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**NISGA'A  
POST – SECONDARY EDUCATION  
ASSISTANCE PROGRAM  
(NPSEAP)**

**POLICY**



***NISGA'A LISIMS GOVERNMENT EXECUTIVE  
for the***

***NISGA'A NATION***

***Thursday, June 24<sup>th</sup>, 2010***

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**NISGA'A POST-SECONDARY EDUCATION ASSISTANCE PROGRAM POLICY**

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## **1.0 PREAMBLE**

The Nisga'a Post-Secondary Education Assistance Program Policy is the result of the combined efforts of the Education Administrators of the Nisga'a Village Governments of New Aiyansh, Gitwinksihlkw, Laxgalts'ap and Gingolx and the Nisga'a Lisims Government Directorate of Programs and Services. The Policy will be administered in a fair and consistent manner by the Education Administrator of each Nisga'a Village Government.

The Policy provides guidelines to be implemented by the Nisga'a Village Governments in assessing the eligibility of Nisga'a citizens and Nisga'a Indians, ordinarily resident in Canada, to receive financial support to attend accredited post-secondary education or training institutions. It is the responsibility of each student to ensure that they meet the requirements set out in the Policy.

The financial support granted to a student under the Policy is not intended to cover 100 percent of the costs associated with attending a post-secondary education or training institution. Therefore, students are encouraged to apply for any other sources of financial assistance that they may be eligible for.

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## **2.0 MISSION STATEMENT**

Through the Policy, Nisga'a Lisims Government's mission is:

*To assist Nisga'a Citizens and Nisga'a Indians ordinarily resident in Canada in embracing the principles of academic freedom and responsibility, by maintaining individual identity and cultural values and by ensuring access to quality education which responds to the Nisga'a Nation's diverse community, leadership and self-government needs.*

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### **3.0 POLICY OBJECTIVE**

The objective of the Policy is to encourage and support aspiring Nisga'a Citizens and Nisga'a Indians ordinarily resident in Canada, to access post-secondary education and to graduate from their respective programs with the skills and qualifications required to pursue their chosen careers, and to realize their individual potential to contribute to the Nisga'a Nation and to society at large.

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#### 4.0 **DEFINITIONS**

**“Academic Plan”** means an outline of the program credit requirements for the completion of a particular program of study.

**“Academic Probation”** means a period of time during which a student is under strict academic guidelines as a result of low or failing grades.

**“Academic Probation Contract”** means the contract required to be signed by a student who is on academic probation.

**“Academic Probation Period”** means the period of one semester.

**“Academic Year”** is as defined by the post-secondary education or training institution, and is usually at least eight months in duration..

**“Accredited Post-Secondary Education or Training Institution”** means a post-secondary education or training institution accredited by an accrediting institution recognized by government.

**“Appeals Committee”** means a committee comprised of the Chief Councillor and the Village Councillors of a Nisga’a Village Government that is responsible for considering appeals in accordance with the Appeal Process outlined in Part 16 of the Policy.

**“Application for Financial Support”** means an application submitted by a student in accordance with Part 8.0 of the Policy.

**“Certificate”** means certification for completion of a college program of study.

**“Degree”** means certification for completion of a university program of study.

**“Dependent”** means a person who

- (a) is under 19 years of age,
- (b) relies on a student for support, and
- (c) resides with the student on a full-time basis.

**“Dependent Spouse”** means a person who

- (a) is married to the student or who has lived with the student in a marriage-like relationship for a period of at least one year prior to the student’s application for financial support, and

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(b) does not receive an annual income in excess of \$20,000.00.

**“Diploma”** means certification for completion of a college diploma program.

**“Education Administrator”** means the person designated by a Nisga’a Village Government to administer the Policy.

**“Foreign Institution”** means an accredited post-secondary education or training institution outside of Canada.

**“Full-time Student”** means a student who is enrolled in at least 60 percent of a full course load for a program of study at an accredited post-secondary education or training institution.

**“Full-time Studies”** means at least 60 percent of a full course load for a program of study offered by an accredited post-secondary education or training institution.

**“Good Standing”** refers to students who have successfully completed the requirements imposed by section 14.2 or section 15.2 of the Policy.

**“Immediate Family Member”** means, in relation to a student,

- (a) a spouse,
- (b) a parent,
- (c) a grandparent,
- (d) a son or daughter, whether by birth or adoption, or the spouse of any of them,
- (e) a sister or brother, or the spouse of any of them,
- (f) a nephew or niece
- (g) an uncle or aunt,
- (h) a first cousin, or
- (i) a grandchild.

**“Letter of Intent”** means a letter prepared by a student outlining their short and long term education and career goals.

**“Level Four Program of Study”** means a program of study as defined in section 11.1.4 of the Policy.

**“Level One Program of Study”** means a program of study as defined in section 11.1.1 of the Policy.

**“Level Three Program of Study”** means a program of study as defined in section 11.1.3 of the Policy.

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**“Level Two Program of Study”** means a program of study as defined in section 11.1.2 of the Policy.

**“Mandatory Assessment”** means a formal assessment administered by an accredited post-secondary education institution or an accredited training institution that will assist in determining a student’s aptitude with respect to their chosen program of study.

**“Nisga’a Citizen”** means a person who is or becomes a Nisga’a citizen under the *Nisga’a Citizenship Act*, and whose Nisga’a citizenship has not been revoked or renounced under that Act.

**“Nisga’a Citizenship Act”** means the *Nisga’a Citizenship Act* enacted by Wilp Si’ayuukhl Nisga’a on March 31, 2008, as amended from time to time.

**“Nisga’a Constitution”** means the Constitution of the Nisga’a Nation, adopted in accordance with the Nisga’a Treaty, and includes any amendments to that Constitution made from time to time in accordance with its terms.

**“Nisga’a Indian”** means a person who is registered or entitled to be registered as an Indian on the Indian Register maintained by Canada in relation to a Nisga’a Village, and who is not a Nisga’a citizen

**“Nisga’a Village”** means, as applicable the village of New Aiyansh, Gitwinksihlkw, Laxgalts’ap or Gingolx.

**“Nisga’a Village Government”** means a Nisga’a Village Government, as referred to in the *Nisga’a Constitution*.

**“Part-time Student”** means a student who is enrolled in less than 60 percent of a full course load for a program of study at an accredited post-secondary education institution or an accredited training institution.

**“Part-time Studies”** means less than 60 percent of a full course load for a program of study offered by an accredited post-secondary education or training institution.

**“Policy”** means the Nisga’a Post-Secondary Education Assistance Program Policy, adopted by the Nisga’a Lisims Government Executive, as amended from time to time.

**“Post-secondary Studies”** means a program of study offered by an accredited post-secondary education or training institution that has the completion of secondary school or the completion of certain high school courses as a pre-requisite.



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**“Program of Study”** means a program offered by an accredited post-secondary education or training institution, usually at least one academic year in duration, leading to a certificate, diploma, degree or other formal credential offered by the accredited post-secondary education or training institution.

**“Responsible Nisga’a Village Government”** means the Nisga’a Village Government to which a student is required to submit or has submitted their application for financial support in accordance with the Policy.

**“Semester”** means a part of the academic year, as defined by a post-secondary education or training institution.

**“Student Contract”** means an agreement that a student must sign to receive financial support in accordance with the Policy.

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## **5.0 ELIGIBILITY OF STUDENTS**

### **5.1 Full-time Students:**

To be eligible for financial support as a full-time student under the Policy, the student must meet ALL of the following criteria. The student must:

- 5.1.1 be a Nisga'a Citizen or a Nisga'a Indian ordinarily resident in Canada or the United States;
- 5.1.2 be enrolled or have been accepted for enrolment in an accredited post-secondary education or training institution for an eligible program of study;
- 5.1.3 be enrolled in or pursuing full-time studies;
- 5.1.4 not be in default of previous financial support received by a Nisga'a Village Government, or be otherwise restricted from receiving financial support in accordance with the Policy;
- 5.1.5 maintain their status as a full-time student;
- 5.1.6 attain satisfactory scholastic standing by successfully completing at least 60 percent of a full course load, for each academic year or semester that the student receives financial support;
- 5.1.7 provide a mandatory assessment, completed by the accredited post-secondary education or training institution to which the student has been accepted for enrolment, which indicates that the student meets the basic requirements to undertake their chosen program of study;
- 5.1.8 meet any other requirements set out in the Policy.

### **5.2 Part-time Students:**

To be eligible for financial support as a part-time student under the Policy, the student must meet ALL of the following criteria. The student must:

- 5.2.1 be a Nisga'a Citizen or a Nisga'a Indian ordinarily resident in Canada or the United States;

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- 5.2.2 be enrolled or have been accepted for enrolment in an accredited post-secondary education or training institution for an eligible program of study;
  - 5.2.3 be enrolled in or pursuing part-time studies;
  - 5.2.4 not be in default of previous financial support provided by a Nisga'a Village Government, or be otherwise restricted from receiving financial support in accordance with the Policy;
  - 5.2.5 provide a mandatory assessment, completed by an accredited post-secondary education or training institution to which the student has been accepted for enrolment, which indicates that the student meets the basic requirements to undertake their chosen program of study;
  - 5.2.6 meet any other requirements set out in the Policy.

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## **6.0 ELIGIBILITY OF INSTITUTIONS**

- 6.1 Accredited post-secondary education or training institutions within Canada will be eligible for financial support under the Policy.
- 6.2 A Nisga'a Village Government may determine on a case by case basis whether foreign institutions will be eligible for financial support under the Policy.

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## **7.0 ELIGIBILITY OF PROGRAMS OF STUDY**

7.1 The following is a list of programs of study that will be eligible for financial support under the Policy:

- 7.1.1 accredited community college, vocational or technical programs of study;
- 7.1.2 undergraduate degree programs of study;
- 7.1.3 graduate and post-graduate degree programs of study;
- 7.1.4 apprenticeship and trades programs of study;
- 7.1.5 professional designation programs of study.

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## **8.0 APPLICATION PROCESS**

This part of the Policy explains the application process to be followed by students wishing to apply for financial support under the Policy.

- 8.1 To apply for financial support under the Policy, students must complete an application for financial support, which must include the following:
  - 8.1.1 a completed application form;
  - 8.1.2 official transcripts from all education institutions attended by the student, sent directly to the responsible Nisga'a Village Government by the post-secondary education or training institution;
  - 8.1.3 a completed consent form, signed by the student, authorizing the student's post-secondary education or training institution to release the student's personal information to the responsible Nisga'a Village Government;
  - 8.1.4 a copy of the acceptance letter from the post-secondary education or training institution to which the student has been accepted for enrolment, including confirmation of the program of study to which the student has been accepted and the start and end date of the program of study;
  - 8.1.5 verification from the post-secondary education or training institution of the cost for tuition and books and supplies;
  - 8.1.6 a letter of intent, outlining the student's education and career plans;
  - 8.1.7 an academic plan.
- 8.2 Students must submit a completed application for financial support to the Education Administrator of the responsible Nisga'a Village Government from which they are seeking financial support, in accordance with the following:
  - 8.2.1 Students ordinarily residing in a Nisga'a Village, must submit an application for financial support to the Nisga'a Village Government of the Nisga'a Village of which they are ordinarily resident;

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8.2.2 Students who do not ordinarily reside in a Nisga'a Village must submit an application for financial support to the Nisga'a Village Government of the Nisga'a Village that is the successor of the Nisga'a Indian Band of which the student was a member on the effective date of the Nisga'a Final Agreement. If the student was not a member of a Nisga'a Indian Band on the effective date of the Nisga'a Final Agreement, the student must submit an application to the Nisga'a Village Government of which the student's mother was most recently a member on or prior to the effective date of the Nisga'a Final Agreement. If the student's mother was not a member of a Nisga'a Indian Band on or prior to the effective date of the Nisga'a Final Agreement, the student must submit an application to the Nisga'a Village Government of which the student's father was most recently a member on or prior to the effective date of the Nisga'a Final Agreement.

8.3 Students may obtain an application form from the Nisga'a Village Government from which they are seeking financial support.

8.4 Students must submit the completed application for financial support to the responsible Nisga'a Village Government in accordance with the following deadlines:

8.4.1 on or before 5:00 pm on June 15<sup>1</sup> for an academic year beginning in September;

8.4.2 on or before 5:00 pm on October 15, for an academic year beginning in January;

8.4.3 on or before 5:00 pm on March 15, for an academic year beginning in May or for the spring / summer semester.

It is anticipated that each Nisga'a Village Government will have assigned the full amount of the financial support available under the Policy by the start of the academic year beginning in September. Applications received by the October 15 and March 15 deadlines will only be considered under the Policy if additional financial support is available.

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<sup>1</sup> The deadline for the submission of applications under this Policy for the academic year beginning in September 2010 has been extended to July 15, 2010.

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## 9.0 ASSESSMENT OF APPLICATIONS

It is understood that that the amount of financial support available to each Nisga'a Village Government under the Policy is limited, and may not be available to every eligible student who applies for financial support under the Policy. This part of the Policy outlines the assessment to be undertaken by the Education Administrator of each Nisga'a Village Government in determining whether a student is eligible for financial support under the Policy.

9.1 Each application for financial support submitted to a Nisga'a Village Government under the Policy will be assessed by the Education Administrator in accordance with the following list of priorities:<sup>2</sup>

9.1.1 **Priority Level One – Continuing Students:** Students who were granted financial support under the Policy for the academic year immediately preceding the current academic year, and who are continuing in a program of study in the current academic year. This includes students who have graduated from one program of study and are continuing to pursue a higher program of study without any breaks in study.

9.1.2 **Priority Level Two – Secondary School Graduates:** Students who have graduated from secondary school and are applying for financial support under the Policy within the 12 month period following their graduation.

9.1.3 **Priority Level Three – Deferred Students:** Students who applied for financial support under the Policy for previous academic years, were denied financial support as a result of lack of available funds, and were subsequently placed on a waiting list.

9.1.4 **Priority Level Four – Mature Students:** Students who, at the time of submitting their application for financial support under the Policy,

9.1.4.1 are 19 years of age or older,

9.1.4.2 have been out of the education system for a minimum of 1 year, and

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<sup>2</sup> Each Nisga'a Village Government may pass a resolution allocating specific funding amounts to each priority level.



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- 9.1.4.3 have not previously received a certificate, diploma or degree from an accredited post-secondary education or training institution.
- 9.1.5 **Priority Level Five – Graduate / Post-Graduate Students:** Students who are accepted into a graduate or post-graduate program of study, and who do not meet the requirements of Continuing Students.
- 9.1.6 **Priority Level Six – Part-time Students:** Student who are enrolled in part-time studies. Please note, in accordance with the Policy, part-time students will only be eligible to receive financial support for tuition and books and supplies.
- 9.1.7 **Priority Level Seven – Students Pursuing Higher Education:** Students who
- 9.1.7.1 previously received financial support to attend an accredited post-secondary education or training institution from a Nisga'a Village Government,
- 9.1.7.2 have successfully completed a Level One Program of Studies, a Level Two Program of Studies or a Level Three Program of Studies, and
- 9.1.7.3 wish to continue their studies by pursuing a program of studies that is a higher level than the program of studies they have successfully completed.
- 9.1.8 **Priority Level Eight – Students on Academic Probation:** Students who
- 9.1.8.1 previously received financial support to attend an accredited post-secondary education or training institution from a Nisga'a Village Government,
- 9.1.8.2 were placed on academic probation, in accordance with the Policy, and
- 9.1.8.3 have returned to good standing in accordance with section 14.2 of the Policy.
- 9.1.9 **Priority Level Nine – Students Attending Foreign Institutions:** Students who have applied to attend a foreign institution.

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9.1.10 **Priority Level Ten – Other:** Students who had their financial support terminated in accordance with the Policy, and, at the time of submitting their application for financial support, had returned to good standing in accordance with section 15.2 of the Policy.

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## **10.0 CATEGORIES OF FINANCIAL SUPPORT**

This part of the Policy outlines the categories of financial support available to students who have submitted applications for financial support. Government or private scholarships, bursaries or fellowships awarded to an eligible student as a result of their academic performance or financial need will not affect the computation of financial support available to that student under the Policy.

### **10.1 Tuition**

10.1.1 Eligible full-time students will receive financial support towards the cost of the tuition and compulsory student fees charged by the accredited post-secondary education or training institution that the student will be attending, up to a maximum amount of \$5,000.00 per student per academic year.

10.1.2 Eligible part-time students will receive financial support towards the cost of the tuition and compulsory student fees charged by the accredited post-secondary education or training institution that the student will be attending, up to a maximum amount of \$2,500.00 per student per academic year.

10.1.3 The cost of tuition and compulsory student fees for courses that a student is repeating will not be funded under the Policy.

### **10.2 Books and Supplies**

10.2.1 Eligible full-time students and eligible part-time students will receive financial support for the cost of books and supplies that the student is required to purchase for their program of study, as identified on a course outline provided by the accredited post-secondary education or training institution that the student is attending, up to a maximum amount of \$1,600.00 per student per academic year.

### **10.3 Tutoring**

10.3.1 Students are encouraged to take advantage of any complimentary tutorial service programs available to them.

10.3.2 Eligible full-time students may receive financial support for tutorial services, up to a maximum of \$200.00 per student per academic year.

10.3.3 To be eligible for financial support for tutorial services, a student must provide a letter, signed by the student's instructor, which clearly explains the student's need for tutorial services.

**10.4 Living Allowance**

10.4.1 Eligible full-time students will receive financial support in the form of a living allowance to be allocated towards the cost of their monthly living expenses, including lodging, food, and local transportation.

10.4.2 The level of financial support that an eligible student may receive as part of the living allowance will be determined by the Education Administrator in accordance with the following table:

<b>CATEGORY OF ELIGIBLE STUDENT</b>	<b>DEPENDENTS / DEPENDENT SPOUSE</b>	<b>LIVING ALLOWANCE</b>
Single	n/a	\$1,000.00
Single Parent	with 1 dependent	\$1,335.00
	with 2 dependents	\$1,495.00
	with 3 dependents	\$1,645.00
	additional dependent	\$100.00
Married without Dependent Spouse		\$1,000.00
	with 1 dependent	\$1,140.00
	with 2 dependents	\$1,320.00
	with 3 dependents	\$1,495.00
	additional dependent	\$100.00
Married with Dependent Spouse		\$1,185.00
	with 1 dependent	\$1,335.00
	with 2 dependents	\$1,495.00
	with 3 dependents	\$1,645.00
	additional dependent	\$100.00

10.4.3 For the purpose of calculating the level of living allowance a student is eligible to receive, the Education Administrator will use the following guidelines to determine whether the student has a dependent spouse or dependents:

<b>SPOUSAL INCOME</b>	<b>LIVING ALLOWANCE ELIGIBILITY</b>
\$20,000.00 or less	All children are dependents, and the spouse is a dependent spouse.
\$20,001.00 or more	The spouse is not a dependent spouse, and no children are dependents.

**10.5 Travel Assistance**

10.5.1 Eligible full-time students that are required to travel more than 600 kilometres from their place of ordinary residence to the place of their post-secondary education or training institution to fulfill the requirements of their program of study may be eligible to receive financial support for the cost of one return trip between the place of their post-secondary education or training institution and their ordinary residence, up to a maximum of \$300.00 per student per academic year.

10.5.2 In applying for travel assistance, students are expected to use the most economical means of travel between the place of their post-secondary education or training institution and their place of ordinary residence.

10.5.3 Students wishing to apply for travel assistance must complete a Travel Assistance Form and must submit the Form to the responsible Nisga'a Village Government.

**10.6 Special Circumstances**

10.6.1 Eligible full-time students may also be eligible for additional financial support in the following special circumstances:

10.6.1.1 where the student is attending a post-secondary education or training institution that is at least 600 kilometres from their place of ordinary residence and the student is required to travel to their place of ordinary residence

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- a. for medical reasons, where supported by a medical certificate and where such costs are not covered by the student's non-insured medical health benefits plan, or
  - b. due to the death of an immediate family member,

the student may be eligible for financial support to cover the cost of one return trip between the place of their post-secondary education or training institution and their place of ordinary residence, up to a maximum of \$300.00 per occurrence.

10.6.2 Students wishing to apply for financial support for special circumstances must complete a Special Circumstances Funding Form, and submit the Form to the responsible Nisga'a Village Government.

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## **11.0 LIMITS OF FINANCIAL SUPPORT BY PROGRAM OF STUDY**

11.1 Subject to the other provisions of the Policy, the following provides limits on the amount of financial support that will be available to eligible students under the Policy for particular programs of study:

**11.1.1 Level One Program of Study – Accredited Community College, Vocational or Technical Institutes with Certificate or Diploma Program:** Eligible students may receive financial support for tuition, books and supplies and living allowance to a maximum of three academic years to complete a Level One Program of Study.

**11.1.2 Level Two Program of Study – Undergraduate Degree Program:** Eligible students may receive financial support for tuition, books and supplies and living allowance to a maximum of six academic years to complete a Level Two Program of Study.

**11.1.3 Level Three Program of Study – Graduate Degree Program:** Eligible students may receive financial support for tuition and books and supplies to a maximum of five academic years and for living allowance to a maximum of three academic years to complete a Level Three Program of Study.

**11.1.4 Level Four Program of Study – Post-Graduate Degree or Doctorate Program:** Eligible students may receive financial support for tuition, books and supplies and living allowance to a maximum of five academic years to complete a Level Four Program of Study.

11.2 A Nisga'a Village Government may grant financial support to an eligible student in excess of the amounts identified in section 11.1 if the student demonstrates to the satisfaction of the Nisga'a Village Government that, due to unforeseen circumstances, they are unable to complete their program of study within the maximum number of academic years outlined in section 11.1

11.3 Once a student has completed three years in a Level One Program of Study, they will no longer be eligible to receive financial support for a Level One Program of Study.

11.4 Once a student has completed six years in a Level Two Program of Study, they will no longer be eligible to receive financial support for a Level One Program of Study or a Level Two Program of Study.

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- 11.5 Once a student has completed five years in a Level Three Program of Study, they will no longer be eligible to receive financial support for a Level One Program of Study, a Level Two Program of Study or a Level Three Program of Study.
- 11.6 Once a student has completed five years in a Level Four Program of Study, they will no longer be eligible to receive financial support for a Level One Program of Study, a Level Two Program of Study, a Level Three Program of Study or a Level Four Program of Study.
- 11.7 Where an eligible program of study does not fall within one of the four levels identified in section 11.1, the Education Administrator may use their discretion in determining the maximum amount of financial support available for the program of study.
- 11.8 Unless otherwise determined by a Nisga'a Village Government, a student that has been granted a funding award under the Policy will be entitled to change their program of study only once. To be eligible to continue to receive the funding award, the new program of study must be an eligible program of study under the Policy.



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## 12.0 **INCENTIVE GRANTS**

To recognize students who have excelled in their post-secondary studies, each Nisga'a Village Government has instituted an incentive grant program. Incentive grants may be awarded to students who have achieved exceptionally high grades in their post-secondary studies in the areas of

- Nisga'a language and cultural knowledge,
- public administration,
- human resources,
- natural resource management,
- financial management,
- law and law enforcement,
- computer science,
- vocational or technical training.

Students wishing to apply for incentive grants must send a letter and official transcript to the Education Administrator of the responsible Nisga'a Village Government by 5:00 pm on May 31.

To be eligible for an incentive grant, students must meet the following criteria:

- the student must be a Nisga'a citizen or a Nisga'a Indian.
- the student must have achieved a minimum grade point average of B, and must have consistently maintained that grade point average throughout their program of study;
- the student must provide proof of graduation from an accredited post-secondary education or training institution in Canada.

The number of incentive grants awarded by each Nisga'a Village Government in an academic year will not exceed 5 percent of the total amount of funding that the Nisga'a Village Government has allocated under the Policy for that academic year. Incentive grants will be awarded at the discretion of a Nisga'a Village Government.

The amount of each incentive grant will not exceed:

- \$500.00 for certificate or diploma programs;
- \$1,500.00 for undergraduate degree programs;
- \$3,500.00 for graduate or post-graduate degree programs.

**This section is not subject to the Appeal Process set out in Part 16 of the Policy.**

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## **13.0 DISBURSEMENT OF FUNDING AWARDS**

- 13.1 Once the Education Administrator of a Nisga'a Village Government has determined the eligibility of students for financial support under the Policy, the Education Administrator will recommend to the Senior Administrator of that Nisga'a Village Government that the eligible students receive a funding award.
- 13.2 Before a funding award may be disbursed under the Policy, the student who is recommended to receive the funding award must sign a student contract.
- 13.3 Funding awards will be disbursed to students by the responsible Nisga'a Village Government in accordance with the following:
- 13.3.1 the funding award must be disbursed to the student prior to or during the academic year or semester for which the student's application for financial support was assessed by the Education Administrator;
  - 13.3.2 funding awards for tuition and related student costs will be paid directly to the post-secondary education or training institution upon receipt of an invoice by the post-secondary education or training institution;
  - 13.3.3 funding awards for books and supplies will be paid to students once course outlines listing the required books and supplies for the student's program of study and original receipts for the books and supplies have been received by the Nisga'a Village Government;
  - 13.3.4 funding awards for living allowance will be paid to students in fixed monthly installments;
  - 13.3.5 funding awards for travel will be paid to students after a request by the student is made to the Education Administrator.
- 13.4 Prior to the disbursement of a funding award by the Nisga'a Village Government, students will be responsible for paying any deposits or other fees requested by the student's post-secondary education or training institution and that are eligible for financial support under the Policy.

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13.5 All funding awards recommended for approval under the Policy are subject to the availability of funding.

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## **14.0 MAINTAINING ELIGIBILITY FOR FINANCIAL SUPPORT**

14.1 In order to maintain their eligibility for financial support under the Policy, a student must:

14.1.1 abide by all requirements of the Policy;

14.1.2 maintain a grade point average of C+ or better;

14.1.3 complete all requirements of their program of studies; and

14.1.4 ensure that the funding awards received by the student are used for the intended educational expenses outlined in the Policy;

14.2 Students who have received a funding award under the Policy and who fail to maintain a grade point average of C+ or better in their program of studies will be placed on academic probation. Students placed on academic probation will be required to

14.2.1 complete an Academic Probation Contract, and

14.2.2 achieve a grade point average of C+ or better by the end of the academic probation period.

Students who are unable to achieve a grade point average of C+ or better by the end of the academic probation period will have any funding awards granted to them under the Policy terminated. Students who are able to achieve a grade point average of C+ or better by the end of the academic probation period will be considered to be in good standing and will continue to receive the funding award granted to them under the Policy.

14.3 Students who are unable to meet the requirements of their program of study due to illness or a medical condition must inform the Education Administrator as soon as possible and provide the Education Administrator with a medical certificate within ten days of the onset of the illness or medical condition. Failure to do so may affect the student's ability to maintain their eligibility for financial support under the Policy.

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## **15.0 TERMINATION OF A FUNDING AWARD**

15.1 A Nisga'a Village Government may terminate a funding award granted to an eligible student in accordance with the Policy for the following reasons:

15.1.1 the student made a misrepresentation on the application for financial support;

15.1.2 the student's academic status changed from a full-time student to a part-time student, and the student did not communicate the change to the Education Administrator of the responsible Nisga'a Village Government within 30 days of the change;

15.1.3 a change in the student's eligibility for a living allowance occurred, and the student did not communicate the change to the Education Administrator of the responsible Nisga'a Village Government within 30 days of the change;

15.1.4 the student withdraws from the post-secondary education or training institution prior to the commencement of or during the academic year or semester;

15.1.5 the student withdraws from or changes their program of study without the prior approval of the Education Administrator of the responsible Nisga'a Village Government;

15.1.6 the student fails to complete a final examination or major assignment for one or more courses within their program of study;

15.1.7 the student is in breach of any of the terms of the Student Contract;

15.1.8 the student is in breach of any of the terms of the Academic Probation Contract.

15.2 Students who have had a funding award terminated in accordance with the Policy will not be eligible for further financial support under the Policy until the student repays the full amount of the funding award disbursed to the student to the responsible Nisga'a Village Government. Students who have repaid the full amount of the funding award in accordance with this section will be considered to be in good standing.

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## 16.0 **APPEAL PROCESS**

This part of the Policy sets out the steps to be taken when a student wishes to appeal a recommendation made by the Education Administrator of a Nisga'a Village Government in accordance with the Policy.

16.1 **Step One:** The student will discuss the recommendation made by the Education Administrator with the Education Administrator in an attempt to resolve any disagreement that may have arisen in respect of the recommendation, including disagreements regarding the application or interpretation of a provision of the Policy;

16.2 **Step Two:** If the student and the Education Administrator are unable to reach satisfactory resolution to the disagreement in question, the student may request an Appeal Form from the Education Administrator. The Education Administrator must complete the relevant sections of the Appeal Form and provide it to the student. The student will complete the relevant sections of the Appeal Form and return the completed Appeal Form to the Education Administrator within seven business days after the recommendation by the Education Administrator was communicated to the student.

16.3 **Step Three:** The Education Administrator must forward the completed Appeal Form to the Senior Administrator of the responsible Nisga'a Village Government.

16.4 **Step Four:** The Senior Administrator must review the Appeal Form and the relevant portions of the Policy, and, within five business days of receiving the Appeal Form, must make a decision to:

16.4.1 uphold the recommendation of the Education Administrator; or

16.4.2 vary the recommendation of the Education Administrator.

If the Senior Administrator decides to vary the recommendation of the Education Administrator, the Senior Administrator must provide clear direction for any action to be taken by the Senior Administrator, the Education Administrator or the student.

16.5 **Step Five:** If, after consideration by the Senior Administrator, the student is not satisfied with the decision made by the Senior Administrator, the student may appeal the Senior Administrator's decision to the Appeals Committee. A student wishing to submit an appeal to the Appeals Committee must complete an Appeals

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Committee Form, and submit it to the Appeals Committee within two business days of receiving the decision of the Senior Administrator.

16.6 **Step Six:** The Appeals Committee will meet within ten business days of receiving a completed Appeals Committee Form to consider the appeal. In considering an appeal, the Appeals Committee must decide to:

16.6.1 uphold the decision of the Senior Administrator; or

16.6.2 vary the decision of the Senior Administrator.

The decision of the Appeals Committee is final and binding.

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**17.0 AMENDMENTS TO THE POLICY**

17.1 This Policy may be amended by the Nisga'a Lisims Government Executive.

17.2 Each Nisga'a Village Government may propose amendments to the Policy.

17.3 It is the responsibility of the Education Administrator of a Nisga'a Village Government to inform students that have received funding awards in accordance with the Policy of any changes or amendments to the Policy.