

Cook's Ferry  
Indian Band  

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Nlaka'pamux Nation

# **Cook's Ferry Indian Band Post-Secondary Student Support Program Policy**

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## **1 Introduction**

The Post-Secondary Student Support Program supports Cook's Ferry Band members pursuing post-secondary studies in recognized and authorized post-secondary institutions. The objectives of the Post-Secondary Student Support Program are to encourage and support pre-qualified, eligible students to acquire college, technical institute, or university professional qualifications so that they can become economically self-sufficient and develop their own individual potential to further their own goals. This provides direction for Cook's Ferry Indian Band administration and the post-secondary student applicants. The application for funding is included in Appendix "A".

## **2 Purpose**

The purpose of the Post-Secondary Student Support Program is to meet the ever-increasing demand by Band members for post-secondary assistance and to provide post-secondary educational opportunities to as many Band members as possible.

## **3 Preamble**

Each year Indigenous and Northern Affairs Canada (INAC) allocates funds on a National level for post-secondary funding. These funds are then distributed to the regional level (provinces). Each region then decides how to allocate the funds. The B.C. region has implemented a per capita formula therefore the population of each Band determines the level of post-secondary funding each Band receives.

INAC has given individual Bands the option to administer their education budget using the existing INAC policy or to develop their own education policy. Cook's Ferry Band has developed this Post-Secondary Student Support Program Policy to assist staff who administer the program and students who are or wish to be participants in the Cook's Ferry Band Post-Secondary Student Support Program.

## **4 Local Operating Guidelines**

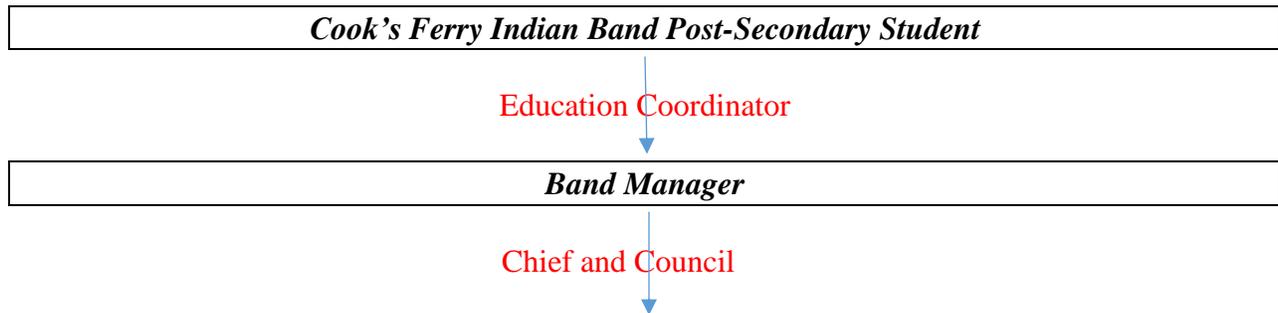
Cook's Ferry Band may issue local program guidelines (policy) for the administration of the PSSSP provided that certain guidelines set out by INAC are met. These guidelines state that our policy must contain a priority selection criteria, rules for deferring applications in situations where there are more eligible applicants than funds available as well as a grievance procedure. All prospective student applicants must have access to these guidelines, along with a formal process to appeal and to gain additional information on funding decisions.

**Note:** Local guidelines (Cook's Ferry Band Policy) may also determine rates and allowances for amounts payable to students, provided that they do not exceed the maximum amount payable set out in the INAC guidelines. Eligible students may receive sponsorship for their education, which may include tuition, books, living allowance or a combination of these.

## **5 Organizational Structure**

The organizational chart approved by the Cook's Ferry Indian Band Chief and Council shows the formal reporting and supervision responsibilities regarding the Administration and use of the Post-Secondary Student Support Policy. To follow protocol is the accepted and correct way of adhering to the system that has been put in place for all. In order for the system to work properly, all members shall follow the approved organizational chart.

### **Cook's Ferry Indian Band Post-Secondary Organizational Chart**



## **6 Obligations of Cook's Ferry Band (the administering organization)**

### **6.1 Obligations of the Education Coordinator**

The Education Coordinator is responsible for ensuring that the Post-Secondary Student Support Program is administered according to this policy and that members are informed of additional funding opportunities. The Education Coordinator will assist students in gaining access to post-secondary education, and will encourage and support students throughout their educational journey.

The Education Coordinator reports to the Band Manager and is responsible for staying within the budgeted amount allotted by INAC. The Education Coordinator is also responsible for keeping informed about changes to INAC policies that may affect funding for the post-secondary programs through the Band.

The Education Coordinator is responsible for reviewing all applications received. Incomplete applications will be returned to the student and nothing further will be processed until all required information is received. Completed applications will be assessed for eligibility. The Education Coordinator will inform students of the status of their application by August 15<sup>th</sup>. Once a student has been determined eligible for funding under the Cook's Ferry Band Post-Secondary Student Support Program, the Education Coordinator will issue a letter of support to the education institute by e-mail or fax.

The Education Coordinator will maintain records and documentation with respect to each student's identifying information, application, academic records and support provided. The Education Coordinator will provide a report to the Band Manager and the student of support provided annually. Disclosure of academic information requires the informed consent of the student.

The Education Coordinator will be available to respond to students questions in a timely manner.

The Education Coordinator is authorized by this policy to discontinue provision of monthly allowance to any student who is identified as not meeting the agreement criteria.

The Education Coordinator will maintain a student registry for statistical purposes that is to be submitted to the INAC Education Branch in Ottawa as required by their Education Information System (EIS).

### **6.2 Obligations of the Band Manager**

The Band Manager is responsible for overseeing the Education Coordinator. The Band Manager is responsible for reviewing any student appeals within the grievance procedure outlined in Section 19.

### **7 Obligations of Chief and Council**

Chief and Council is responsible for approving the annual budget. Chief and Council are also responsible for the approval of any amendments to the Post-Secondary Student Support Program Policy. Chief and Council will hear any appeal to this policy.

### **8 Obligations of Students**

The student has a responsibility for his or her own education. They are responsible for doing everything possible to ensure that their education is going in the right direction.

- a) Read and understand the Post-Secondary Student Support Program Policy.
- b) It is the student's responsibility to submit a completed application and all required documents by the required due dates.
- c) To notify the Education Coordinator in writing of any changes in address, phone number, and change in dependents as soon as possible.
- d) Students will be dealt with fairly and equitably under the PSSSP and are expected to diligently apply themselves to their duties as students.
- e) Students will be responsible for paying all program costs from which they withdraw for reasons other than certified medical reasons. Students must provide the Education Coordinator with all appropriate documentations with their request for a medical deferral. Reasons for medical withdrawal must be acceptable to the Education Coordinator. In the event of unauthorized withdrawals, funding will be discontinued and any payments made must be paid back by the student before additional funding will be considered.
- f) Incomplete classes, if a student fails to receive credits for class(es) or drops out during a semester, all costs will be recovered from the student's living allowance or funds must be paid back before additional funding will be considered.
- g) Student will be responsible for the cost of exam rewrites.

## **9 Student Eligibility for Post-Secondary Student Support**

- a) Must be a registered Status Cook's Ferry Band member. Must provide a photocopy of front and back of status card (every year).
- b) Must have lived in Canada the last 12 months.
- c) Students must provide a letter of acceptance from an eligible post-secondary institution for which they are planning to attend into either a certificate, diploma or degree program. The Provincial or Federal Government must accredit the institution. **INAC has a listing of accredited institutions if the student needs clarification.**
- d) Submit a fully completed application package (pages 13-20) and all documentation prior to deadline dates.
- e) Maintain satisfactory academic standing.

Funding is limited and not all students may be funded. Partial funding may be provided if funding permits. Applications are valid for one school year only. Therefore application packages must be submitted to the Band office yearly.

## **10 Eligible Programs**

Under the PSSSP, an eligible program of studies is a program that:

- a) For which the completion of secondary school studies (grade 12), or the equivalent as recognized by the post-secondary institution or the Province is required (as defined by the institution); **and**
- b) Offered by a post-secondary institution that is at least one academic year in duration (as defined by the institution); **and**
- c) Delivered at an eligible institution as defined in section 11.

Delivery method may be in-classroom, e-learning, distant learning, or virtual learning as long as it meets all eligibility criteria.

## **11 Eligible Institutions**

Eligible post-secondary institutions are Certificate, Diploma or Degree granting institutions that are:

- a) Recognized by a province or territory (in Canada or abroad); **or**
- b) Educational institutions recognized to deliver post-secondary programs by arrangement with an eligible post-secondary institution; **or**
- c) If the program of studies is in a foreign institution, the student must provide evidence that it is recognized in Canada as an acceptable post-secondary program of studies.

## **12 Student status**

- a) **Full-time student** - To qualify for full-time student status, the student must be registered in at least Four (4) courses or a minimum of twelve (12) credit hours per semester in your area of study as outlined in your education plan section of the application. Only by special written permission from the Education Coordinator may a student take three (3) courses for one semester. The living allowance will be prorated.
- b) **Part-time student** - Students must be registered in one or two (2) courses per semester with a minimum of Three (3) to Six (6) credit hours. The courses must be included as outlined in your education plan. Living allowance will not be paid to the student.
- c) **Out-of-Province student** – Students living in one province and attending school in another province. Tuition will be paid up to the maximum amount of the allowable tuition fees as if you were attending the closest public institution to your normal residence and only in Canadian Currency. It then becomes the student's responsibility to pay any additional costs.
- d) **International student**- Students attending post-secondary institutions abroad (out of country). Tuition fees will be paid to the maximum allowable amount (that of the closest Canadian public institution) and only in Canadian Currency. It then becomes the student's responsibility to pay any additional costs.

## **13 Types of Support and Allowances**

- a) Actual cost of Tuition (except International sponsorship) and other compulsory student fees. See Section 15.
- b) Books and supplies required by the student for their program of study. See Section 16.
- c) Living Allowance for full time students, see Section 17

## **14 Limits of Support**

Students will normally be funded to a maximum period of time depending upon the length of the intended course of studies in accordance with the following:

- a) Limits are placed on the duration of sponsorship funding based on the institution's normal program duration for completing with a certificate, diploma or degree. The duration of assistance will align with the official length of the program as defined by the post-secondary institution in which the student is enrolled, as long as the student is in satisfactory academic standing at the institution as per the institutions definition of satisfactory academic standing
- b) Exceptionally, level 2 may include assistance for an additional degree at the bachelor level which has as a prerequisite an undergraduate degree or undergraduate courses.
- c) **Students who have completed a certificate, diploma or degree (level 1, 2, or 3 program), with or without assistance from the Bands PSSSP, are ineligible for program assistance for the same or lower levels.** Assistance may be provided to students to complete only one program at each level.
- d) Financial assistance for tuition, compulsory student fees and required books and supplies may be provided to students enrolled in any of the four levels.
- e) **Only full-time students qualify for living allowance.**
- f) Students enrolled in level 1 and 2 may be assisted for up to one additional academic year per level if such **an extension is pre-approved in writing by the post-secondary coordinator and documented in the students education planner in Appendix A.** Students enrolled in level 3 or 4 may be assisted for up to one additional

academic year for medical or personal reasons approved by the education coordinator and the post-secondary institution.

Example: A two year Diploma can be sponsored for 3 years. So if the program required a student to take 5 courses per semester for 4 semesters (2 years) to complete, the student could take 4 courses per semester and be sponsored for 5 semesters (2.5 years) or take 3 classes for 4 semesters and 4 classes for two semesters which equals the 20 courses within 3 years of funding. This gives students some flexibility in their course loads. This must be preapproved by the Education coordinator. **The Student must be aware they are putting themselves at the risk of potentially having no funding left for sponsorship and still having courses to complete their certificate, degree or diplomas.**

- g) Students who are considering any change to programs will require pre-approval of the Education Coordinator prior to continuation of funding.
- h) Students who become eligible for funding and who have previously completed a portion of post-secondary studies without assistance from this program may receive assistance for the balance of their program of studies but will not be reimbursed for previous expenses.
- i) Student support will not exceed the limit set out in the INAC policy.
- j) If the demand from eligible students exceeds the funding available, priority selection criteria will apply.
- k) Students receiving funding from the PSSSP must declare support received from this program as a source of income if applying for social assistance.

### **15 Maximum Levels of Assistance for Tuition**

Actual costs of tuition and other compulsory student fees, and not to exceed INAC maximums.

International Students will be paid to the maximum allowable amount (that of the closest Canadian public institution and only in Canadian Currency). It then becomes the student's responsibility to pay any additional costs.

### **16 Maximum Levels of Assistance for Books and Supplies**

Full time students 5 courses (15 credits per semester)	\$600.00 at semester start to a maximum of \$800.00
Full time students 4 courses (12 credits per semester)	\$480.00 at semester start to a maximum of \$640.00
Full time students 3 courses (9 credits per semester)	\$360.00 at semester start to a maximum of \$500.00
Part time students 1-2 courses	\$300.00 at semester start to a maximum of \$400.00

A portion of the assistance for books and supplies will be released at the beginning of the semester in the amounts noted above. Receipts must be submitted to claim beyond the initial amounts to the maximum amounts eligible.

### **17 Maximum Levels of Assistance for Living Expenses**

Full time Student living at parent/guardian home	522.00	5 courses or more
Full time Student living at parent/guardian home	417.60	4 courses
Full time Student living at parent/guardian home	313.20	3 courses
Full time Student	1100.00	5 courses or more
Full time Student	880.00	4 courses
Full time Student	660.00	3 courses
Full time Student with one dependent	1600.00	5 courses or more

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Full time Student with one dependent	1280.00	4 courses
Full time Student with one dependent	960.00	3 courses
Full time Student with two dependents	2100.00	5 courses or more
Full time Student with two dependents	1680.00	4 courses
Full time Student with two dependents	1260.00	3 courses
Full time Student with three or more dependents	2600.00	5 courses or more
Full time Student with three or more dependents	2080.00	4 courses
Full time Student with three or more dependents	1560.00	3 courses
Part time Student	not eligible	2 courses or less

**Total funding not to exceed INAC guidelines**

**18 Selection Priorities for Approval of Applications**

A priority list has been established to help the Education Coordinator in determining which applicants will receive funding on a yearly basis.

The priority list will be established on the following criteria from first to last. The students' academic standing will determine students who fall under the same category.

**Continuing students** means students who have attended post-secondary school for the past year and have successfully completed all courses for their program and who maintain grade point average requirements of the program/institute.

**Graduating students** – for the purposes of this section “graduating student” refers to the following:  
Students who have graduated from secondary school with a Dogwood Certificate. Students who have completed twelve years of education in the public school system OR are eligible to attend a post-secondary institution; and  
Students who have equivalent training or education (i.e. GED).

**Deferred students** graduating students or continuing students who have received written permission from the Education Coordinator to defer their studies for one year. Permission must be requested by **May 1**. Students must have a grade point average requirement as specified for continuing students.

**PSSSP graduates** who wish to continue to study within the same field but as a Graduate student in a professional degree and/or a pre-entry degree program;

**Students entering higher program levels** (Masters, Ph.D.).

**Motivated students** who have started to pay for their education (funds will not be reimbursed) or are willing to forfeit partial sponsorship.

**Applications** not funded at last intake

**Mature students** are students who have been out of school for at least one year.

**Part time students** means a student as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and the actual cost of books and supplies which are listed as required by the post-secondary institution but they are not eligible for living allowances or travel costs.

**Other** Applicants who are employed and want to take a course that will enhance their chances of advancement in their current line of employment will be eligible for tuition and book costs only if there is a surplus in the Post-Secondary Student Support Program funding.

### **Other considerations for funding priority determination**

Academic success will be factored into the approval process on an annual basis. Students with high academic standing will be granted a higher position on the priority list than another student in the same category, keeping in mind that those students with a full course load will normally be rated higher than those students who are enrolled in less than a full course load. The following will also be factored when considering funding priority:

- Attendance records.
- Appropriate documentation submitted by deadlines.
- Misuse of funds resulting in a debt to the band. Funds must be repaid before further consideration for funding.
- If funds become available due to students not attending.
- If you owe the Band money for previous or present education sponsorship, you will be required to pay this debt before being considered for further funding.
- If you have been funded previously, you will be required to submit any transcripts pertaining to the period of time you were funded.
- If you are a continuing student or a student graduating from secondary school, you will be required to be in good academic standing and the Education Coordinator must receive your academic transcripts in order to have funding authorized. If you have failing marks, any courses are incomplete, or you did not write a final exam, you may not be considered for funding.
- If your academic records indicate that you have a history of not completing programs or courses, your application will not be considered until all other applications have been reviewed and only then if there are funds available in the current fiscal year. Approval of an application under these circumstances may involve a probationary period.
- Length of Program – if the program will be completed within one semester or one year and funds are available due to students dropping classes or any other funding changes then the Education Coordinator may fund these short courses.

The Band will not be responsible for any outstanding student loans. The students are responsible for paying their loans. The Band does not discourage the student from finding additional sources of funding for their education but we will not pay for defaulted loans or repay loan itself.

**The Band will not sponsor students who have “full” scholarships. For the purposes of this policy “full” scholarship is when the students living allowance, tuition and books will be paid by another source that is not repayable.**

We have included a “Financial Disclosure” form in the application package (see appendix “C”).

When there are more applicants than funds available applications of the unfunded students will be kept on file until the following year to determine if they are still in need and reevaluate the renewed application based on the selection priorities.

## **19 Appeal Procedures**

No appeals can be made for lack of funding.

If a student has a grievance regarding post-secondary education matters, the appeals procedure shall be as follows:

- a) The student must try to resolve the issue with the post-secondary coordinator.
- b) The student must submit by mail or e-mail a written report and supporting documentation to the Band Manager. Appeals form on page 22.
- c) If the appeal is not resolved to the satisfaction of the student, the Band Manager must submit the appeal to the Cook's Ferry Indian Band Chief and Council to review at a duly convened Chief and Council meeting. A decision, which is final for all parties, will be made.

## **20 Policy Review**

Chief and Council may review and amend the Post-Secondary Student Support Program Policy annually or as required. Recommendations for amendments to this policy may be submitted by any Band member or Band staff and are to be submitted to the Education Coordinator by December 31<sup>st</sup> of each year. Any policy amendments approved by the Band Council will take effect at the beginning of the next fiscal year April 1.

## **21 Definitions**

“**INAC**” refers to Indigenous and Northern Affairs Canada, formally “Aboriginal Affairs and Northern Development Canada” and “Indian and Northern Affairs”.

“**Academic Year**” is as defined by the post-secondary institution.

“**Band**” as defined by the Indian Act and in this document it means Cook's Ferry Band.

“**Compulsory Fees**” fees charged by the post-secondary institution with the tuition, such as bus passes, medical, and student union dues

“**Dependent**” immediate family member financially dependent upon the student.

“**Education Plan**” refers to a plan developed by the prospective student that details the program they are interested in and their goals for that course of study. Student will detail the program, the number of years of study and how these years of study, resulting in a degree/diploma/certificate, will benefit them toward an anticipated career goal.

“**Full Time Student**” means a student attending 3 courses or more per semester or receiving at least 9 credits as defined and in accordance with the Cook's Ferry Indian Band Post-Secondary Policy.

“**Immediate Family**” includes spouse, son/daughter,

“**Level 1**” Community College Certificate or Diploma

“**Level 2**” Undergraduate University Certificate, Diploma or Degree

**“Level 3”** Advanced or Professional Degree or Master’s Program

**“Part Time Student”** means a student as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and the actual cost of books and supplies which are listed as required by the post-secondary institution but they are not eligible for living allowances or travel costs.

**“Post-Secondary Education”** means a program of studies offered by a recognized post-secondary institution, for which completion of secondary school (Grade 12) or its equivalent is normally a prerequisite.

**“Post-Secondary Institutions”** are degree, diploma and certificate-granting institutions that are recognized by both provincial and federal authorities and include educational institutions affiliated with or delivering accredited programs by arrangement with a post-secondary institution. Cook’s Ferry Indian Band will maintain a list of recognized Canadian post-secondary institutions.

**“Program of Studies”** includes all post-secondary programs leading to a certificate, diploma or degree.

**“Private Institution”** is a post-secondary institution that receives the majority of its funding from sources other than governments.

**“Public Institution”** is a post-secondary institution that receives the majority of its funding from federal and provincial governments.

**“PSSSP”** refers to the Post-Secondary Student Support Program.

**“Recipient”** is the administering organization (Cook’s Ferry Band) for the funds from INAC.

**“Resident”** means an eligible Status Indian who has resided in Canada for twelve consecutive months prior to application. This also includes students who have been living outside Canada as a result of their studies.

**“Semester”** refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually cover the periods from September – December, and January – April, and May – August.

**“Student”** is an individual who has successfully applied to be funded under the PSSSP and fulfills the conditions of the programs in order to receive financial support to successfully attain a post-secondary certificate, diploma, or degree.

**“Status Indian”** means a person whose name has been entered in the Indian registry in accordance with the Indian Act.

## Application Process

**The student must be a Status Band member of Cook's Ferry Indian Band for whom Cook's Ferry Indian Band administers the PSSSP.**

The student is to apply for enrollment to the post-secondary institution and program of interest, in compliance with the rules set by the institute. **It is the student's responsibility to register and pay the deposit.** Contact the post-secondary institute you are interested in attending for guidance. The Band will not reimburse band members for this deposit fee.

Apply to Cook's Ferry Band for the Post-Secondary Student Support Program Funding:

**Submit a fully completed application form and all related documentation to the Cook's Ferry Indian Band's Education Coordinator prior to the deadline date. Application due date is May 1 of Every Year and is valid for one year.**

Funding application is available in appendix "A" of this policy or a copy can be requested at the Cook's Ferry Indian Band office

3691 Deer Lane  
Box 130  
Spences Bridge, BC V0K 2L0

**Phone: 250-458-2224**

Fax us: 250-458-2312

Or email at:

[reception@cooksferry.ca](mailto:reception@cooksferry.ca) or check out the website: [cooksferryband.ca](http://cooksferryband.ca)

All applicants must provide the following documents:

- Status Card Verification (Photo copy Front and Back)
- Approved Post-Secondary Institute Acceptance Letter
- High School/Post-Secondary Institution Transcripts
- Post-Secondary Application Package

It is considered "fraud" if a student knowingly misrepresents information on any of the post-secondary forms. Misrepresented applications will be disqualified from eligibility for funding.

All applications received by the Education Coordinator will be recorded and correspondence will be sent to the applicant by August 15<sup>th</sup>.

### **Deadlines for application**

- |                                      |       |
|--------------------------------------|-------|
| • For September enrolment            | May 1 |
| • For January enrolment              | May 1 |
| • For inter-session or summer school | May 1 |

Applications submitted after the deadline will be considered subject to available funding.

INAC requires CFB to submit a funding request application that is due May 15 every year. The application requires very detailed information and a detailed budget. CFB receives the required information on the post-secondary funding application forms. CFB realizes that students may not be able to obtain all required information by this date but we still request that the application be completed with as much information as possible and sent in by the due date. Potential students and continuing students can send in the required information as soon as the institutes release it.

**COOK'S FERRY INDIAN BAND  
POST SECONDARY**

**FUNDING APPLICATION FORM**

Date \_\_\_\_\_

Name of applicant \_\_\_\_\_

First

Middle

Last

Date of Birth \_\_\_\_\_

Status Card Number \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you living with your parents/guardians                      yes \_\_\_\_\_                      no \_\_\_\_\_

Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Marital Status       Single                       Married/Common Law

Number of children \_\_\_\_\_

Number of dependents \_\_\_\_\_

Number of people in the household \_\_\_\_\_

Have you applied for post-secondary funding in the past \_\_\_\_\_

Have you received post-secondary funding in the past \_\_\_\_\_ If you have previously received funding

What Institute did you attend \_\_\_\_\_

What level of completion was received \_\_\_\_\_

What Program did you attend \_\_\_\_\_

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Please List all previous Education **whether funded or not**

Name of Institute	Name of Program	Program Level	Date of Completion
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Current Name of institute you are applying to \_\_\_\_\_

Campus Location \_\_\_\_\_

Campus Contact \_\_\_\_\_

Type of qualifications sought please circle one

Certificate      Diploma      Degree      Bachelor      Masters Doctorate      Other

Program name \_\_\_\_\_

Length of program \_\_\_\_\_

Years of sponsorship requested \_\_\_\_\_

Intended start date \_\_\_\_\_

Intended completion date \_\_\_\_\_

Will you be attending full time or part time \_\_\_\_\_

Documents to Submit with your application:

- Prior Transcripts
- Photo Copy of Front and Back of Status Card
- Acceptance Letter from Post-Secondary Institution

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**COOK'S FERRY INDIAN BAND  
POST SECONDARY FUNDING APPLICATION FORM**

**EDUCATION PLANNER**

Name of Program \_\_\_\_\_

Required Credits to Graduate \_\_\_\_\_

**Program Schedule**

**Year One**

**Semester One**

**Semester Two**


**Course Name**

**Credit Hours**

**Course Name**

**Credit Hours**

**Year Two**

**Semester One**

**Semester Two**

**Course Name**

**Credit Hours**

**Course Name**

**Credit Hours**


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**EDUCATION PLANNER**

**Year Three**

**Semester One**

**Semester Two**


**Course Name**

**Credit Hours**

**Course Name**

**Credit Hours**

**Year Four**

**Semester One**

**Semester Two**

**Course Name**

**Credit Hours**

**Course Name**

**Credit Hours**


Appendix "A" 5 of 5

**EDUCATION PLANNER**

**Year Five**

**Semester One**

**Semester Two**

**Course Name**

**Credit Hours**

**Course Name**

**Credit Hours**


**Year Six**

**Semester One**

**Semester Two**

**Course Name**

**Credit Hours**

**Course Name**

**Credit Hours**


APPENDIX "B"

**COOK'S FERRY INDIAN BAND  
POST-SECONDARY STUDENT SUPPORT PROGRAM**

**STUDENT CONTRACT**

With this sponsorship there comes responsibilities and requirements the students must understand and agree to before Cook's Ferry Indian Band can approve funding. Student Responsibilities are:

1. To accept the responsibility and adhere to the institutes regulations and meet all the standards required by the institute for continuation of studies.
2. To agree to attend all classes as scheduled by the institute and/or program of study.
3. To agree to consult with instructor(s)/professor(s) if any problems arise academically.
4. To agree to consult with a counselor if any problems arise emotionally, physically, or financially. This means the on-campus counseling program that is available for students; a signed declaration is also required.
5. To agree to provide all required documentation to the Cook's Ferry Indian Band's Education Coordinator in accordance with the Cook's Ferry Indian Band's Post-Secondary Student Support Program Policy.
6. To agree to report **in writing** any changes to student and/or program status promptly. It is a serious matter to provide false information and/or fail to report any changes in the information provided.
7. To authorize the Cook's Ferry Indian Band's Education Coordinator to obtain information from persons, agencies or organizations to determine and/or verify my eligibility for benefits or services as outlined in the Cook's Ferry Indian Band's Post-Secondary Student Support Program Policy.
8. Agree that the Cook's Ferry Indian Band will take action to reclaim funds from the student in respect of Tuition and Living Allowance for periods of assistance where the student has withdrawn from studies, or where fraudulent action is determined. The RCMP may also be notified.

**I, (print name clearly) \_\_\_\_\_, understand that taking less than four courses per semester puts me at risk of not being eligible for funding to complete my studies. I understand that I have a right to appeal any decision made with respect to my sponsorship in accordance with Cook's Ferry Indian Band's Post-Secondary Student Support Program Policy. I declare that all the information provided is true and complete and I make this solemn declaration believing it to be true and knowing that it is of the same force and effect as if made under oath.**

**I, \_\_\_\_\_, have read and understood all of the above and agree to these conditions and requirements and I further understand that failure to fulfill them will mean funding being suspended.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Appendix "C"**

**COOK'S FERRY INDIAN BAND  
 POST-SECONDARY STUDENT SUPPORT PROGRAM  
 FINANCIAL DISCLOSURE**

In order to be eligible for INAC post-secondary funding a student must declare financial need.

Date \_\_\_\_\_

Name \_\_\_\_\_

Check Yes or No for source of household income confirmation

**Household**

Yearly Income Source	student	spouse	Estimated Annual Amount
Wages			
Social Assistance			
Employment Insurance			
Workers Compensation			
Pension			
Self Employed			
Other-scholarships			
<b>Does your household earn more than \$35,000 yearly?</b>			

I, \_\_\_\_\_, declare and affirm that the information given by me on this financial disclosure form is complete and correct and is given in order to substantiate my entitlement to post-secondary funding. By submitting an application for funding I am declaring a financial need. **I agree to advise the education coordinator of any change in income or family size, or other circumstances that may affect my eligibility for funding immediately.**

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

Appendix "D"

**COOK'S FERRY INDIAN BAND  
POST SECONDARY STUDENT SUPPORT FUNDING  
STUDENT WAIVER FORM**

I, \_\_\_\_\_, do hereby agree that the Education Coordinator of the  
(name)  
Cook's Ferry Indian Band may obtain transcripts, schedules, attendance records, and any other  
Pertinent information related to my Education at \_\_\_\_\_.  
(institution)

This waiver will be effective for one year dated \_\_\_\_\_ to \_\_\_\_\_.

The information obtained by the Education Coordinator will be kept in the students file and held confidential.

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

\_\_\_\_\_  
Education Coordinator signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Appendix "E"

**COOK'S FERRY INDIAN BAND  
POST-SECONDARY STUDENT SUPPORT PROGRAM  
NOTICE OF APPEAL**

Student Name \_\_\_\_\_

Student Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Phone number \_\_\_\_\_

Student Email \_\_\_\_\_

Date of appeal \_\_\_\_\_

Please provide the details of the decision that is being appealed (use another page if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the specific reasons that the decision should be changed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Band Administration Use Only**

**Results of Review**

Appeal letter received	Date: _____	
Appeal reviewed by Manager	Date: _____	
Appeal reviewed by Chief & Council	Date: _____	

Comments: \_\_\_\_\_

\_\_\_\_\_

Appendix "F"

**COOK'S FERRY INDIAN BAND  
 POST SECONDARY APPLICATION  
 CHECK LIST**

In order to be considered for Post-secondary funding all students must provide the education department yearly with copies of the following by May 1st application deadline

Did you remember to submit...

	Yes	No	Date(s)
Copy of your status card front and back			
Funding Application			
Education Planner			
Student Contract			
Financial Disclosure			
Student Release			
Acceptance Letter from Post-Secondary Institute			
All Transcripts Prior to Registration			