

SHACKAN INDIAN BAND

POST-SECONDARY EDUCATION POLICY



Ratified – June 17, 2021



SHACKAN INDIAN BAND POST-SECONDARY EDUCATION POLICY

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1.3 PURPOSE OF THE POLICY

The Shackan Indian Band Education Program Policy is designed to assist Shackan Band Members to pursue education from university, professional designations, and trades and vocational certification programs. It is the hope of Shackan Indian Band Education Program that the students will become economically self reliant and realize in full their individual potential and aspiration for the good of themselves and Shackan.

The Shackan Indian Band Policy was developed to provide students with a comprehensive, detailed guide to Shackan Indian Band Post-Secondary Education Policy. In the Policy, we attempt to fully detail the Shackan Indian Band Education Program responsibilities to the students and the student's responsibilities to Shackan Indian Band. We believe that it is essential that everyone fully understands their rights and responsibilities.

1.4 POLICY OBJECTIVES

The Shackan Indian Band Education Program recognizes that it is extremely important that moral support, advisory services and financial assistance be provided to Shackan Indian Band members who want to further their education and training for those who are eligible for post-secondary funding. Based on the availability of funds, every effort and provision will be made to seek out innovative programs and initiatives to better aid students for success.

By means of this policy, this department promotes fairness, acknowledges achievements, and blends quality education and culture.

The main goal of this policy is to encourage and support Shackan Indian Band members to gain access to higher levels of education and to graduate from their respective programs with the qualifications they require to pursue their chosen careers, and to realise in full their individual potential.

1.5 SCOPE OF EDUCATION POLICY

This policy applies to Students, Chief & Council members, employees, and contractors of the Shackan Indian Band involved in the administration and delivery of any education program. The policy covers post-secondary, professional and vocational trades education.

This policy has been developed and approved by the Chief and Council, administered by the Band Administrator and is subject to review and amendment at the discretion of the Chief and Council, with the objective of improvement in accordance with the changing conditions.



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2.2 SHACKAN INDIAN BAND EDUCATION PROGRAM STAFF RESPONSIBILITIES:

- a) Ensure the Education Program is administered according to existing policies.
- b) Prepare an annual budget in accordance with the Shackan Indian Band Financial Administration Law.
- c) Liaise between the Shackan Indian Band Education Program, Chief & Council, higher learning institutions, students and their families.
- d) Make recommendations to Chief & Council on changes to the Shackan Indian Band Education Program Policies.

2.3 SHACKAN INDIAN BAND CHIEF & COUNCIL RESPONSIBILITIES:

- a) Ensure adequate education services and funding is available.
- b) Approve the annual budget of the Shackan Indian Band Education Program.
- c) Approve amendments to the Education Policy as deemed necessary.
- d) To appoint a representative of Shackan Indian Band in various boards and committees established to address education issues.

3.0 REVISION, UPDATES AND APPROVAL

This policy may be amended by the Shackan Indian Band Chief & Council from time to time, as Chief & Council sees it necessary.

4.0 DEFINITIONS

Definitions of the policy terms help to keep the policy interpretation consistent. Agreement on the meaning of terms is particularly important as the students encounter a wide range of definitions at their educational institutions. The following definitions for terms used in this policy are provided for the information of all applicants:

- **Academic Plan** is the program credit requirements. Each semester, students are to comply with course requirements/prerequisites to complete their certificate, diploma or degree in a timely manner. All registered courses must coincide with the program requirements.
- **Academic Probation** is defined as a period of time during which a student is under suspension or strict academic guidelines due to an infraction of the Institutions student code of conduct, which includes, but is not limited to, failing grades/or poor attendance.
- **Academic Success** means that a student has successfully:
 - Completed all academic prerequisites of the program to which admissions is sought; or



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- **Funded Student Months** refers to months that the student received living allowance.
- **ISC** is Indigenous Services Canada.
- **Medical Release** refers to a student who is required, for medical reasons, to be absent from classes for more than one week. It is required to provide the Shackan Indian Band Education Manager within 10 days of the onset of the illness or medical condition, a note or certificate from their doctor or medical institution that provides details of their illness or reason for absence from class. Failure to do so may result in having to reimburse Shackan Indian Band for All the educational funds that have been provided to the student in the semester during which the absence took place.
- **Official Transcript** is a copy of the students complete academic record at the educational institution up until the day it is printed, bearing the signature of the register and the seal of the education institution, contained in a sealed (unopened) envelope issued by the educational institution. Photocopies, scanned, and emailed copies and faxes of official transcripts do not meet the reporting requirements for education funding, and opened envelopes are not accepted, as official transcripts cannot be altered in any way.
- **Part time student** refers to a student who is enrolled in less than sixty percent (60%) of a full course load for a program of study at an eligible education institution, or who takes less than three (3) courses per semester.
- **Policy** means the Shackan Indian Band Education Program Policy.
- **Post-Secondary Education Funding** refers to the financial assistance from ISC, and Shackan Indian Band contribution. These financial amounts are then disturbed to student applicants based on the eligibility criteria set out in this policy.
- **Private Institute** is a private post-secondary institution that offers certificate, diploma or degree.
- **Program of Studies** includes all post-secondary programs at least one academic year in duration, leading to a certificate, diploma or degree.
- **Semester** refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually run from September to December (fall), January to April (Winter) and then spring and summer semester schedules.
- **Single parent student** is a student who is never married, or who is separated or divorced from a spouse, or who is widowed, and who is legal and/or physical custody and responsibility for supporting their own child(ren) at least two days per week during the entire study period.
- **Sponsorship** is when a student is provided financial support to attend a post-secondary institution. This support may include tuition, books, living allowance, tutoring, as applicable.
- **Student Success** is when a student successfully meets the course requirements of the learning institution.
- **Trade** is defined as earning a living through a specific skill set involving working with tools and technical instruments related to a mechanical, commercial or industrial activity. Skilled trades people construct, operate, maintain and fix structures, products and systems.
- **Tuition** refers to a fee charged by the Post-Secondary Institution for enrollment in a program of studies. Tuition is provided to eligible full time or part time students each academic year for a certificate, diploma and degree at an eligible post-secondary institution or affiliated institution.



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7.0 APPLICANTS

Continuing student requirements b) to f) and new student requirements a) to h).

- a) **Letter of Intent** – Clearly and concisely demonstrate commitment to current and future educational goals. Include a self introduction, detailed information on the intended course of study, and how long it will take to complete. Using the Education Planner as a guide, the letter should also include an outline of the course for the first two years of the program study.
- b) **Sponsorship Application Form** - Once the application has been approved for sponsorship, a signed copy to verify sponsorship will be sent to the address indicated on the application form, therefore, it is important to complete the whole application form and provide **current and correct contact information**.
- c) **Waiver Document** – The waiver form is necessary to permit staff access to student records and may be used for funding purposes. The document must be signed to avoid delays in the application process.
- d) **Student Funding Contract** – This document outlines the student’s contractual responsibilities. Please read this document carefully and return the signed document to the Education Department.
- e) **Transcripts** – Include Official Transcripts from all institutions attended prior to this application, also include copies of awarded certificates, and/or diplomas. Shackan Indian Band requires students to present Official Transcripts at the end of each completed semester.
- f) **Career Counselling** – Prior to handing in the application, all applicants must complete a session with a Career Counsellor or Academic Advisor of the attending institution.
- g) **Acceptance Letter** – Provide a letter of acceptance from the attending Post-Secondary Institution. This letter will include the start date and end date of the program and will confirm that the applicant has met all admission requirements of the program.
- h) **Interview** – All new applicants must arrange for an interview with the Shackan Indian Band Education Program Manager.

8.0 PRIORITY LIST

Shackan Indian Band receives limited funding from ISC for the delivery of post-secondary education. If there are more applications for funding than available money in the budget, the approval of applicants will be based on order of priority.

8.1 THE PRIORITY LIST WILL BE ESTABLISHED ON THE FOLLOWING BASIS:

1. **Continuing Student** – who have attended school on a full-time basis and have successfully completed all courses of their program.



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- b. The student will be eligible to be accepted as a student at a regular university/college credit program upon successful completion of the UCEP course of studies.
4. UCEP applicant must not have previously received financial support from Shackan Indian Band for post-secondary programs. All past sponsorship, regardless of year, as well as grades, and completion history, will be considered in the application review process.
5. Continuing students must maintain satisfactory academic standing as per the policy of the attending institution.
6. Before applying to a post-secondary institution, confirm with the Shackan Indian Band Education Program Manager that the attending institution meets the eligibility required by ISC.

11.0 TYPES OF SPONSORSHIP

11.1 FULL TIME STUDENTS:

Must be enrolled in at least sixty (60%) of a full course load per semester in the area of study outlined in the letter of intent.

11.2 PART TIME STUDENTS:

Must be enrolled in at least one (1) course in the area of study outlined in the letter of intent, but less than sixty (60%) of a full course load per semester.

11.3 INTERNATIONAL SPONSORSHIP:

Will be paid to the maximum allowable amount set out in this policy, section 13.0, as if enrolled in a comparable program at a Canadian public institution. It is the student's responsibility to pay any additional costs, such as currency exchange. International students must have a Canadian bank account for direct deposit purposes.

11.4 PRIVATE INSTITUTIONS

Sponsorship will be paid to the maximum allowable amount as if attending a public institution. It is the student's responsibility to pay any additional costs.



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Tuition & mandatory fees Full-Time (per academic year)

Credential	Per Academic Year
Certificate (1 year program)	\$3,800.00
Diploma (2-year program)	\$3,800.00
Degree (4-year program)	\$5,000.00
Master's	\$10,000.00 (tuition & fees only)
Doctorate	\$10,000.00 (tuition & fees only)

14.0 PERSONAL CHALLENGES

1. Should studies become seriously affected by personal crisis, such as a death in the family, accident or illness, the student is advised to seek counselling support.
2. A student is to notify the Education Department in writing, of their situation as it occurs and may need to defer his/her studies if needed.

15.0 LIVING ALLOWANCE

1. Full time students may receive financial support in the form of a living allowance to be used toward living costs such as food, shelter, clothing, transportation, utilities, daycare, and other personal items.
2. Part time students are not eligible for living allowance. Part time students are not time-limited and can retain full-time employment.
3. The amount a student receives will be determined by the Shackan Indian Band Education Department in the accordance:

Living Allowance Rates:

Student Status	Monthly Rate
Single	\$1250.00
Married/single, with 1 dependant	\$1500.00 (Goes up \$100.00 each dependent)
Room & Board (living with family)	\$600.00
Single (living in larger city)	\$1350.00

(GUIDELINES DEPEND ON FUNDING FROM ISC)

Students are expected to seek funding from other sources.

15.1 CIRCUMSTANCES AFFECTING LIVING ALLOWANCE:



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19.1 PROCEDURES FOR APPEAL:

1. The student discusses with the Education Program Manager in an attempt to resolve any dispute with regard to the Post-Secondary Policy.
2. If a satisfactory resolution is not achieved and the student wishes to pursue the matter, he/she should discuss it with the Shackan Indian Band Executive Director.
3. If a satisfactory resolution is not achieved and student wishes to pursue the matter further, he/she must submit a formal appeal to the Executive Director for consideration by the Chief and Council.

20.0 DISCLAIMER

All funding decisions are contingent upon availability of funding.