2 additional dependents</i>                            | 1554        | 12432             |
| <i>3+ additional dependents</i>                           | 1746        | 13968             |
|   |             |                   |
|   |             |                   |
| Single parent residing annually with                      |             |                   |
| <i>1 dependent</i>  | 1266        | 10128             |
| <i>2 dependents</i>                                       | 1458        | 11664             |
| <i>3+ dependents</i>                                      | 1650        | 13200             |
|   |             |                   |

Proof of dependents must accompany the application form. Copies of Indian Registry Cards (Status Cards), birth certificates, and medical cards are valid. National Child Tax Benefit Assessment must also accompany the applicant's application.

Spouses income must be verified with Revenue Canada Assessment, Employment Canada statement, or letter from Human Resources stating no income is received.



**CASH FLOW – for student records**

Old Massett Village Council (Education)  
 PO Box 6 Massett, Haida Gwaii V0T 1M0  
 250 626 5110 or toll free 1 888 399 2299  
 Fax: 250 626 5630 or toll free 1 877 626 5630

**Education Budget** for: \_\_\_\_\_

Location \_\_\_\_\_

Program \_\_\_\_\_

Year: \_\_\_\_\_ of \_\_\_\_\_

| Month     | Allowance | Books | Tuition | Travel | Total |
|-----------|-----------|-------|---------|--------|-------|
| August    |           |       |         |        |       |
| September |           |       |         |        |       |
| October   |           |       |         |        |       |
| November  |           |       |         |        |       |
| December  |           |       |         |        |       |
| January   |           |       |         |        |       |
| February  |           |       |         |        |       |
| March     |           |       |         |        |       |
| April     |           |       |         |        |       |
| May       |           |       |         |        |       |
| June      |           |       |         |        |       |
| July      |           |       |         |        |       |

Living allowance allocations will be done through direct deposit on the 15<sup>th</sup> of each month, for the following month. Banking information must be submitted.

Before the end of the semester, a living allowance deposit will be done one month prior to completion of the semester.

Travel subsidies will be disbursed upon written request, as outlined within the travel policy.



**APPROVED, AND SIGNED:**

Originally by the Old Massett Village Council on 16 July 2001 at a duly convened meeting.

Revisions signed and approved:

\_\_\_\_\_  
Chief Councillor

\_\_\_\_\_  
Deputy Chief Councillor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor



**CHECKLIST FOR APPLICANTS - NEW AND CONTINUING**

|  |   |
|--|---|
| <b>NEW STUDENTS:</b>   | ✓ |
| <b>Personal letter detailing education goals, personal history, etc</b>  |   |
| <b>Application Form - Completed, date, signed</b>  |   |
| <b>OMVC Sponsorship Agreement - signed</b>   |   |
| <b>Letter of Acceptance - College/University or copy of application to college</b>                                   |   |
| <b>High school transcripts, or transcripts from previous training</b>  |   |
| <b>Education Plan - completed for length of program, use more than one sheet, if necessary</b>                       |   |
| <b>Details of program - length, costs related to program</b>   |   |
| <b>Release of Information form – signed</b>  |   |
| <b>Reference Letters - former employers, education advisors, etc</b>   |   |
| <b>Direct Deposit Authorization - verified by Bank/Credit Union employee, with address visible – MUST BE CURRENT</b> |   |
| <b>Mature students - Math and English assessment Tests results</b>   |   |
| <b>Applicants with dependents - verification of income, and identification</b>                                       |   |

**CONTINUING STUDENTS REQUIRED DOCUMENTS**

|  |  |
|--|--|
| <b>Personal letter detailing education goals, personal history, etc</b>            |  |
| <b>Application Form - completed, signed, dated</b>                                 |  |
| <b>Official Transcripts from previous year</b>                                     |  |
| <b>Education Plan – Updated, with grades added</b>                                 |  |
| <b>Letter of permission to register/re-register</b>                                |  |
| <b>Release of Information Form – updated</b>                                       |  |
| <b>University Transfer students - Letter of acceptance into University program</b> |  |
| <b>Costs related to program - Tuition, Books/Supplies</b>                          |  |
| <b>Updated Verification of Spousal income (if applicable)</b>                      |  |

Validated forms of identification are required for applicants and dependents. This includes:

- |   |                          |
|---|--------------------------|
| 1) Band Registry Card, photo-quality reproduction | 2) Birth Certificate     |
| 2) Care Card                                      | 3) Social Insurance Card |

**PROOF OF STUDENT LOANS, LIVING ALLOWANCE GRANTS MUST CCOMPANY APPLICATIONS, NEW AND CONTINUING.**



**APPLICATION FORM**

Name of Applicant: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age: \_\_\_\_\_  
 First Surname dd/mm/yy

Band Registry Number: \_669-\_\_\_\_\_ (include a copy of your status card with application) M / F  
 Please circle

Residential Address: \_\_\_\_\_  
 Apt Street City Postal Code

Mailing Address: \_\_\_\_\_  
 PO Box Apt Street City Postal Code

**contact:**

Home Ph# Work Ph# Cell/Message # E-mail contact

Emergency contact & relationship to Applicant: \_\_\_\_\_ PH#: \_\_\_\_\_

Marital status: (PLEASE CIRCLE) **SINGLE** **MARRIED** **OTHER:** \_\_\_\_\_

Name of Spouse: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_  
 First Surname

Spouse's income: **employed / self-employed / unemployed?** (Proof of their income is required i.e., Revenue Canada notice, pay stub)

List **Dependents** Residing in Family Unit year-round, and provide identification i.e., birth certificate, care card, etc.:

| First | Surname | Birthdate | Age   | Band Registry Number |
|-------|---------|-----------|-------|----------------------|
| _____ | _____   | _____     | _____ | _____                |
| _____ | _____   | _____     | _____ | _____                |
| _____ | _____   | _____     | _____ | _____                |
| _____ | _____   | _____     | _____ | _____                |

Previous Education and Training:

| Course/Program | Institute | Year  | Completed? (Y/N) | OMVC Funded? |
|----------------|-----------|-------|------------------|--------------|
| _____          | _____     | _____ | _____            | _____        |
| _____          | _____     | _____ | _____            | _____        |

PROGRAM APPLYING FOR: \_\_\_\_\_ AT (Name Institute) \_\_\_\_\_

OCCUPATION/SPECIALTY: \_\_\_\_\_ LENGTH OF PROGRAM: \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

IS THIS A NEW APPLICATION? Y / N  
 If NO, are you a continuing student? Y / N

FULL TIME ASSISTANCE? PART TIME ASSISTANCE?  
 What year of study are you applying for?: \_\_\_\_\_

TYPE OF TRAINING: \_\_\_\_\_  
 \_\_\_\_\_ Adult Basic Education \_\_\_\_\_ College Prep  
 \_\_\_\_\_ Community College \_\_\_\_\_ University Transfer  
 \_\_\_\_\_ Bachelor Program \_\_\_\_\_ Masters Program  
 \_\_\_\_\_ PhD \_\_\_\_\_ Other (Please indicate) \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**OLD MASSETT VILLAGE COUNCIL SPONSORSHIP AGREEMENT**

Students/applicants must agree to the following terms and conditions:

1. Accept responsibility to manage the sponsored education funds accordingly.
2. Maintain the appropriate course load for the funding rate requested. A full course load is 5 courses, the minimum acceptable course load is 4 courses. (3 courses or less meets the OMVC criteria for part time funding).
3. Accept the responsibility for satisfying the academic requirement of Old Massett Village Council of a C+ average, or better. (Cumulative GPA of 2.75 or more).
4. Provide a required course textbook list to the Education Administrator, as only required text and basic supplies (1<sup>st</sup> semester, 1st year) will be authorized.
5. Requests for special equipment or material must be submitted in writing to the Education Administrator accompanied with 3 competitive cost quotes.
6. Provide interim reports, written, at least once a semester to the Education Administrator.
7. Provide unofficial grades to the Education Administrator at the end of each semester.
8. Provide official transcripts to Education Administrator at the end of term.
9. Attend classes regularly.
10. Advise Education Administrator of changes in programs, school, and or living arrangements that could affect funding. (Fraudulent reporting will result in the suspension of funding).
11. Advise Education Administrator of address and telephone number changes in advance of moving. (Current contact information must be on file).
12. Travel subsidies must be requested with written documentation.
13. Adhere to Guidance Contract, if necessary.

I understand and accept the terms and conditions as presented, otherwise I waive my privilege of sponsorship.

\_\_\_\_\_   
 *Student signature*

Date: \_\_\_\_\_





**EDUCATION PLAN – list courses per semester (full course load = 15 credit hours per semester = (5) 3-credit courses**

|                             | <b>Semester One</b>  | Grade | <b>Semester Two</b>  | Grade | <b>Semester Three</b> | Grade |
|-----------------------------|----------------------|-------|----------------------|-------|-----------------------|-------|
| List courses                | Sept - Dec           |       | Jan - April          |       | Sept-Dec / May-Aug    |       |
| i.e. Eng 100                |                      |       |                      |       |                       |       |
| For each semester           |                      |       |                      |       |                       |       |
| List credit value as well   |                      |       |                      |       |                       |       |
|                             |                      |       |                      |       |                       |       |
|                             |                      |       |                      |       |                       |       |
| Credits carried/Accumulated |                      |       |                      |       |                       |       |
| Student months              | 4                    |       | 8                    |       | 12                    |       |
|                             | <b>Semester Four</b> | Grade | <b>Semester Five</b> | Grade | <b>Semester Six</b>   | Grade |
| Courses                     | Sept – Dec           |       | Jan - April          |       | Sept-Dec / May-Aug    |       |
|                             |                      |       |                      |       |                       |       |
|                             |                      |       |                      |       |                       |       |
|                             |                      |       |                      |       |                       |       |
|                             |                      |       |                      |       |                       |       |
|                             |                      |       |                      |       |                       |       |
| Credits carried/Accumulated |                      |       |                      |       |                       |       |
| Student months              | 16                   |       | 20                   |       | 24                    |       |



**STUDENT AUTHORIZATION RELEASE OF INFORMATION**

The information on this form is collected under the authority of the College and Institutes Act (RSBC 1979 C.53 S.2 (a)). The information provided will be used to process your sponsorship grant.

If you have any questions about the collection and use of this information, contact the Information and Privacy offices.

I, \_\_\_\_\_,  
(print name) (student number)

authorize \_\_\_\_\_  
(Registrar/Records of institute attending)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

to release information to my sponsor

OLD MASSETT VILLAGE COUNCIL EDUCATION DEPARTMENT

regarding my education while in attendance at

\_\_\_\_\_  
(Name of Institute)  
BOOKSTORE FAX #: \_\_\_\_\_

Student's Authorizing Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_



**DIRECT DEPOSIT AUTHORIZATION**

OLD MASSETT VILLAGE COUNCIL  
 PO Box 189 Massett, Haida Gwaii VOT 1MO

**PLEASE PRINT**

**Payee/Payer Identification:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Have your financial institute complete the banking data section and verify account numbers and return to the Education Department. A copy will be sent to the OMVC Finance Department. Attach a void cheque (if applicable). You must inform the Education Department of any change in your account information and banking system.**

I, \_\_\_\_\_, authorize the Old Massett Village Council to deposit funds into my account:

\_\_\_\_\_/\_\_\_\_\_  
 Signature Date Home Phone/Work Phone  
 Social Insurance Number: \_\_\_\_\_ Birth date: \_\_\_\_\_  
 D M Y

**PLEASE ENSURE THAT THE BOTTOM PORTION OF THIS FORM IS COMPLETED IN FULL BY YOUR BANKING INSTITUTE.**

\*\*\* This authorization will remain in effect until cancelled in writing by the payee. Any changes will be identified before the end of any given month. \*\*\*

|               |                                     |
|---------------|-------------------------------------|
| BANKING DATA: | FINANCIAL INSTITUTION VERIFICATION: |
|---------------|-------------------------------------|

Verification made by: \_\_\_\_\_ *(please provide bank stamp)*

|  |                                   |  |  |  |
|--|-----------------------------------|--|--|--|
| Financial Institution Branch   |                                   |  |  |  |
| Address  | Date: _____                       |  |  |  |
| Phone #:   | Verifying Teller Signature: _____ |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">-</td> <td style="width: 33%; text-align: center;">-</td> <td style="width: 33%;"></td> </tr> </table> | -                                 | -  |  |  |
| -  | -                                 |  |  |  |
| Transit #<br>(5 digits)  | Institution<br>(3 digits)         | Account Number (for electronic transfer) |  |  |



Items to consider when contemplating your post secondary education:

Please complete the questions and return it with your application for sponsorship.

- 1) what is it that you want to be... what's your end goal?
- 2) where is it that you want to achieve your academic requirements?  
What institute will you select?
- 3) is the institute public or private?
- 4) how will you cover additional costs, if there are any?
- 5) how will you locate a place to live?
- 6) what do you know about the institute and program you are selecting?  
Tuition – what's the cost? Required course textbooks – how much will you need?  
What other costs will you have?
- 7) are there special considerations to make when thinking about going to college/university?  
Personal family needs?  
Lifestyle changes?
- 8) support services/networks – what are the support services available? Where are they located?
- 9) what is your emergency plan? What are you going to do if... you need emergency financial support? Personal counselling services? Academic advice?
- 10) are you familiar with support services for aboriginal services? Where will you find them?
- 11) What will you do when you face a challenge?
- 12) Where are the emergency services located?  
Hospital/clinic, RCMP, Fire, etc.

Other items you want to check into: