



OLD MASSETT VILLAGE COUNCIL

EDUCATION DEPARTMENT

POST SECONDARY

POLICY

AND

GUIDELINES

TABLE OF CONTENTS

Introduction	Page 3
Definitions	Page 4
Lines of Authority	Page 6
Eligibility	Page 7
Funding	Page 8
Textbooks and Supplies	Page 10
Type of Support	Page 11
Priority System	Page 12
Application Process	Page 13
Approval Process, Terms & Conditions	Page 14
Probation & Suspension of Funding	Page 15
Appeals Procedures	Page 18
Living Allowance Rates	Page 19
Cash Flow	Page 20
<i>Signed Approval (no signatures on this copy)</i>	<i>Page 21</i>

PAGES 22-26 ARE TO BE RETURNED FOR APPLICATION REVIEW:

Checklist for applicants - new and continuing	Page 22
Application Form	Page 23
Sponsorship agreement	Page 24
Education Plan	Page 25
Release of Information Form	Page 26
Direct Deposit Authorization	Page 27
Items you need to consider	Page 28

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 April.

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,

Chairperson
Education Committee, OMVC

250 626 3337
250 626 5440 fax
1 888 378 4422

Education Administrator
OMVC

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

e-mail: omvced@mhtv.ca

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.

Eligible Post-Secondary Institutions:

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

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

Post –Secondary Student Support Program (PSSSP)

Post Secondary Education funding is meant to assist eligible Old Massett Haida students to pursue post-secondary programs that are at least one academic year in length.

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

Level 1 Certificate Programs – usually 8-10 months or less that awards a certificate;

A Diploma program that requires at least 60 credit hours (4 semesters) of course work for completion- usually two consecutive academic years of sponsorship – 16 months. Additional time may be pre-approved if required, for four (4) months or one semester

Level 2 Undergraduate University Programs –a program of study that requires at least 120 credits (8 semesters) in order to be awarded a degree. Additional time of 2 semesters may be required. This must be pre-approved.

Level 3 Advanced or Professional Degree Programs/Masters Programs – requires a four-year baccalaureate degree from a recognized university before admission. To complete the masters – twenty-four (24) months is allowed.

Level 4 Doctoral Program – usually takes 4 years, or up to 7 years to complete

Limits at each Level

Post Secondary Education (PSE) funding may be available only once at each Level unless a student has already achieved completion at that level, even if they did not receive assistance during that time.

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

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

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.

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) 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.

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

Supports student through the application process

In the Education Administrator's unavailability, please address your concern with the Administrative Assistant.

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.

Program Eligibility:

Planning and research into the educational is important before starting a new educational program.

- 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 include the training programs that do not require grade 12, as a requisite – therefore , they do not meet the criteria of post secondary funding.

Examples of skills training programs that do not require grade twelve (12) or equivalent that then, do not meet the criteria for post- secondary funding. The education department would encourage the perspective student to seek shared funding – where other community funders such as TRICORP, or ACCESS, or other training agencies, would assist with the employment training.

Some examples of occupational skills training are:

- Hairdressing courses
- Personal aesthetic courses
- Cooks Training
- Heavy Equipment training

- Private Institutes, either accredited or unaccredited post-secondary institutes, who are not affiliated with Public Institutes as, in most cases, the credits earned may not be transferable to higher education
- **These programs may be considered, if there is another funding source who is prepared to share the cost of training.**

- Programs with tuition amounts exceeding the tuition ceiling of \$5 000 -\$7 000 per semester, unless arrangements are made prior to commencement of program. This is usually the case with tuition in some private institutions.

Local training

Local training application forms are available at the Education Office

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 Hecate Strait Office or Ministry of Human Resources office; which ever is applicable.

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 – is paid as part of sponsorship
- 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.

TRICORP - 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 xxxxxxxxxxxxxxxx (Prince Rupert) fax 250 624 xxxx 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.

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 successive or ascending in program levels to enhance employability.
- 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.
Bachelors of Arts, Science:	Thirty- two (32) months.
Bachelor of Education:	thirty-Six to forty months.
Masters:	Twenty-four (24) months.
PhD:	Four to seven years
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 be prepared to pay for.
- U-Pass/Bus passes, IS covered through sponsorship, as invoiced by the individual Institutes.

TYPE OF SUPPORT

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 \$5000 - \$ 7 500 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 \$300.00 (within region), or \$400 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.*

Travel Allowance (Cont'd)

There are times when families face a crisis – such as grave illness or loss of a loved one, and it is important the student is able to be with family.

- An additional trip will be allowed upon the written request of the student.
- For the northwest area, 2 x \$300. Will be provided for emergency travel
- For those attending school out of the region, 2 x \$400. Will be available upon written request.

PRIORITY SYSTEM

- Old Massett Village Council wishes to support as many students as possible who will use their skills and knowledge for the betterment of the Haida Nation as a whole.
- The Old Massett Council supports those who demonstrate readiness, ability and a clear potential to support capacity development within the community.

Priorities:

- Continuing Students: Students who were provided Post Secondary funding in the most recent academic year, have successfully completed the year and are continuing in the same approved program
- Students who demonstrate clear academic achievement and readiness and are able to contribute to capacity development within the community
- New applicants from high school who have strong academic records, including a C+ or better English 12 and Math 12 grades.
- Applicants that were deferred in the recent past due to lack of available funds (eligible but not funded in the past due to funding limitations)
- Mature students that demonstrate readiness
- Returning students (i.e. students who stepped out of their post-secondary studies and have a clear plan of how to resume their studies)
- Applicants who meet the criteria for local training and wish to enroll in a local training program.
- Graduate students (or students that want to enter Masters or Doctoral Degree Programs)
- Part-time students
- Students who have demonstrated determination by beginning their studies without support from Old Massett Village Council and plan to attend whether they receive support or not.
- Students who were on academic and financial probation the semester previous.

Student Responsibilities

- Students must maintain good academic standing, as defined by the institution at which the student is enrolled in a program of study and a minimum grade point average (GPA) of (2) (or letter grade of "C+"). Where a student does not maintain good academic standing, his or her funding may be suspended or terminated, or the student may be placed on funding probation.
- Students must submit to the Old Massett Village Council Education department, all pertinent documents demonstrating the student's enrollment and progress in his or her program of study, including: admission letter, course timetables, official transcripts, progress reports, etc. Registration enrollment documents indicating course titles and credit allocation must be submitted to prior to the commencement of classes.
- Students are responsible for registering for courses as required by the post-secondary institution and provide a copy to the Education Department. late registration fees are the responsibility of the student.
- Students must inform the Education Department of any changes in their enrollment status from full-time to part-time student in advance of any such change (this will affect the student's eligibility for certain types of assistance (e.g. travel and living allowance)).
- Students who intend to drop or add courses must notify the Education Department in advance of any such change. Course selection is very important for determining funding eligibility and students may be required to reimburse the Old Massett Village Council Education for courses dropped without a valid reason. Students adding courses may be eligible for additional funding assistance.
- Students are responsible for ensuring that the funding received is used for the intended educational expenses, as set out in these Guidelines.
- A student must pay back any monthly living allowance provided to him or her where the student does not attend or quits his or her program of study after receiving the living allowance.
- Students need to seek out and get to know, the Post-Secondary Education Advisors for their support and guidance especially when first starting school, or when an unexpected crisis may arise.
- Students must keep their contact information, including home address, home phone, cell phone and email current with the Post-Secondary Education (PSE) Advisor. The student must notify the PSE Advisor of any changes immediately.

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 deadline: **May 15th.**

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 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. The Old Massett Village Council approves or disapproves recommendations made. The Education Administrator is advised of final approval. All complete packages are reviewed by the Education Committee and then recommendations from the Education Committee are then brought forward to the Old Massett Village Council for final approval. All complete applications are included in the proposal to Indian Affairs. This process will take approximately 2 months (May-July), depending on the turn-around time with INAC.

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

Removal of Sponsorship or Suspension of Funding

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

Where a student has his or her funding suspended in accordance with these Guidelines, the student must work with the Education Department and take all necessary steps to rectify the breach that caused the suspension of funding.

Once steps have been taken to the satisfaction of the Education Department, the student's funding may be reinstated.

Where the student has had his or her funding terminated in accordance with these Guidelines, he or she will not be eligible for further financial assistance **unless and until the student repays the full amount** of the funding provided to the student, to Old Massett Village Council Education.

Where a student repays the full amount, he or she will be considered to be in good standing with the Old Massett Education's Pose Secondary Education (PSE) Financial Assistance Program and may apply for funding in accordance with these Guidelines.

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 19th of each month in the current semester.
- 10) I agree that my file will be **reviewed** on a monthly basis (on the 19th 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

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

APPEALS PROCEDURES:

- A) The student must discuss the recommendation with the Education Department in an attempt to resolve any disagreement that may have arisen in respect of the recommendation, including disagreements regarding the application process or interpretation of a provision of the Guidelines
- B) Where the student and Education Department are unable to resolve the disagreement, the student may file a formal written Appeal Lett, including all relevant documents, with the Education Committee, Senior Administrator of Old Massett Village Council within (20) days of the funding decision. The Appeal Letter must clearly state the reason for the appeal.
- C) The Education Committee, Senior Administrator, will review and respond to the Appeal Letter within 10 business days.
- D) Of the Education Committee and Senior Administrator rejects the Appeal, the student has the option of forwarding his or her Appeal Letter to the Appeal Committee.
- E) The Appeal Committee will review the Appeal and all related documents and information. The student will be notified in writing of the date and time of the Appeal Committee meeting at which the student's Appeal will be presented. The student appellant should present his/her position directly to the Appeal Committee if attending the meeting in person. All attempts to accommodate the student to present their case will be made (i.e. an out of province student may request a conference call, or communication video conference or other electronic method compatible with the Old Massett Village Council Education available technology.
- F) The appeal will then be reviews by the Appeal Committee and a decision that is consistent with the 2017-18 National Program Guidelines will be made. The decision will be final and carried out as soon as possible.

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 15th 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

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

CONTINUING STUDENTS REQUIRED DOCUMENTS

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

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 ACCOMPANY 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 FULL TIME ASSISTANCE? PART TIME ASSISTANCE?
If NO, are you a continuing student? Y / N 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 (1st 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

	Semester One	Grade	Semester Two	Grade	Semester Three	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	
	Semester Four	Grade	Semester Five	Grade	Semester Six	
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: _____

_____-_____-_____

Transit # Institution Account Number (for electronic transfer)
(5 digits) (3 digits)

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: