

TOQUAHT NATION GOVERNMENT ADMINISTRATION

POST-SECONDARY EDUCATION POLICY



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PREAMBLE

Since time immemorial, the Toquaht Nation has lived in harmony with the sea and our coastal environment. We honour the vision of our ancestors by committing ourselves to the values that they preserved for us, and by supporting our *muschim* and *hahuthli*.

Under the Toquaht Nation Constitution, our citizens have:

- The right to the wealth of our traditional territory and a sound economic foundation
- The right to equal employment opportunities within the Toquaht Nation
- The opportunity to pursue a livelihood within Toquaht lands
- The opportunity to contribute to the progress and development of the Toquaht Nation
- The opportunity to achieve their fullest potential as individuals

In this spirit, the Toquaht Nation's goal is to bring people home to a thriving community. We work to create economic opportunities for our citizens – ideally within Toquaht *hahuthli*, governance structures and economic development initiatives – and to create paths to employment through education so that Toquaht citizens may exercise their rights, seize opportunities and achieve their fullest potential.

The Toquaht Nation adopts this policy based on these values.

PART 1 – ELIBILITY TO APPLY FOR FUNDING

To be eligible to apply to the Toquaht Nation for post-secondary funding, individuals must:

- Be a registered citizen of the Toquaht Nation, as per the *Toquaht Nation Citizenship Act*
- Be accepted into (or awaiting acceptance into) an eligible program at a designated post-secondary institution
- Maintain satisfactory grades and general compliance with this policy

To be eligible to apply for funding does not mean that funding is approved or guaranteed.

Furthermore:

- Students in a multi-year program must annually re-apply for funding
- Toquaht takes past sponsorship compliance into account when approving funding

PART 2 – REQUIRED ASSESSMENTS

Good high school grades do not always represent the English and Math skills required to be successful in post-secondary studies. Assessments provide a more accurate reflection of a student’s skills, help them recognize when upgrading may be beneficial, and help ensure success in future studies.

Before admitting new or first-time students, many colleges and universities require them to write an English assessment, Math assessment, or other program-specific assessment to ensure they are ready for post-secondary studies.

If a new or first-time student is applying for funding for a College/University Preparation program or higher, the Toquaht Nation requires the student to write an English assessment, even if the program or institution they are applying to do not require it. If the program or institution requires other assessments (e.g. Math), the student must write those too.

Individuals can write assessments at most local post-secondary institutions. If you are not sure yet which post-secondary institution you are interested in applying to, you can write your assessment at North Island College (<http://www.nic.bc.ca/services/educationplanning/assessments.aspx>). At North Island College, there may be a \$15-40 fee charged to write assessments.

2.1 Fees Covered

The Toquaht Nation will reimburse Toquaht citizens for assessment writing fees, with proof of purchase provided. Alternately, Toquaht can cover the fee up-front by providing payment directly to the institution. Contact Toquaht’s Education Coordinator for more information.

2.2 Funding Implications

- a. If a student’s assessments demonstrate grade 12 proficiency and they have been accepted to an accredited institution, the Toquaht Nation may fund them. If a student is new to post-secondary studies, their first funded term will be on Probationary Acceptance (see section 6.5 for more information on Probationary Acceptance). At the of their first term, the student must submit a Semester Progress Report (find the form in Appendix A[4]).
- b. If a student’s assessments do not demonstrate grade 12 proficiency but they have been accepted into an accredited institution, the student is *strongly encouraged* to enroll in a College/University Preparation program, which the Toquaht Nation

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may fund (see section 3.2 for more information on College/University Preparation programs).

However, the Toquaht Nation may also fund the student's post-secondary program without requiring them to take a College/University Preparation program. If the student does not decide to take a College/University Preparation program, the student's first-year of post-secondary studies will be funded under Probationary Acceptance (see section 6.5 for more information on Probationary Acceptance). For their first-year of studies, the student must submit a Semester Progress Report (find the form in Appendix A[4]) at the end of each term.

- c. If a student's assessments do not demonstrate grade 12 proficiency and they have not been accepted into an accredited institution, the Toquaht Nation requires the student to successfully complete a College/University Preparation program before being funded for a post-secondary program. The Toquaht Nation may fund the student's College/University Preparation program (see section 3.2 for more information on College/University Preparation programs).

PART 3 – ELIGIBLE PROGRAMS

The following courses and programs are eligible to be funded under this policy:

- Short Certificate Programs
- Adult Basic Education (ABE)
- College/University Preparation programs
- Technical, Trades and Vocational Training
- Certificates, Diplomas and Undergraduate Degrees
- Graduate Degrees

As described in section 4.0, courses and programs must be offered at a designated institution to qualify for funding.

3.1 Short Certificate Programs

A short certificate program is a program of 80 hours or less that leads to a certificate (e.g. Foodsafe, Serving It Right, Air Brakes, Marine Advanced First Aid, Chainsaw Safety).

In some cases, the Nuu-chah-nulth Employment and Training Program (NET-P) can fund short certificate programs. A Toquaht citizen must contact NET-P to determine if NET-P can cover any costs. If not, the citizen must provide proof of their inquiry to NET-P and can then apply to Toquaht for funding.

Toquaht citizens can apply to have short certificate program tuition and student fees, books and supplies, and reasonable travel expenses funded. For the purpose of funding Short Certificate Program travel expenses, Toquaht will reimburse as per the amounts laid out in the People's Assembly Travel Policy.

Toquaht citizens cannot apply for living allowance to take short certificate programs. A Toquaht citizen cannot receive funding for a short certificate program more than once per calendar year, unless the program is delivered in modules. If that's the case, the citizen can apply more than once, but funding is first-come-first serve so is not guaranteed.

Funding applications for short certificate programs can be submitted at any time and will be processed on a first-come-first-serve basis until funding is exhausted. Funding is not guaranteed.

Find the Post-Secondary Application Package in Appendix A(1).

3.2 Adult Basic Education (ABE)

An individual that is 18 or older can enroll in Adult Basic Education, which is for adults who want to:

- Obtain a high-school graduation certificate (the “Adult Dogwood”)
- Complete prerequisite courses needed for further study
- Prepare for employment
- Refresh their skills and confidence for work or further studies
- Reach a personal goal

If an individual is 18 or older and does not hold a Dogwood Diploma, they can take Adult Basic Education courses that lead to an “Adult Dogwood” for free through a local school district. As such, the Toquaht Nation will not fund tuition fees or books and supplies for Adult Basic Education.

However, Toquaht citizens can apply for partial living allowance if they are enrolled in Adult Basic Education courses that lead to an Adult Dogwood. ABE students that receive living allowance must have their ABE instructor(s) provide proof to Toquaht at the end of each month that they are still enrolled in ABE courses.

Living allowance applications for ABE courses can be submitted at any time and will be processed on a first-come-first-serve basis until funding is exhausted. Funding is not guaranteed.

See section 6.0 for Post-Secondary Funding Application information and important deadlines, and section 9.4 for more information on Living Allowance Eligibility.

3.3 College/University Preparation

A new or first-time student may wish to enroll – or may be required under section 2.2(c) to enroll – in a College/University Preparation program to help ensure success in their post-secondary studies.

If the student is required under 2.1(c) to take College/University Preparation, the program must be for a minimum of 4 months. During this time, Toquaht encourages students to take a study and writing skills course, and a computer skills course.

Toquaht citizens may apply to have College/University Preparation tuition and student fees, and books and supplies funded. Full and part-time students are eligible to apply for living allowance. See section 6.0 for Post-Secondary Funding Application information and important deadlines, and section 9.4 for more information on Living Allowance Eligibility.

3.4 Technical, Trades and Vocational Training

Toquaht citizens may apply to have technical, trade or vocational training tuition and student fees, and books and supplies funded. Full and part-time students are eligible to apply for living allowance. See section 6.0 for Post-Secondary Funding Application information and important deadlines, and section 9.4 for more information on Living Allowance Eligibility.

3.5 Certificates, Diplomas and Undergraduate Degrees

Toquaht citizens can apply to have a college or university certificate, diploma or undergraduate degree's tuition and student fees, and books and supplies funded. Full and part-time students are eligible to apply for living allowance. See section 6.0 for Post-Secondary Funding Application information and important deadlines, and section 9.4 for more information on Living Allowance Eligibility.

Please note that students completing a paid co-operative term are considered fully employed and are not eligible to receive Toquaht post-secondary funding during that time (see 9.6(b) for additional information).

3.6 Graduate Degrees

Toquaht citizens can apply to have a graduate degree's tuition and student fees, and books and supplies funded. Full and part-time students are eligible to apply for living allowance. See section 6.0 for Post-Secondary Funding Application information and important deadlines, and section 9.4 for more information on Living Allowance Eligibility.

Please note that law students in their articling year are considered as fully employed and are not eligible to receive Toquaht post-secondary funding.

3.7 Additional Undergraduate Degrees

In some circumstances, students who have already been funded for and successfully obtained an undergraduate degree (i.e. Bachelor's Degree) can apply for additional funding to complete a second undergraduate degree.

In addition to a Post-Secondary Funding Application Package, the student must submit a detailed letter outlining why they want to complete a second undergraduate degree. The letter must include:

- Evidence that the employment opportunities with the first undergraduate degree are very poor

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- Evidence that the employment opportunities and benefits of an additional undergraduate degree are strong, especially within Toquaht *hahulthli*, governance structures and economic development initiatives
- Acknowledgement that funding provided for the second undergraduate degree may be deducted from potential future funding available from Toquaht (e.g. for a graduate degree)

Note: Funding requests for an additional undergraduate degree will only be considered if:

- Funding requests from other students completing undergraduate degrees have been earmarked in that fiscal year's post-secondary education budget
- Surplus dollars are available in that fiscal year's post-secondary education budget

PART 4 – DESIGNATED INSTITUTIONS

A designated institution is one that is recognized by a provincial or territorial government, has passed quality assurance tests, and is authorized by the government to grant certificates, diplomas or degrees.

4.1 Public Institutions Within BC and Canada

A list of designated institutions in BC can be found at:

<https://myeqa.bceqa.ca/apply/staff/report/ListDesignatedInstitutions.action> or by going to www.gov.bc.ca and searching “EQA Designated Institutions” (EQA stands for Education Quality Assurance).

A list of designated institutions in Canada can be found at:

<http://www.cic.gc.ca/english/study/study-institutions-list.asp>

4.2 Private Institutions Within BC and Canada

The BC provincial government’s Private Training Institutions Branch regulates designated private institutions. A list of designated private institutions in BC can be found at <https://www.privatetraininginstitutions.gov.bc.ca/students/pti-directory> or by exploring www.privatetraininginstitutions.gov.bc.ca.

Programs offered at a designated private institution are eligible for funding under Toquaht’s Post-Secondary Education Policy, as long as at least 75% of that institution’s courses are transferrable to a publically funded institution.

Costs at private institutions are typically much higher than costs at publically funded institutions. Therefore, as per section 9.3 of this policy, funding for students attending private institutions may be based on rates for comparable programs at publically funded institutions in BC.

4.3 Foreign Institutions

If a student enrolls in a foreign institution, the student must provide evidence that it is recognized in Canada as a designated institution.

Costs to attend foreign institutions are typically much higher than costs at publically funded institutions in Canada. Therefore, as per section 9.3 of this policy, funding for students attending foreign institutions may be based on rates for comparable programs at publically funded institutions in BC. Funding will be provided and calculated in Canadian dollars. Students cannot apply for travel assistance to move to foreign countries. As an alternative, students are *strongly encouraged* to explore exchange programs through publically-funded institutions in BC or Canada to save on costs.

PART 5 – FULL-TIME AND PART-TIME STATUS DETERMINATION

The institution the student is enrolled in will assign them full-time or part-time status based on the number of courses they are enrolled in. Toquaht reserves the right to request proof of registration and/or proof of full or part-time status (as determined by their institution) at any time.

See section 12.2 for more information on Full-Time and Part-Time Status for Students with Disabilities.

5.1 Full-Time Status

Although institutions determine full-time status in a variety of ways, Toquaht considers the following as full-time:

- a. **Adult Basic Education:** a minimum of three (3) courses per term
- b. **College/University Preparation:** a minimum of nine (9) credits per term
- c. **Technical, Trades and Vocational Training:** a minimum of twelve (12) credits per term; summer term: a minimum of six (6) credits per term
- d. **Certificate, Diploma or Undergraduate Degree:** a minimum of twelve (12) credits per term; summer term: a minimum of six (6) credits per term
- e. **Graduate Degree:** a minimum of four (4) courses or twelve (12) credits per term

5.2 Part-Time Status

If a student is enrolled in fewer courses than the guidelines listed above, they are considered to be a part-time student. The number of credits a part-time student is enrolled in will be used to determine their living allowance. See section 9.4 and 9.5 for more information on Living Allowance Eligibility.

5.3 Funding Implications

Both full and part-time students can apply for funding support for tuition and student fees, books and supplies, and living allowance.

See section 9.4 and 9.5 for more information on Living Allowance Eligibility.

PART 6 – POST-SECONDARY FUNDING APPLICATIONS

6.1 How to Submit Funding Applications

Information related to post-secondary funding applications can be submitted in a variety of ways:

In-person: Toquaht Nation Administration – 1971 Peninsula Rd., Ucluelet

E-mail: Education Coordinator – noreenf@toquaht.ca

Mail: Noreen Frank, Education Coordinator
Toquaht Nation
PO Box 759
Ucluelet, BC V0R 3A0

Fax: 250-726-4403, Attn: Noreen Frank
Note: If an applicant submits by fax, it is the **applicant's responsibility to call the Toquaht Nation at 1-877-726-4230 and ensure the fax was successfully received, and received on time.*

Applicants should use the Post-Secondary Funding Application Checklist found in Appendix A[1] to ensure they have submitted all required information. *Incomplete applications will not be reviewed.*

6.2 Entrance Opportunities and Application Deadlines

There are two opportunities for students to begin post-secondary studies each academic year:

- **September 1**
 - Funding application due January 31
 - Supplemental information due July 15
- **January 1**
 - Funding application due September 1
 - Supplemental information due Oct. 15

Due to Toquaht's financial processes and responsibilities, students are strongly encouraged to apply for funding soon as possible, even if their academic plans are not yet finalized.

6.2.1 September 1 Entrance Application Deadlines

By January 31 at 4:30pm, all September 1 entrance applicants must submit their Post-Secondary Funding Application Package (Appendix A[1]) to Toquaht's Education Coordinator, which includes:

- Post-Secondary Application Form
- Basic Needs Assessment Form
- Application Form to Attend a Private or Foreign Institution (if applicable)
- Student Integrity Agreement

By July 15 at 4:30pm, September 1 entrance applicants must submit the following supplemental information to Toquaht:

- New students:
 - An acceptance letter from a designated program or institution (if not yet available, then explain why and submit as soon as possible)
 - English assessment results, along with any other assessment results (e.g. Math) required by a program or institution
 - Confirmation from their institution of the total cost of tuition, student fees, and books
 - A sponsorship form from their institution, and their institution's bookstore
 - A direct deposit form from their banking institution or their banking details
- Continuing students:
 - Proof of their course registration details
 - Proof of their most recent college/university grades
 - If transferring to a new institution, an acceptance letter from that institution
 - If transferring to a new institution, confirmation from the new institution of the total cost of tuition, student fees, and books
 - If transferring to a new institution, a sponsorship form from their new institution, and their institution's bookstore

Applicants should use the Post-Secondary Funding Application Checklist found in Appendix A[1] to ensure they have submitted all required information. *Incomplete applications will not be reviewed.*

6.2.2 January 1 Entrance Application Deadlines

By September 1 at 4:30pm, all September 1 entrance applicants must submit their Post-Secondary Funding Application Package (Appendix A[1]) to Toquaht's Education Coordinator, which includes:

- Post-Secondary Application Form
- Basic Needs Assessment Form
- Application Form to Attend a Private or Foreign Institution (if applicable)
- Student Integrity Agreement

By October 15 at 4:30pm, September 1 entrance applicants must submit the following supplemental information to Toquaht:

- New students:
 - An acceptance letter from a designated program or institution (if not yet available, then explain why and submit as soon as possible)
 - English assessment results, along with any other assessment results (e.g. Math) required by a program or institution
 - Confirmation from their institution of the total cost of tuition, student fees, and books
 - A sponsorship form from their institution, and their institution's bookstore
 - A direct deposit form from their banking institution or their banking details
- Continuing students:
 - Proof of their course registration details
 - Proof of their most recent college/university grades
 - If transferring to a new institution, an acceptance letter from that institution
 - If transferring to a new institution, confirmation from the new institution of the total cost of tuition, student fees, and books
 - If transferring to a new institution, a sponsorship form from their new institution, and their institution's bookstore

Applicants should use the Post-Secondary Funding Application Checklist found in Appendix A[1] to ensure they have submitted all required information. *Incomplete applications will not be reviewed.*

6.3 Summer Classes

New or first-time post-secondary students cannot begin their studies during the summer term. They must apply for September 1 entrance or January 1 entrance, as described in section 6.2.

Continuing students that wish to take summer classes can indicate so on their annually submitted Post-Secondary Funding Application Package (Appendix A[1]).

6.4 Approval Dates and Deadlines

September 1 Entrance Applicants

February 15: Applicants will receive written and e-mail confirmation from Toquaht that their September 1 entrance application (due by January 31) was received on time.

May 15: Applicants will receive written and e-mail notification from Toquaht that their September 1 entrance application has either been denied or tentatively approved (pending the submission of supplemental information due by July 15).

August 1: Toquaht notifies successful September 1 entrance applicants in writing and by e-mail to confirm:

- Successful funding approval
- Living allowance amount (if applicable)

January 1 Entrance Applicants

Sept. 5: Applicants will receive written and e-mail confirmation from Toquaht that their January 1 entrance application (due by September 1) was received on time.

Sept. 20: Applicants will receive written and e-mail notification from Toquaht that their January 1 entrance application has either been denied or tentatively approved (pending the submission of supplemental information due by October 15).

November 1: Toquaht notifies successful January 1 entrance applicants in writing and by e-mail to confirm:

- Successful funding approval
- Living allowance amount (if applicable)

6.5 Probationary Acceptance

Students under Probationary Acceptance must submit a Post-Secondary Student Semester Progress Report (Appendix A[4]) to Toquaht on the last day of their semester. Failure to submit a report may result in immediate funding suspension.

- a. As per section 2.2(a) of this policy, if a student is new to post-secondary studies, their first-term will be funded under Probationary Acceptance.
- b. As per section 2.2(b) of this policy, if an applicant's assessments do not demonstrate grade 12 proficiency but they have been accepted into an accredited institution, Toquaht may fund them under Probationary Acceptance for their first-year of study. However, the applicant is *strongly encouraged* to enroll in a College/University Preparation program before they begin post-secondary studies, which Toquaht may fund (see section 3.2 for more information on College/University Preparation programs).

6.6 Late Applications

As per section 6.2 of this policy, there are two opportunities for students to begin post-secondary studies each academic year:

- September 1 entrance
 - Funding application due January 31
 - Supplemental information due July 15
- January 1 entrance
 - Funding application due September 1
 - Supplemental information due Oct. 15

Despite these deadlines, Toquaht may accept late Post-Secondary Funding Applications. Funding is not guaranteed. Toquaht will review late applications after all other applications that were submitted on time have been reviewed and decided upon.

PART 7 – APPEALS

If a Toquaht citizen's Post-Secondary Funding Application has been denied, they may appeal to the Director of Community Services for a review of the decision by submitting a Post-Secondary Funding Decision Appeal Form (Appendix A[2]).

If the appeal is determined to be legitimate, the citizen's Post-Secondary Funding Application and Post-Secondary Funding Decision Appeal will go forward to the Director of Operations for review.

1.1 Illegitimate Appeals

If the Director of Community Services determines the appeal is illegitimate, the appeal is denied.

An example of an illegitimate appeal: A student has committed fraudulent behavior as defined in section 8.5.2 and their eligibility to apply for funding has been suspended for 2 years. Despite this, they have re-applied for funding and it has been denied. The student submits a Post-Secondary Funding Decision Appeal Form to the Director of Community Services, and it is determined an illegitimate appeal.

1.2 Legitimate Appeals

If the Director of Community Services determines the appeal is legitimate, it will go forward to the Director of Operations for review.

An example of a legitimate appeal: A student submits a Post-Secondary Funding Application past the deadlines laid out in 6.2.1 or 6.2.2. Their application is denied because it was submitted late. The student submits a Post-Secondary Funding Decision Appeal Form to the Director of Community Services and points out that under section 6.6 of this policy, Toquaht may accept late applications to be reviewed after all other applications that were submitted on time have been reviewed and decided upon. The Director of Community Services determines it is a legitimate appeal, and it will therefore go forward to the Director of Operations for review.

1.3 Director of Operation's Decision Final

The Director of Operations will review the appeal and either deny the Post-Secondary Funding Application, or approve it (pending the submission of supplemental information).

The Director of Operation's decision is final for that academic year. If denied, citizens can re-apply for funding in a future year.

1.4 Appeal Dates and Deadlines

September 1 Entrance Applicants

- June 1: September 1 entrance applicants who have had their Post-Secondary Funding Application denied must submit a Post-Secondary Funding Decision Appeal Form (Appendix A[2]) to Toquaht's Director of Community Services by June 1 at 4:30pm.
- June 15: Director of Community Services notifies appeal applicants in writing and by e-mail if their appeal is deemed legitimate or not. If it is illegitimate, the appeal is denied.
- July 1: If the appeal is legitimate, Director of Operations will review the applicant's September 1 entrance Post-Secondary Application and Post-Secondary Funding Decision Appeal by July 1.
- July 10: Director of Operations notifies appeal applicant in writing and by e-mail to confirm if their September 1 entrance application is denied or tentatively approved (pending the submission of supplemental information due by July 15).

January 1 Entrance Applicants

- October 1: January 1 entrance applicants who have had their Post-Secondary Funding Application denied must submit a Post-Secondary Funding Decision Appeal Form (Appendix A[2]) to Toquaht's Director of Community Services by October 1 at 4:30pm.
- October 10: Director of Community Services notifies appeal applicants in writing and by e-mail if their appeal is deemed legitimate or not. If it is illegitimate, the appeal is denied.
- October 25: If the appeal is legitimate, the Director of Operations will review the applicant's January 1 entrance Post-Secondary Application, supplemental information, and Post-Secondary Funding Decision Appeal by October 25.
- November 1: Director of Operations notifies appeal applicant in writing and by e-mail to confirm if their January 1 entrance application is denied or approved.

PART 8 – FULL CALENDAR OF IMPORTANT DATES AND DEADLINES

- January 15: Students that have just finished a fall semester (September-December) must submit their unofficial grades to Toquaht by January 15.
- January 31: **Applicants for September 1 entrance** must submit the following to Toquaht by January 31 at 4:30pm: a Post-Secondary Application Package (Appendix A[1]). See section 6.2.1 for more information on September 1 Entrance Application Deadlines.
- February 15: Applicants receive written and e-mail confirmation from Toquaht that their September 1 entrance application has been received on time.
- May 15: Applicants receive written and e-mail notification from Toquaht if their September 1 entrance application has been denied or tentatively approved (pending the submission of supplemental information due by July 15). See section 6.2.1 for the list of supplemental information to submit.
- May 15: Students that have just finished a winter semester (January-April) must submit their unofficial grades to Toquaht by May 15.
- June 1: If a September 1 entrance applicant has been denied, they may submit a Post-Secondary Funding Decision Appeal Form (Appendix A[2]) to Toquaht's Director of Community Services by June 1 at 4:30pm.
- June 15: Director of Community Services notifies appeal applicants in writing and by e-mail if their appeal is deemed legitimate or not. If it is illegitimate, the appeal is denied.
- July 1: If the appeal is legitimate, the Director of Operations will review the applicant's September 1 entrance Post-Secondary Application and Post-Secondary Funding Decision Appeal by July 1.
- July 10: The Director of Operations notifies the appeal applicant in writing and by e-mail to confirm if their September 1 entrance Post-Secondary Application is denied or tentatively approved, pending the submission of supplementation information due by July 15.
- July 15: **Applicants for September 1 entrance** must submit all supplemental information by July 15 at 4:30pm. See section 6.2.1 for the list of supplemental information.

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- August 1: Toquaht notifies successful September 1 entrance applicants in writing and by e-mail to confirm:
- Successful funding approval
 - Living allowance amount (if applicable)
- September 1: **Applicants for January 1 entrance** must submit the following to Toquaht by September 1 at 4:30pm: a Post-Secondary Application Package (Appendix A[1]). See section 6.2.2 for more information on January 1 Entrance Application Deadlines.
- Sept. 5: Applicants receive written and e-mail confirmation from Toquaht that their January 1 entrance application has been received on time.
- Sept. 15: Students that have just finished a summer semester (May-August) must submit their unofficial grades to Toquaht by September 15.
- Sept. 20: Applicants receive written and e-mail notification from Toquaht if their September 1 entrance application has been denied or tentatively approved (pending the submission of supplemental information due by October 15). See section 6.2.2 for the list of supplementation information.
- October 1: If a January 1 entrance applicant has been denied, they may submit a Post-Secondary Funding Decision Appeal Form (Appendix A[2]) to Toquaht's Director of Community Services by October 1 at 4:30pm.
- October 10: Director of Community Services notifies appeal applicants in writing and by e-mail if their appeal is deemed legitimate or not. If it is illegitimate, the appeal is denied.
- October 15: **Applicants for January 1 entrance** must submit all supplemental information by October 15 at 4:30pm, **even if they are going through a Post-Secondary Funding Decision Appeal**. See section 6.2.2 for the list of supplemental information.
- October 25: If the appeal is legitimate, the Director of Operations will review the applicant's January 1 entrance Post-Secondary Application, supplementation information and Post-Secondary Funding Decision Appeal by October 25.
- November 1: Director of Operations notifies appeal applicant in writing and by e-mail to confirm if their January 1 entrance application is denied or approved..

TOQUAHT NATION GOVERNMENT ADMINISTRATION
POST-SECONDARY EDUCATION POLICY

November 1: Toquaht notifies successful January 1 entrance applicants in writing and by e-mail to confirm:

- Successful funding approval
- Living allowance amount (if applicable)

PART 9 – FUNDING LIMITS

9.1 Maximum length of funding

Funding limits are determined in part by the type of program a student is registered in. The following are the general lengths of time that a student is eligible for funding. If an unusual circumstance leads a student to feel they need more time to complete their studies, they must contact the Toquaht Nation to discuss their needs:

- a. Adult Basic Education**
 - i. Until “Adult Dogwood” is obtained
- b. College/University Preparation**
 - i. Full-time: one academic year
 - ii. Part-time: the number of courses required for one academic year of study
- c. Certificate or Diploma Programs**
 - i. Full-time: the length of time it should take to complete the program when enrolled in full-time studies, as defined by the institution.
 - ii. Part-time: the number of courses required to complete the program, as defined by the institution.
- d. Undergraduate Degrees**
 - i. Full-time: the length of time it should take to complete one undergraduate degree when enrolled in full-time studies, as defined by the institution.
 - ii. Part-time: the number of courses required to complete one undergraduate degree, as defined by the institution.
- e. Graduate Degrees**
 - i. Full-time: the length of time it should take to complete one graduate degree when enrolled in full-time studies, as defined by the institution.
 - ii. Part-time: the number of courses required to complete one graduate degree, as defined by the institution.

Part time students who repeatedly change programs will only be funded for the length of time it takes to complete the courses in one program.

Toquaht will not provide funding for courses that a student must repeat, unless the student has been approved by both their institution and Toquaht for medical or compassionate withdrawal (see section 11.0 for more information on Dealing With The Unexpected). At Toquaht’s discretion, in unusual circumstances it may pay for one repeat course for a student.

9.2 Funding Limits at Private Institutions

Costs at private institutions are typically much higher than costs at publicly funded institutions. At Toquaht's discretion, funding for students attending private institutions may be based on rates for comparable programs at accredited public institutions.

9.3 Funding Limits at Foreign Institutions

Costs at foreign institutions are typically much higher than costs at publically funded Canadian institutions. Costs to attend a foreign institution will be paid to a maximum of that charged at a similar BC publicly funded institution, and funding will be provided and calculated in Canadian dollars. As an alternative, students are strongly encouraged to consider a foreign exchange through a Canadian public institution.

9.4 Living Allowance Eligibility

Both full and part-time students are eligible to apply for living allowance.

Students with disabilities should review section 12.2 of this policy for additional information on Full-Time and Part-Time Status for Students with Disabilities.

9.5 Determining Living Allowance

As laid out in section 6.2.1 and 6.2.2, a student requesting living allowance support must submit a Basic Needs Assessment Form (in Appendix A[1]). At Toquaht's discretion, a student may be asked to produce their most recent T4 or tax assessment for themselves and their spouse (if applicable).

A student will be assigned a living allowance allocation based on:

- The information provided in their Basic Needs Assessment Form
- The number of courses or credits they are enrolled in per term
- The Living Allowance Matrix found in Appendix B

9.6 Additional Living Allowance Considerations

For the purposes of living allowance support:

- a. A graduate student writing their thesis will be considered a full-time student for a maximum of eighteen (18) months, and during this time they are eligible to receive monthly living allowance support. If their thesis takes more than 18 months and they still need living allowance, they must seek approval from Toquaht, which may be granted on a case-by-base basis.
- b. Students in paid practicums or co-op positions that provide wages will only receive living allowance if it is required to “top up” their monthly income to the equivalent of Toquaht’s allocated living allowance. For example, if a student’s monthly living allowance from Toquaht is typically \$800 but their paid practicum provides them with \$500 in monthly wages, the student will only receive \$300 in living allowance from Toquaht for that month.
- c. Law students in their articling year are considered to be fully employed, and are not eligible to receive Toquaht post-secondary funding or living allowance.

PART 10 – STUDENT INTEGRITY

10.1 Toquaht Nation Government Integrity Act

As a self-governing First Nation, the Toquaht Nation strives to provide transparent and accountable governance to our citizens. The *Toquaht Nation Government Integrity Act* lays out principles of honesty, integrity and regard for the common good of all Toquaht citizens. In turn, we expect these principles to be upheld by all Toquaht citizens and students.

10.2 Student Integrity Agreement

Students who successfully receive post-secondary funding from the Toquaht Nation are required to sign and submit a Student Integrity Agreement (in Appendix A[1]). In doing so, the student agrees to all terms and conditions of this policy.

If a student does not abide by the terms of their Student Integrity Agreement or this policy:

- a. Their funding may be suspended, altered or discontinued for up to 2 years
- b. They may be required to reimburse sponsorship funds in full to Toquaht
- c. Other financial benefits from the Toquaht Nation may be withheld or deducted from the amount owing to the Toquaht Nation
- d. In some cases, the student may be permitted to complete a “term on own” in lieu of financial reimbursement to Toquaht
- e. If a student engages in fraudulent behaviour, their funding will be immediately suspended and possibly discontinued for up to 2 years

10.3 Fraudulent Behaviour

If a student engages in fraudulent behavior, their funding will be immediately suspended. They may be put on Academic Probation, or their funding may possibly be discontinued for up to 2 years. Fraudulent behaviours include, but are not limited to:

- Falsifying information, records, progress reports and forms
- Failing to report changes to enrolment or changes to academic program in accordance with policy
- Failing to report accurate attendance information
- Lying or cheating

10.4 Attendance

Students must attend all classes that the Toquaht Nation funds.

10.5 Grades

The Toquaht Nation reserves the right to request proof of academic standing from students at any time.

Students that do not meet course requirements or Toquaht's minimum grades requirement laid out in 10.5.1 may be placed on Academic Probation, may be eligible to receive financial support for tutoring, or may have their funding suspended.

10.5.1 Minimum Grades

Students funded by Toquaht must maintain a minimum overall "C" grade average.

10.5.2 Submitting Grades to Toquaht

- a. Students must submit their unofficial grades to Toquaht at the end of each term, and no later than the 15th of the month following the end of the term. Students can obtain or print off their unofficial grades from their institution's online student service center, typically free of charge.
 - January 15: Students that have just finished a fall semester (September-December) must submit their grades to Toquaht by January 15.
 - May 15: Students that have just finished a winter semester (January-April) must submit their grades to Toquaht by May 15.
 - Sept. 15: Students that have just finished a summer semester (May-August) must submit their grades to Toquaht by September 15.
- b. Students enrolled in a course that is more than 4 months long must submit their exam and/or paper scores at the end of that course's first term (in place of a course grade). At the end of the course's final term, the student must submit the course's final grade.
- c. Students being funded under Probationary Acceptance or Academic Probation must provide a Post-Secondary Student Semester Progress Report (Appendix

A[4]) to Toquaht on the last day of each term. Failure to submit a report will result in immediate funding suspension.

10.6 Student Communication with Toquaht

10.6.1 Current Contact Information

A student is required to provide Toquaht with their up-to-date contact information at all times, including:

- Mailing address
- Physical address
- E-mail address
- Cell phone or telephone number

10.6.2 Notifying Toquaht of Changes to Academic Program

Students must notify Toquaht of any changes to their program or academic plans within 5 school days of making the change.

In some cases (e.g. dropping a course), the student is required to communicate with Toquaht ahead of time. If they fail to do so, their funding may be immediately suspended and they may be required to reimburse funds to Toquaht before they are eligible to receive further funding. See section 11.0 for more information on dealing with the unexpected.

PART 11 – DEALING WITH THE UNEXPECTED

11.1 Failing a Course

Toquaht recognizes that some students may struggle with the requirements and workloads of post-secondary studies. *Toquaht encourages all students to notify Toquaht when they first begin to experience challenges or feel they are struggling.*

If a student fails a course, or throughout a term scores lower than a “C” on any paper or exam, they must immediately notify the Toquaht Nation. The student may be eligible to receive financial support for tutoring.

If a student fails a course due to an unusual circumstance, they must notify Toquaht immediately and, at Toquaht’s discretion, may be funded to repeat the course. This may only happen once.

If a student fails a class and does not notify the Toquaht Nation or submits fraudulent proof of grades, their funding may be immediately suspended, they may be put on Academic Probation, or their funding may be discontinued for up to 2 years.

11.2 Dropping a Course

Toquaht recognizes that some students may have to drop a course for various reasons. If a student wishes to drop a course that is being funded by Toquaht, the student is required to discuss this with Toquaht first.

If a student:

- a. Drops one or more courses without first discussing it with Toquaht, their post-secondary funding support may be suspended, they may be put on Academic Probation, or their funding may be discontinued for up to 2 years.
- b. Drops one or more courses late in the semester and the institution does not provide full or partial reimbursement, the student may be responsible to reimburse Toquaht for costs incurred. Amounts owed to Toquaht by the student may be deducted from the student’s monthly living allowance or other financial benefits from the Toquaht Nation.
- c. Drops one or more courses, resulting in their status being reduced to part-time, and they do not notify the Toquaht Nation immediately and continue to collect living allowance, their post-secondary funding support will be suspended and may be discontinued for up to 5 years.

Exception:

A student will not be penalized if they drop a course within the first two weeks of the start of an academic term **IF**:

- The student drops the course early enough that the institution reimburses 100% of fees paid by the Toquaht Nation

OR

- Toquaht has not yet paid for the course or its books and supplies

AND

- Dropping the course will not affect the student's allocated living allowance

11.3 Tutoring

Students that are failing a class or have scored lower than a "C" on any paper or exam may be eligible to apply for tutoring funds. To do so, they must submit a Tutor Support Form (Appendix A[3]) to Toquaht, which includes their tutoring plan.

Once approved, Toquaht will reimburse up to \$35/hour of tutoring and may fund a maximum of \$350.00 per academic term or up to \$200 per summer term.

Toquaht also encourages students to utilize free drop-in sessions that some classes offer, or speak with academic advisors in their department.

11.4 Academic Probation and Suspension

11.4.1 Academic Probation

If a student's overall Grade Point Average (GPA) drops below the minimum "C" grade average as required by section 10.5.1, they will be placed on Academic Probation.

- a. Academic Probation will last for a minimum of one 4-month term
- b. A student on Academic Probation must submit a Post-Secondary Student Semester Progress Report (Appendix A[4]) to Toquaht on the last day of each month
- c. If a student fails to send in a Post-Secondary Student Monthly Progress Report by the last day of each month that they are on Academic Probation, their funding will be immediately suspended

- d. Students who are on Academic Probation during the winter term (January-April) will not be funded for the summer term (May-August) that follows it

11.4.2 Academic Suspension

- a. If a student on Academic Probation does not pass all courses with a minimum "C" grade average as required by section 10.5.1, their post-secondary funding will be suspended.
- b. If a student fails half or more of their courses in an academic term, their funding will be suspended. If a student's funding is suspended, they are encouraged to contact Toquaht to discuss potential solutions (e.g. tutoring, College/University Preparation).

11.4.3 Re-applying for Funding After Suspension

- a. Students whose funding has been suspended for fraudulent behavior, dishonesty or non-compliance with the terms of this Post-Secondary Education Policy may not apply for funding again for a minimum of 2 years from the time of their suspension. If they successfully receive funding again in the future, they will be on Academic Probation for their first year back in school.
- b. Students whose funding has been suspended under section 11.4.2 due to poor academic performance are eligible to re-apply for funding. If successfully awarded funding again, that student will be placed on Academic Probation for a minimum of one year.
- c. Before students re-apply, they are strongly encouraged to assess the reasons that they were not successful in earlier studies, and to deal with those reasons. Toquaht staff members are available to assist. Students that are re-applying must describe what has changed, and their strategies to ensure success in future studies.

11.5 Medical and Compassionate Withdrawal

Toquaht recognizes that unexpected life-changes (such as the discovery of an illness or the death of a family member) may restrict a student's ability to continue on in their program, or continue at the same level of workload. Toquaht will make every attempt to support students who are going through difficult situations.

In significant circumstances, students are eligible for a maximum of one academic year of medical or compassionate withdrawal. Students must contact Toquaht within one month of becoming aware that their studies will be impacted.

If a student needs to withdraw for more than one academic year, they must re-apply for post-secondary funding again in a future year.

11.5.1 Medical Withdrawal Documentation

If a student must withdraw for personal medical reasons, they must provide the following documentation to Toquaht as soon as possible:

- a. Proof that the student has discussed their medical withdrawal with their institution (e.g. a letter or e-mail of support from an academic advisor)
- b. Proof of withdrawal from courses at their institution for medical reasons
- c. A letter from a certified medical examiner:
 - Confirming that the student's medical condition was unexpected, and how it impacts the student's ability to be successful in school
 - If it is a psychological or emotional condition, an additional letter from a registered clinical counselor outlining the condition and how it impacts the student's ability to be successful in school.
- d. A letter from the student clearly outlining:
 - How their ability to be successful in school has been impacted
 - When the student first became aware of the medical condition
 - What the student has done to minimize impact on their education (if applicable)

11.5.2 Compassionate Withdrawal Documentation

If a student is experiencing significant challenges in their life (e.g. the death of a family member) and wishes to withdraw for compassionate reasons, they must provide the following documentation to Toquaht as soon as possible, and within 2 weeks of the challenging time having begun:

- a. A letter from the student explaining the specific circumstances for the request, and any relevant documentation
- b. Documentation from the student's institution demonstrating their withdrawal on compassionate grounds

11.5.3 Toquaht Approval of Medical and Compassionate Withdrawal

Medical and compassionate withdrawal approval is provided on a case-by-case basis. Toquaht will review the documentation submitted by the student and will contact the student within 2 weeks to approve, deny or discuss their withdrawal.

11.5.4 Returning to School After Medical or Compassionate Withdrawal

When a student is prepared to return to school after a medical or compassionate withdrawal, if it is within the same academic year they simply contact Toquaht's Post-Secondary Education Coordinator to request funding again.

If a student wishes to return in a later academic year, they must re-apply with the Post-Secondary Funding Application Package found in Appendix A[1].

PART 12 – EXCEPTIONS FOR STUDENTS WITH DISABILITIES

The Toquaht Nation encourages all Toquaht citizens to reach for their educational goals. If a Toquaht citizen has a disability, certain exceptions can be made to help ensure their educational success.

12.1 Documentation for Students with Disabilities

If a student has indicated on their Post-Secondary Application Form (Appendix A[1]) that they have a disability, the student must also submit a copy of their provincial disability certificate or a physician's letter describing the nature of the disability.

12.2 Full-Time and Part-Time Status for Students with Disabilities

12.2.1 Full-Time Status

A student with a disability will be considered a full-time student if they are enrolled in:

- a. **Adult Basic Education:** a minimum of two (2) courses per term.
- b. **College/University Preparation:** a minimum of six (6) credits per term.
- c. **Technical, Trades and Vocational Training:** a minimum of nine (9) credits per term. Summer term: a minimum of three (3) credits per term.
- d. **Certificate, Diploma or Undergraduate Degree:** a minimum of nine (9) credits per term. Summer term: a minimum of three (3) credits per term.
- e. **Graduate Degree:** a minimum of nine (9) credits per term.

12.2.2 Part-Time Status

If a student with a disability is enrolled in fewer courses than listed in 12.2.1, they will be considered part-time. The number of credits a part-time student is enrolled in will be used to determine their living allowance. See section 9.4 and 9.5 for more information on Living Allowance Eligibility.

12.2.3 Funding Implications

Full and part-time students with disabilities can apply for funding support for tuition and student fees, books and supplies, and living allowance.

See section 9.4 and 9.5 for more information on living allowance, and 12.4 for more information on Additional Living Allowance Considerations for Students with Disabilities.

12.3 Tutoring for Students with Disabilities

Students with disabilities that are failing a class or have scored lower than a “C” on any paper or exam are eligible to apply for tutoring funds. To do so, they must submit a Tutor Support Form (Appendix A[3]) to Toquaht, which includes their tutoring plan and has been signed by the student’s instructor.

Once approved, Toquaht will reimburse up to \$35/hour of tutoring and may fund a maximum of \$650 per academic term or up to \$400 per summer term.

12.4 Additional Living Allowance Considerations for Students with Disabilities

Public transit may not be accessible to some students with disabilities. If a student with a disability is required to use special transportation for which there are extra costs, they may apply for additional living allowance support. To do so, they can indicate additional costs and details on their Basic Needs Assessment Form that is submitted with their Post-Secondary Funding Application Package (Appendix A[1]). See section 6.2 for more information on Application Deadlines.