

TA'AN KWÄCH'ÄN COUNCIL

**POST-SECONDARY
STUDENT SUPPORT PROGRAM POLICY**

21 July 2004

Ta'an Kwäch'än Council

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Endorsements

Amended Policy Approved on this 25th day of April 2007

Chief Ruth Massie

Effective Date

The effective date for the Ta'an Kwäch'än Council Post-Secondary Student Support Program Policy will be 1 May 2004, which is the date for coming into effect of the program administration and delivery by the Ta'an Kwäch'än Council pursuant to the Negotiators' Memorandum Respecting Administrative Arrangements for the Delivery of the INAC Post-Secondary Education Program between Self-Governing Yukon First Nations and Indian and Northern Affairs Canada, Yukon Region.

Policy Term

The Ta'an Kwäch'än Council Post-Secondary Student Support Program Policy will be in effect for the duration of the 2004-05 fiscal year, after which the Ta'an Kwäch'än Council may continue the arrangement for the program administration and delivery for each subsequent fiscal year in respect of which Contribution Arrangements for the Post-Secondary Education Program are made pursuant to the Negotiators' Memorandum Respecting Administrative Arrangements for the Delivery of the INAC Post-Secondary Education Program between Self-Governing Yukon First Nations and Indian and Northern Affairs Canada, Yukon Region.

TABLE OF CONTENTS

1.0	General Provisions	1
1.1	Definitions and Abbreviations	1
1.1.1	Definitions	1
1.1.2	Abbreviations	2
1.2	Policy Scope and Purpose	2
1.3	Authority	3
1.4	Dispute Resolution	3
1.5	Policy Review and Amendments	3
2.0	General Student Eligibility Criteria	4
2.1	Status Citizenship	4
2.2	Post-Secondary Application Package	4
2.3	Previous Support	4
2.4	Other Sources of Financial Assistance	4
2.5	Academic Achievement	4
2.6	Student Interviews	5
2.7	Compliance with Policy	5
3.0	Student Priority Categories	6
3.1	Student Categories	6
3.2	Waiting List	7
4.0	Student Applications	8
4.1	Post-Secondary Application Package	8
4.1.1	Post-Secondary Student Application Form	8
4.1.2	Official Transcript	8
4.1.3	Statement of Student Goals	9
4.1.4	Letter of Acceptance	9
4.1.5	Other Sources of Financial Assistance	9
4.1.6	Budget	9
4.1.7	Student Authorization/Waiver	9
4.1.8	Application Deadlines	10
5.0	Student Status	11
5.1	Full-Time Status	11
5.2	Part-Time Status	11
6.0	Program of Studies	12
6.1	Eligible Program of Studies	12
6.2	Ineligible Program of Studies	13

7.0 Student Support	14
7.1 Support Categories	14
7.1.1 Tuition	14
7.1.2 Books and Supplies	15
7.1.3 Living Allowance and Travel	15
7.1.3.1 Living Allowance	16
7.1.3.2 Living Allowance Married/Common-Law	16
7.1.3.3 Living Allowance Rates	17
7.1.3.4 Travel	17
7.1.3.5 Special Conditions Travel	18
7.1.4 Emergency Support	18
7.2 Payment Process	19
7.2.1 Exception to Payment Process	19
7.3 Limits on Years of Support	19
7.4 Previous Support	20
7.5 Program Drop-Outs	20
7.6 Limits of Support for Levels I and Level II	20
7.7 Limits on Support for Level I and Level II Drop-Outs	21
7.8 Support for Balance of Program of Studies	21
7.9 Repeat Programs	22
7.10 Repeated Courses	22
7.11 Academic Probation	22
7.12 Changes, Cancellations and Withdrawals	22
7.13 Transcripts	23
7.14 General Causes for Termination of Support	23
8.0 Miscellaneous	24
8.1 Fraud and Misrepresentation	24
8.2 Protection of Privacy and Access to Information	24
8.3 Appeals	24

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **General Provisions**

Effective Date: 1 May 2004
Last Amended: 25 April 2007
Authorized By: Board of Directors

1.0 General Provisions

1.1 Definitions and Abbreviations

1.1.1 Definitions

“academic probation” means a period of time during which a student is under strict academic guidelines, usually because of low or failing grades;

“academic year” means normally two (2) semesters with an approximate duration of eight (8) months;

“Board” means the Board pursuant to the *Constitution of the Ta’an Kwäch’än Council*;

“Chief” means the Chief pursuant to the *Constitution of the Ta’an Kwäch’än Council*;

“deferred application” means an application deferred for reasons of insufficient TKC student support program budgets or late applications;

“dependent” means any person who relies on a student for support and who is living full-time with that student;

“Deputy-Chief” means the Deputy-Chief pursuant to the *Constitution of the Ta’an Kwäch’än Council*;

“Education Committee” means the Education Committee struck by the Board;

“eligible” means, in connection with “student” and “applicant”, a registered status TKC citizen who meets all admission requirements of the post-secondary institution and the support application requirements of the TKC Post-Secondary Student Support Program Policy;

“full-time student” means a student who is enrolled in three (3) or more full-time courses per semester;

“immediate family” means means immediate family pursuant to the *Government Administration and Interpretation Act* (Ta’an Kwäch’än Council), 2005, c.1;

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **General Provisions**

Effective Date: 1 May 2004

Last Amended: 25 April 2007

Authorized By: Board of Directors

“mature student” means a person who has been out of school for a number of years, who desires to return to further his, or her, education and who is at least twenty-one (21) years of age;

“part-time student” means a student who is enrolled in less than three (3) or more full-time courses per semester;

“post-secondary education” means a program of studies offered by a recognized post-secondary institution for which completion of secondary school or equivalent is required for admission;

“post-secondary institution” means a public post-secondary institution that offers certificate, diploma or degree program of studies;

“program of studies” means all post-secondary programs leading to a certificate, diploma or degree.

“semester” means the time covered by one (1) semester which is approximately four (4) months;

“student success” means a student who successfully passes all courses;

“student support program” means the TKC Post-Secondary Student Support Program; and

“tuition” means the fees for registration to enroll in a program of studies as set by the post-secondary institution.

1.1.2 Abbreviations

TKC Ta'an Kwäch'än Council
DIAND Department of Indian Affairs and Northern Development
ESW Education Support Worker (TKC)

1.2 Policy Scope and Purpose

TKC will implement this policy to ensure fair, equitable and consistent standards and practices in the delivery of the TKC student support program.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **General Provisions**

Effective Date: 1 May 2004
Last Amended: 25 April 2007
Authorized By: Board of Directors

The overall objective of this policy is to assist eligible students to gain access to post-secondary education and to help students to graduate with the skills and competencies required to pursue their individual careers and contribute to the achievement of TKC self-government and economic self-reliance.

The decisions with regard to financial support under the provisions of this policy will be made in the best interests of the students and dependent on the availability of sufficient student support program budgets.

Part-time or casual employment during educational studies will not disqualify eligible students from receiving eligible financial support under this policy.

1.3 Authority

The authority for the enforcement of this policy comes from an interim administrative agreement enabling TKC to deliver the DIAND Post-Secondary Student Support Program in fiscal year 2004-05. This policy will be implemented within the jurisdiction and context of TKC self-governance.

1.4 Dispute Resolution

The provisions of this policy are clear and binding until revised. In the case of a dispute with the decision made by the ESW, the Education Committee is the second and the Chief or Deputy-Chief the third level of interpreters of this policy.

1.5 Policy Review and Amendments

The Board reserves the right to review and amend this policy, in consultation with the Education Committee, as may be required from time to time and in consideration of changes to the student support program or the needs of students and TKC.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **General Student Eligibility Criteria**

Effective Date: 1 May 2004

Last Amended: 25 April 2007

Authorized By: Board of Directors

2.0 General Student Eligibility Criteria

Applicants under the student support program must meet the following general eligibility criteria:

2.1 Status Citizenship

Applicants must be registered status TKC citizens.

2.2 Post-Secondary Application Package

Applicants must complete the Post-Secondary Student Application Form and provide such additional documentation as described under section 4.0, Student Applications, in this policy.

2.3 Previous Support

Applicants who have received previous support from the DIAND Post-Secondary Student Support Program or the TKC student support program and who have used up their allocated months, or who have dropped out of their program of studies and owe money to either program, will receive such conditional support as described under section 7.0, Student Support, in this policy.

2.4 Other Sources of Financial Assistance

Applicants must declare all other sources of financial assistance and must not receive such assistance from any other source, including social assistance and employment insurance benefits.

Generally, applicants who receive social assistance or employment insurance benefits are not eligible under the student support program. In cases where an applicant chooses to continue to collect employment insurance benefits, TKC will suspend his or her living allowance and support only the tuition, books, supplies and travel costs as described under section 7.0, Student Support, in this policy.

2.5 Academic Achievement

In the case of first time applicants, overall grade point averages as high as possible may be a determining factor in the approval process under the student support program.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **General Student Eligibility Criteria**

Effective Date: 1 May 2004

Last Amended: 25 April 2007

Authorized By: Board of Directors

Continuing students or students graduating from secondary school must be in good academic standing and their academic transcripts must be provided with their applications.

The applications of students with academic records that indicate a history of not completing program of studies or courses, of failing marks or of not writing final exams may not be considered for support or will only be considered until all other applications have been reviewed, and then only if the education support program budget for the respective fiscal year allows. Approval of an application in these circumstances will involve a probationary period.

2.6 Student Interviews

In order to retain eligibility, continuing students must complete an interview with the ESW each year and before returning to full-time studies.

First-time students will be interviewed by the ESW before receiving approval for support.

2.7 Compliance with Policy

Applicants approved for support will sign a statement affirming that they have read, understand and will abide by the provisions in this policy.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Priority Categories**

Effective Date: 1 May 2004
Last Amended: 25 April 2007
Authorized By: Board of Directors

3.0 Student Priority Categories

TKC will establish and review annually a priority list to assist in the approval of applicants for post-secondary education support. The list, in general, will be based on the following categories:

3.1 Student Categories

Category 1	Continuing students who have attended a post-secondary institution on a full-time basis and who have successfully completed program of studies, or who have completed at least one year of studies and who have continued to study towards their diploma, or degree, on a part-time basis.
Category 2	Students who have started to finance their education, the costs of which incurred to the date of their application will not be reimbursed.
Category 3	Secondary school students who have: <ul style="list-style-type: none">— graduated with a certificate in the current year;— completed twelve (12) years of education in the public school system and are eligible to attend a post-secondary institution; and— equivalent training or education (i.e., GED).
Category 4	Mature students who may or may not have completed high school, who are at least 21 years of age, and who wish to return to full-time studies.
Category 5	Students who have previously attended a post-secondary institution but for academic or personal reasons have had to interrupt their education for a period of more than one (1) semester.
Category 6	All other students.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Priority Categories**

Effective Date: 1 May 2004

Last Amended: 25 April 2007

Authorized By: Board of Directors

Academic achievement will be factored into the approval process on an annual basis. Students with high scholastic standing will be granted a higher position on the priority list than other students in the same category, keeping in mind that students with a full course load will normally be rated higher than students enrolled in less than a full course.

3.2 Waiting List

The TKC Education Committee will establish and review, on an ongoing basis, a waiting list of applicant students who will be notified, as soon as possible, about their applications. The waiting list will be based on varying factors such as the number of returning and graduating students, of student success and on the availability of adequate student support program budgets.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Applications**

Effective Date: 1 May 2004

Last Amended: 25 April 2007

Authorized By: Board of Directors

4.0 Student Applications

4.1 Post-Secondary Application Package

Applicants are required to complete and submit an application package to the ESW on or before the respective deadlines referred to in section 4.1.8, Application Deadlines. To obtain a Post-Secondary Application Form¹, applicants may contact TKC by phone, fax, e-mail, or visit the TKC main administration building in Whitehorse.

If requested, and where feasible, the ESW will assist clients with their applications to the education support program or to alternate or additional external support sources.

All applications will be date stamped upon arrival at TKC. Applications that are incomplete will be returned to the applicant. Completed applications received by TKC before the respective deadlines referred to in section 4.1.8 will be given priority. Applications received after the respective deadlines will be held until TKC can determine whether or not sufficient student support program budgets are available to support or treat late applications as deferred applications.

All applications will include the following documents:

4.1.1 Post-Secondary Student Application Form

Applicants must disclose all required information on the application form. Failure to do so, in particular the applicant's current address and telephone number, may result in delays in processing or approving applications. Once an application has been approved, the applicant will receive a letter confirming the approval.

4.1.2 Official Transcript

Applicants must provide an Official Transcript of their last period of study. If an applicant is seeking support for the first time, is considered a mature student, and has been accepted by a post-secondary institution to upgrade his or her academic skills (i.e., grade 12), the ESW may waive the requirement for a transcript. The ESW, however, will only

¹ Appendix 1: Post-Secondary Student Application Form

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Applications**

Effective Date: 1 May 2004

Last Amended: 25 April 2007

Authorized By: Board of Directors

waive this requirement if the applicant has tried to obtain his or her last Official Transcript but was unable to do so. In this case, it will be the applicant's responsibility to request that this requirement be waived and explain why.

4.1.3 Statement of Student Goals

Applicants must be able to demonstrate their commitment to clear educational goals by providing the ESW with a Statement of Student Goals² that outline their specific plans for the next academic year. The Statement of Student Goals must include the applicants' current level of education, their intended program of studies and how long it will take to reach their academic goals.

4.1.4 Letter of Acceptance

New students must meet the admission requirements of the post-secondary institution they plan to attend and must be able to produce a Letter of Acceptance from the institution stating the current year of enrolment and what diploma, certificate or degree they will obtain upon completion of their program of studies.

4.1.5 Other Sources of Financial Assistance

Applicants must disclose all other sources of financial assistance they have applied for or receive.

4.1.6 Budget

The respective post-secondary institutions will invoice TKC for tuition fees, books and supplies. Payments for other support costs will be made as described under section 7.0, Student Support, in this policy.

4.1.7 Student Authorization/Waiver

Approved applicants must sign and return to the ESW their Student Authorization/Waiver³ permitting TKC access to a student's records to verify, for example, that the student attends all classes. If not signed and returned, the respective application will not be approved.

² Appendix 2: Statement of Student Goals

³ Appendix 3: Student Authorization/Waiver

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Applications**

Effective Date: 1 May 2004

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Authorized By: Board of Directors

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Applications**

Effective Date: 1 May 2004
Last Amended: 25 April 2007
Authorized By: Board of Directors

4.1.8 Application Deadlines

The application deadlines under the student support program are as follows:

Program/ Semester	Application to be Received by the ESW each Year
Fall	on or before July 15
Winter	on or before November 15
Summer	on or before March 15

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Status**

Effective Date: 1 May 2004
Last Amended: 25 April 2007
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5.0 Student Status

5.1 Full-Time Status

To qualify for full-time status, students must be registered

First Year	In at least three (3) courses or a minimum of three (3) credits per course.
Second/ Subsequent Years	In at least four (4) courses or a minimum of three (3) credits per course.

5.2 Part-Time Status

To qualify for part-time status, students must be registered in at least one (1) course or a minimum of three (3) credits.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Program of Studies**

Effective Date: 1 May 2004
Last Amended: 25 April 2007
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6.0 Program of Studies

6.1 Eligible Program of Studies

TKC will support post-secondary education applicants at the following three levels:

Level I	Community College, Diploma or Certificate Programs Support may be provided for up to two (2) years with a one (1) year extension.
Level II	Undergraduate Bachelor Programs Support may be provided for up to four (4) years with a one (1) year extension.
Level III	Professional and Graduate Degree Programs Support may be provided for the completion of a masters program or a doctoral thesis for up to two (2) years with a one (1) year extension.

Support may also be provided for the following:

College Preparation	Applicants may be supported for up to twelve (12) months of college preparation courses or the First Nations Access Programs/Northern Advancement Program. Not all courses, however, offered by post-secondary institutions are eligible, including developmental studies (up-grading). Students may apply for an extension for college preparation.
Full-time Distance and Online Education	Enrollment in full-time distance or online post-secondary program of studies is eligible for reimbursement.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Program of Studies**

Effective Date: 1 May 2004

Last Amended: 25 April 2007

Authorized By: Board of Directors

6.2 Ineligible Program of Studies

Developmental Studies	Developmental studies (up-grading) offered by post-secondary institutions are not eligible for reimbursement.
Trades Training	Courses in preparation for a trade are not eligible for reimbursement. Students pursuing trades training must apply with the appropriate programs (i.e., HRDC, etc.).
Pre-Employment Training	Training courses for pre-employment are not eligible for reimbursement.
Non-Accredited Workshops and Conferences	Non-accredited workshops and conferences are not eligible for reimbursement.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Support**

Effective Date: 1 May 2004
Last Amended: 25 April 2007
Authorized By: Board of Directors

7.0 Student Support

7.1 Support Categories

The student support program comprises the following support categories:

-
- Tuition
 - Books and Supplies
 - Living Allowance
 - Travel
 - Special Conditions Travel
 - Emergency Funding
 - Other Costs
-

Note:

Financial support for these categories is conditional upon the availability of sufficient TKC student support program budgets for the respective fiscal year.

Generally, full-time students are eligible to receive support for

- Tuition
- Books and Supplies
- Travel
- Living Allowance

Generally, part-time students are eligible to receive support for

- Tuition
- Books and Supplies

It is the student's responsibility to budget their allowances appropriately and the amount of financial support received from TKC will not be subjected to change.

7.1.1 Tuition

TKC will normally pay all tuition fees for qualified students. Students are encouraged to attend the closest post-secondary institution that offers the intended program of studies. If a student wishes to attend a post-secondary institution that does not meet this requirement, the student may have to pay the difference in tuition if TKC does not have the sufficient budget to support the higher rate.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Support**

Effective Date: 1 May 2004
Last Amended: 25 April 2007
Authorized By: Board of Directors

The TKC will issue a Tuition Letter¹ to be signed by each approved student before he, or she, enrolls with the post-secondary institution. It will be the student's responsibility to ensure that the registrar receives the Tuition Letter at the time of registration with the post-secondary institution. A copy of the Tuition Letter will remain with both institution and TKC. As some fees may not be covered, refer to the Tuition Letter for full details.

7.1.2 Books and Supplies

Students must provide the ESW with receipts if the costs for books and supplies exceed the allowed rates in the table below. Students enrolled in a program of studies that require additional supplies or equipment must apply for the additional costs to be incurred.

Student Category	Books and Supplies Allowance
College preparation students	\$300
Flat, per term books/supplies allowance for Level I students	500
Flat, per term books/supplies allowance for Level II and Level III students	600

7.1.3 Living Allowance and Travel

Living allowances and travel will be provided for

- Students to complete one program of studies at Level I.
- Students to complete one program of studies at Level II, including support for an additional degree program at the bachelor level with the prerequisite of an undergraduate degree.

¹ Appendix 4: Tuition Letter

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Support**

Effective Date: 1 May 2004

Last Amended: 25 April 2007

Authorized By: Board of Directors

- Students to complete one program of studies at Level III, and either a professional degree or a masters and doctoral program, including support for professional degree programs.
- Students enrolled in college preparation programs.
- In cases where a student chooses to continue to collect employment insurance benefits, TKC will suspend his or her living allowance and support only the tuition, books, supplies and travel costs.

7.1.3.1 Living Allowance

Only full-time students are eligible for the living allowance and at amounts approved and based on the information provided on the application form. The living allowance is expected to cover expenses such as food, accommodation, daily transportation and rental costs.

Part-time or law students who are articling during periods of employment are not eligible for the living allowance.

For students claiming a dependent spouse or children, TKC will require verification from Revenue Canada.

7.1.3.2 Living Allowance for Married Student/Common-Law Students

Where two applicants are married to each other or have lived in a common-law relationship for one (1) year or more and who have no dependents and who are both attending post-secondary institutes, the living allowance for each applicant will be calculated as a married student with an employed spouse.

Where two applicants are married to each other or have lived in a common-law relationship for one (1) year or more and who have dependents and who are both attending post-secondary Institutions, one of the applicants will be designated as a married student with an employed spouse with dependents, and the other applicant will be designated as a married student with an employed spouse.

Living allowances will be paid in Canadian dollars regardless of the location of the post-secondary institution and continue at Christmas and during study breaks.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Support**

Effective Date: 1 May 2004
Last Amended: 25 April 2007
Authorized By: Board of Directors

7.1.3.3 Living Allowance Rates

Student Category	Living Allowance
Single Student Living with Employed Parent	\$ 390
Single Student Living Independently	895
Married Student Living with Employed Spouse	895
— with 1 Dependant	1,050
— with 2 Dependants	1,230
— with 3 Dependants	1,405
Per Month for each Additional Dependant	25
Married Student Living with Dependant Spouse	1,145
— with 1 Dependant	1,345
— with 2 Dependants	1,495
— with 3 Dependants	1,595
Per Month for each Additional Dependant	50
Single Parent	
— with 1 Dependant	1,245
— with 2 Dependants	1,405
— with 3 Dependants	1,555
Per Month for each Additional Dependant	100

7.1.3.4 Travel

Students who are required to live away from their permanent place of residence may qualify for travel support. TKC will pay the equivalent of excursion/economy air or bus fare to the nearest location where the post-secondary institute is located.

Travel support will be issued before the fall semester with return travel at Christmas or for the spring vacation. In the last semester of study, students will receive a one-way air or bus fare to return home.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Support**

Effective Date: 1 May 2004

Last Amended: 25 April 2007

Authorized By: Board of Directors

Students must give TKC at least two (2) weeks advance notice of their intent to travel.

Seasonal travel will be calculated using the most cost-effective mode of transportation and by taking into account the time for ground travel in relation to air travel. Between the options of an economy air fare and minimum road mileage, taking into account meals and accommodation, the lesser amount will be paid.

Where travel by air to a destination outside the Yukon is less than travel by road but the student chooses to travel by road, TKC will only reimburse the student for expenses up to the amount of the airfare.

Travel receipts must be provided upon request or further travel support will be suspended.

TKC will accommodate the airline or travel agency for the full fare after all travel arrangements have been confirmed. Under no circumstances will students receive cash payments for airfares. All travel must be approved in advance and there is no provision for retroactive payments. Travel does not include the moving of household effects.

7.1.3.5 Special Conditions Travel

Students who have a death in the immediate family will be eligible for travel under special conditions. Travel will be approved for a return air or bus fare. Students will notify the SW as soon as possible and explain the circumstances.

7.1.4 Emergency Support

TKC will provide emergency support for students once in a fiscal year and upon approval. The emergency support will not exceed \$500.00. This support is for expenses such as heating fuel, daycare, single parent and medical expenses. Once the student has applied for emergency support, he or she will not be eligible to re-apply until the new fiscal year. Students must have attended a post-secondary institution for one (1) full term to be eligible for emergency support.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Support**

Effective Date: 1 May 2004
Last Amended: 25 April 2007
Authorized By: Board of Directors

7.2 Payment Process

Tuition	Paid directly to the post-secondary institute.
Books and Supplies	Paid directly to the student, each term, by mail.
Living Allowance	Cheques will be prepared in advance one (1) week before the beginning of the next month. (Refer to section 7.2.1, Exception to Payment Process)

- August allowances represent the payment for September
 - September allowances represent the payment for October
 - October allowances represent the payment for November
 - November allowances represent the payment for December
-

All support funds will be paid in Canadian dollars.

7.2.1 Exception to Payment Process

In accordance with Motion 07-08-05, the Board accepted a policy amendment pursuant to which, under section 7.2, Payment Process, Living Allowance, the cheques will be prepared in advance one (1) week before the beginning of the next month with the exception of the current student registered as full time year-round student for whom the cheque will be prepared one (1) month in advance and as before the policy amendment.

7.3 Limits on Years of Support

Students will be allocated a number of academic years to complete their course requirements. An academic year is defined by the post-secondary institution but will not be less than eight (8) months. Students who have used up their allocated months may consider support options under section 7.4, Previous Support.

Support will be provided for the number of academic years of the program of studies as officially defined by the respective post-secondary institution. This will apply to Level I, Level II and Level III program of studies.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Support**

Effective Date: 1 May 2004
Last Amended: 25 April 2007
Authorized By: Board of Directors

Level I and Level II	Students must obtain a letter of explanation for an additional academic year from the dean or head of the department of the program of studies.
Level III	Students must provide a medical certificate for an additional academic year of study for medical reasons. Additional support due to personal reasons must be substantiated according to the circumstances.

7.4 Previous Support

Students who have received previous support from the DIAND Post-Secondary Student Support Program and who have used up their allocated months will be considered on a case-by-case basis.

7.5 Program Drop-Outs

Students who have received previous support from the TKC student support program and who have dropped out of their program of studies and who owe money to TKC will have two options for repayment if they cannot repay the amount owed before returning to their respective post-secondary institution:

Option A	A monthly payment will be deducted from the student's living allowance until the amount owed has been repaid; and/or
Option B	A monthly payment must be deducted from the student's pay when he or she is working.

Under this section, students who owe money to TKC must sign a promissory note before returning to their respective post-secondary institution

7.6 Limits of Support for Levels I and Level II

Students who have completed Level II studies, with or without support from the student support program, may be eligible for Level I support for the purpose of obtaining employable skills.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Support**

Effective Date: 1 May 2004

Last Amended: 25 April 2007

Authorized By: Board of Directors

Students who have completed Level III studies, with or without support from the student support program, may be eligible for Level I or Level II support for the purpose of obtaining employable skills.

This also applies to students who have already completed Level II or Level III with support from the DIAND Post-Secondary Student Support Program and who are applying for support for Level I or II respectively.

This also applies to students who are requesting support from TKC for the first time and who have already completed a part of their post-secondary education. For example, a student who has gained Indian status and requests support for Level I studies but already has an undergraduate degree may be eligible for support.

No retroactive payments will be made by TKC for previous program of studies taken.

7.7 Limits on Support for Level I and Level II Drop-Outs

Students may be supported in Level I studies after dropping out at Level II. If a student resumes at Level II, the time previously spent at Level II will be counted for support purposes. This policy applies to students who drop out of their first undergraduate degree and enroll at Level I. Students who drop out of a second undergraduate degree will not be supported at Level I.

Students who have completed Level I studies and subsequently drop out at Level II will not be supported to take a second Level I program.

In applying for support for Level I studies, students must indicate on their application if they have dropped out at Level II.

If students dropped out and then resume their Level II studies, the ESW must inform the students in writing of the period of support that will be counted towards their Level II studies.

If a student drops out of a program due to a death in the immediate family, an exception will be made by the Education Committee on his or her support and upon receipt of a written notice requesting the exception.

7.8 Support for Balance of Program of Studies

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Support**

Effective Date: 1 May 2004

Last Amended: 25 April 2007

Authorized By: Board of Directors

Students who have become eligible for support and who have previously completed a portion of their post-secondary studies without support from TKC will receive support for the balance of their program of studies.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Support**

Effective Date: 1 May 2004

Last Amended: 25 April 2007

Authorized By: Board of Directors

7.9 Repeat Programs

If a student is enrolled in one program of studies and completes some or all of the courses and subsequently enrolls in another program of studies, the number of months already supported for the first will be deducted from the number of months approved for the second program of studies.

7.10 Repeated Courses

If a student fails and must repeat a course, he or she is responsible to pay for the repeated course unless, upon review by the Education Committee on a case-by-case basis, the student can demonstrate that he or she has failed and must repeat a course for acceptable reasons.

7.11 Academic Probation

Students placed on academic probation by their post-secondary institution will normally not receive support for one (1) academic year or until they are accepted by another post-secondary institution on a full-time basis. Such students, however, will not be guaranteed support by virtue of changing their program of studies or their post-secondary institution.

Students on academic probation with their post-secondary institution will simultaneously be placed on a probation period by TKC. After the probation period, TKC will review the respective student's grades and consider whether or not to continue his or her support if the grade point average has not improved to a C level or more.

Students who have failing or incomplete marks on 50 per cent or more in their program of studies will be placed on academic probation by TKC. Students on a TKC imposed academic probation who continue the same program of studies the next semester may become ineligible for full support until they successfully complete their studies (or their equivalents) in which they have failed. Students placed on academic probation may also be required to participate in a study skills or tutoring program offered by their post-secondary institution.

7.12 Changes, Cancellations and Withdrawals

In general, students are expected to maintain an acceptable standard of attendance and performance at their post-secondary institution. Students who plan to drop or add courses must notify TKC within the timeframes as set out by the respective post-secondary institution for refund purposes. Course selection is extremely important and students may be required to reimburse TKC for courses dropped without valid reason. Students who add courses will be

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Student Support**

Effective Date: 1 May 2004

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eligible for support for tuition, books and supplies providing approval has been obtained from the ESW. Students who drop courses and become part-time students (less than 3 courses per semester) will no longer be eligible for living allowance.

7.13 Transcripts

Students must provide transcripts to TKC at the end of each term in order for support to continue.

7.14 General Causes for Termination of Support

Generally, support under the student support program can be terminated if:

- The limits of individual assistance (student months) are exhausted.
- Students are not fulfilling their responsibilities, including unsatisfactory academic performance, unexcused absences from classes and misuse of financial support.
- TKC will suspend payments on notice from the student that he or she has dropped out of the program of studies, or if the student fails to verify that he or she is continuing the program of studies.
- Non-compliance with the TKC Post-Secondary Student Support Program Policy.

POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY

Section: **Miscellaneous**

Effective Date: 1 May 2004
Last Amended: 25 April 2007
Authorized By: Board of Directors

8.0 Miscellaneous

8.1 Fraud and Misrepresentation

TKC will not tolerate fraud and misrepresentation under the student support program. Applicants who defraud the program prevent others who are serious about continuing their education from being able to obtain support. Applicants must declare all other sources of financial assistance. Failure to do so may constitute fraud and the applicant may be subject to the penalties as prescribed by law. Other sources of financial assistance include social assistance, employment insurance and any other financial assistance from other agencies.

8.2 Protection of Privacy and Access to Information

In order to ensure the students' privacy, TKC will require written permission from the students to discuss any aspects of their file with parents, spouses or others.

8.3 Appeals

Where an application has been rejected or deferred by the ESW, applicants retain the right to appeal the respective decision.

Appeals must be made in writing and within ten (10) working days following the ESW's decision.

In the case of a dispute with the decision made by the ESW, the Education Committee as the second and the Chief or Deputy-Chief as the third level will hear and review appeals with the appellant and, if clarification is required, consult with the ESW.

The three levels of review of the appeal will not exceed ten (10) working days following the filing of the appeal by the appellant.

The decision of the Chief or Deputy-Chief will be final.

In cases of appeals regarding personal and confidential matters, appeal hearings will be held in-camera.