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NISGA'A

POST-SECONDARY EDUCATION

ASSISTANCE PROGRAM

POLICY 2014





*“The Nisga’a way of life is clearly articulated and those categories that are applicable to the contemporary Nisga’a are now being practiced more and more.*”

*This usage is vital today, for inherent in most of the Adaawak, and Ayuuk are life values which can form the basis for high self-esteem, self-identity, self-reliance and self-determination.”*

W’ahlin Sim’oogit Daxheet

Alvin A. Mckay, MEd.

Former Superintendent of School District 92 Nisga’a

April 11, 1996

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## 1.0 Acknowledgement

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Nisga'a Lisims Government acknowledges the dedication and commitment of the Village Governments and Programs and Services Education Sub-Committee to post-secondary education for the Nisga'a Nation. Their guidance and time throughout the policy review process is appreciated. The amendments to the Nisga'a Post-Secondary Education Program Policy 2014 (The Policy) is the result of the combined, Sayt K'il'im goot *one heart, one path, one nation* and Sayt k'yoolimsgatkw *unity*, efforts of the following entities, the Education Administrators and Chief Administrative Officers of the Nisga'a Village Governments of Gitlaxt'aamiks, Gitwinksihlkw, Laxgalts'ap and Gingolx, the Nisga'a Lisims Government Programs and Services Education Sub-Committee, the Programs and Services Committee and the Directorate of Programs and Services. The Policy will continue to be administered in a fair and consistent manner by the Education Administrator of each Nisga'a Village Government.

The Policy provides guidelines to be implemented by the Nisga'a Village Governments in assessing the eligibility of Nisga'a Citizens and Nisga'a Indians (*a term used in the Fiscal Financial Agreement to define a person who is or is entitled to be registered as an Indian on the Indian Register maintained by Canada in relation to a Nisga'a Village and who is not a Nisga'a citizen*), ordinarily resident in Canada, to receive financial support to attend accredited post-secondary education or training institutions. It is the responsibility of all students to meet the requirements set out in The Policy.

The financial assistance granted to a student under The Policy is not intended to cover 100 percent of the costs associated with attending a post-secondary education or training institution. Students are encouraged to apply for other sources of financial assistance that they may be eligible for. The authority of this policy manual derives from Nisga'a legislation; **NISGA'A PROGRAMS AND SERVICES DELIVERY ACT; SECTION 23 POST-SECONDARY EDUCATION FUNDING:**

1. The Executive must establish and maintain a program in respect of the delivery of financial support to Nisga'a citizens to attend accredited post-secondary education or training institutions, that the Nisga'a Nation must ensure the provision of under a fiscal financing agreement, and to provide for the reporting to Canada and British Columbia in respect thereof, as required under the agreement, including, but not limited to,
  - a. Establishing and publishing a schedule of
    - i. Types and amounts of assistance and criteria for eligibility, and
    - ii. Publicly accredited education and training institutions, attendance at which may be funded.
  - b. Providing an impartial process for the appeal of an administrative decision
    - i. Refusing to provide,
    - ii. To discontinue, or
    - iii. To reduce services or benefits to any person, and
  - c. Requiring periodic financial and compliance audits of management practices and systems, financial management and control, and evaluation as to economy, efficiency and effectiveness, in respect of the program and persons administering or delivering the program in a Nisga'a Village.

## 2.0 Mission Statement

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

*To assist Nisga'a Citizens and Nisga'a Indians (a term used in the Fiscal Financial Agreement to define who is entitled to be registered as an Indian on the Indian Register maintained by Canada in relation to a Nisga'a Village and who is not a Nisga'a citizen), ordinarily resident in Canada in embracing the principles of academic freedom and responsibility, by maintaining individual identity and cultural values and by ensuring access to quality education which responds to the Nisga'a Nation's diverse community, leadership and self-government needs.*

## 3.0 Policy Goals

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

## 4.0 Rights and Responsibilities

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### RESPONSIBILITIES OF THE APPLICANT OR SPONSORED STUDENT

Applicants or sponsored students who apply for Post-Secondary assistance have the following responsibilities:

- Conduct yourself in a prompt, courteous and respectful manner.
- Provide all necessary information to the Education Administrator and sign all necessary forms.
- Pursue any other financial resources they may be entitled to, for example Child Care Subsidy.
- Take personal responsibility for being self-supporting.
- Be involved in the process for establishing eligibility for benefits.
- Provide documentation to support their application. All documentation is subject to verification.

### RIGHTS OF APPLICANTS AND SPONSORED STUDENTS

- Apply for benefits when they believe they may qualify for.
- Including requesting only "Categories of Financial Support" (Section 11) that they deem necessary. For example, students may opt to NOT receive living allowance.
- Have information and assistance available to them to complete the application process.
- Know what personal information is collected and to have the opportunity to correct information if applicant or sponsored student believes information is inaccurate.
- Eligibility determined on the basis of verified information.
- Private information to be treated as private and confidential.
- Ability to appeal decisions.

**Simgit wilin  
Be steadfast**

- Receive courteous, respectful, efficient and fair treatment.
- Service complaints to be addressed appropriately and in a timely manner.

#### VILLAGE GOVERNMENTS' ADMINISTRATION RESPONSIBILITIES

- Ensure The Policy is administered and managed in a professional, efficient and fair manner.
- Implement The Policy 2014, as approved by the NLG Executive, without amending any sections
- Complete the monthly reporting requirements and confirm the accuracy of the figures reported.
- Adhere to post-secondary education funding as restricted funding (or targeted funding) to be used solely for post-secondary education funding.

## 5.0 Conflict of Interest

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The Village Government are responsible for ensuring that Education Administrators do not place themselves in a conflict of interest between their job obligations and their private interests. Examples of conflicts include participation when:

- Immediate family members or a close friend having financial interest in a matter under discussion.
- Having an active role in a group or organization that has an interest in the outcome of a decision made.
- Having a personal interest of any kind, whether positive or negative.
- Immediate family of Education Administrator are benefitting or receiving special consideration (either positive or negative) by virtue of their relationship with the Education Administrator.
- Making decisions or taking part in a decision-making process relating to Post-Secondary policy or procedures that will either benefit or disadvantage the worker, close friends of the administrator or the administrator's immediate family.

**N'ihl dim sim ksgookdim', lip hla gandaxgadam'**  
**We give priority to our own strength**  
**– our own laws and traditions**

## 6.0 Definitions

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

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

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

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

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

**Appeals committee** refers to a committee comprised of the Chief Administrative Officer of a Nisga'a Village Government and another Chief Administrative Officer of a Nisga'a Village Government to review the decision, in accordance with the Appeal Process outlined in Section 20 of the Policy.

**Application for Financial Support** means an application submitted by a student in accordance with Section 10 of The Policy.

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

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

**Dependent** means a person who is

- a. Under 19 years of age,
- b. Reliant on a student for support and
- c. Resides with the student on a full time basis.

**Dependent Spouse** means a person who is

- a. Married to the student or whom has lived with the student in a marriage-like relationship for a period of at least one year prior to the student's application for financial support and
- b. Not receiving an annual income in excess of \$30,000.

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

**Education Administrator** means the person designated by Village Government to administer The Policy.

**Foreign Institution** means an accredited Post-Secondary education or training institution outside of Canada.

**Full time Student** means a student who is enrolled in a minimum of 3 courses or as defined by an accredited Post-Secondary education or training institution.

**Full time Studies** refers to a program of studies that has a minimum of 3 courses for full time studies or as defined by an accredited post-secondary education or training institution.

**Good standing** refers to a student whom is successfully completing their program of studies.

**Immediate Family Member** means, in relation to an Education Administrator or a student,

- a. Spouse
- b. Parent (including in-law and step parents)
- c. Son or daughter, stepson or stepdaughter, or the spouse of any of them
- d. Adopted or foster son or daughter
- e. Sister or brother, stepsister, stepbrother or the spouse of any of them
- f. Nephew or niece
- g. Uncle or aunt
- h. First cousin or Grandchild

**Letter of Intent** means a letter prepared by a student outlining her/his short and long term education and career goals.

**Level One Program of Study** means a program of study as defined in section 15.1 of The Policy.

**Level Two Program of study** means a program of study as defined in section 15.1 of The Policy.

**Level Three Program of study** means a program of study as defined in section 15.1 of The Policy.

**Level Four Program of study** means a program of study as defined in section 15.1 of the Policy

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

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

**Nisga'a Indian** means a person who is registered or entitled to be registered as an Indian on the Indian Registry maintained by Canada in relation to the Nisga'a Village and who is not a Nisga'a citizen.

**Nisga'a Village** means, as applicable the village of Gitlaxt'aamiks, Gitwinksihlkw, Laxgalts'ap or Gingolx.

**Nisga'a Village Government** means a Nisga'a Village Government, as referred to in the *Nisga'a Constitution*.

**Part-time Student** means a student who is enrolled in less than 3 courses of a program of study at an accredited post-secondary education or accredited training institution.

**Part time studies** means less than 3 courses or as defined by an accredited post-secondary education or training institution.

**Policy** refers to the Nisga'a Post-Secondary Education Assistance Program Policy, adopted by the Nisga'a Lisims Government Executive, as amended from time to time.

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

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

**Responsible Nisga'a Village Government** refers to the Nisga'a Village Government in which a student has submitted his/her application for financial support in accordance with The Policy.

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

**Student contract** means an agreement that a student signs to receive financial support in accordance with The Policy.

**Targeted or Restricted Funding** refers to funding that cannot be transferred to any other program. The funding is targeted or restricted to the program it is intended for. Post-Secondary funding is targeted or restricted funding. Therefore, the education funds are not to be transferred to any other program(s).



## 7.0 Student Eligibility

Gilohi kw'ihl lok'awilin  
Finish the job you started

	Nisga'a Citizen or a Nisga'a Indian ordinarily resident in Canada.	Enrolled or have been accepted in an accredited post-secondary education institute for an eligible program of study.	Enrolled in or pursuing studies.	Maintain student status.	Attain satisfactory scholastic standing by successfully completing each academic year.	Provide mandatory assessment, completed by the post-secondary institute or an accredited training institute to which the student meets the basic requirement to undertake her/his program of study.	Not be in default or be in good standing of previous financial support received from a Nisga'a Village Government, or be otherwise restricted from receiving financial support in accordance with policy.	Declare other education funding applications to other Nisga'a Village Governments, First Nations Bands, or other funding sources.	Meet any other requirements set out in this policy.
PART TIME			Part time	Part time	3 or less credit courses				
FULL TIME			Full time	Full time	More than 3 credit courses				
TRADES*					Must				
MASTER					Must				
DOCTORATE					Must				

\*Eligibility for Trades courses, applicants must also complete a Labour Market Assessment, Appendix 5

## 8.0 Institution Eligibility

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- 8.1 Accredited post-secondary education or training institutions within Canada will be eligible for financial assistance under The Policy.
- 8.2 A Nisga'a Village Government may determine on a case by case basis whether foreign institutions will be eligible for financial assistance under the Policy. Financial assistance will be based on Canadian currency.
- 8.3 Accredited Post-Secondary Private Institutions within Canada will be eligible for financial assistance under The Policy.

## 9.0 Programs of Study Eligibility


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The following list of programs of study that will be eligible for financial assistance under The Policy.

- 9.1 Accredited community college, vocational or technical programs of study, including Career and College Preparation courses.
- 9.2 Undergraduate degree programs of study.
- 9.3 Graduate and post-graduate degree programs of study.
- 9.4 Apprenticeship and trades programs of study.
- 9.5 Professional designation programs of study.

**Dax̣yukwkḍim'hl lip wilaa ḍilḍiḷsḍim'.**  
**Agẉịyeet'inim' ahl gahḷhgim'**  
**We maintain our own way of life.**  
**We pass it on to our children**

# 10.0 Application Process:

Application Package Check List		
Submit these documents by  June 15 or Oct 15 or March 15  Note, if you are unable to submit a complete package documents by the deadline date, please inform the Education Administrator	Completed application form for financial support;	
	Letter of intent, outlining the student’s education and career plans;	
	Official transcripts from all educational institutes attended by the student, sent directly to the responsible Nisga’a Village Government by the post-secondary education or training institutions and for high school students official transcripts will be accepted by July 31 <sup>st</sup> or immediately upon issuance;	
	Completed consent form, signed by the student, authorizing the student’s post-secondary education or training institution to release information to the respective Nisga’a Village Government;	
	Copy of the acceptance letter from the post-secondary education or training institution to which the student is accepted or enrolled in, including confirmation of the program of study, start and end date of the program;	
	Verification from the post-secondary education or training institution of the cost for tuition, and an estimate cost of the books and mandatory supplies; and  Academic plan.	

10.1 Students will submit a completed application package for financial assistance to the respective Education Administrator of the Nisga’a Village Government, in accordance with the following:

- 10.1.1 Students ordinarily resident in a Nisga’a Village, will submit an application for financial assistance to the Nisga’a Village Government of the Nisga’a Village of which they are ordinarily resident;
- 10.1.2 Students who do not ordinarily reside in a Nisga’a Village will submit an application for financial assistance to the Nisga’a Village Government of the Nisga’a Village that is the successor of which the student was a member with, on the effective date of the Nisga’a Final Agreement.
- 10.1.3 If the student was not a member of a Nisga’a Village on the effective date of the Nisga’a Final Agreement, May 11, 2000, the student will submit an application to the Nisga’a Village Government of which the student’s mother was most recently a member of, on or prior to the effective date of the Nisga’a Final Agreement.
- 10.1.4 If the student’s mother was not a member of the Nisga’a Village Government on or prior to the Nisga’a Final Agreement, the student will submit an application to the Nisga’a Village Government of which the student’s father was most recently a member of, on or prior to the effective date of the Nisga’a Final Agreement.
- 10.1.5 Students will obtain an application package from the Nisga’a Village Government from which they are seeking financial assistance or download the application from the NLG website.

- 10.1.6 For budgetary purposes, students will submit an application package in accordance with the following guide. Applications received after the dates listed below will be accepted and considered, under The Policy, on the basis of financial availability:
- On or before 5:00 pm on June 15 for an academic year beginning in September
  - On or before 5:00 pm on October 15, for an academic year beginning in January
  - On or before 5:00 pm on March 15, for an academic year beginning in May or for the Spring/Summer semester.
- 10.1.7 Trades application process: Applicants entering into a Trade program will complete a Labour Market Research package Appendix 5.

**Dim luuk'il'tdinhl goodin.  
Concentrate your thoughts, think positively**

## 11.0 Application Assessment:

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It is understood that the amount of financial assistance available to each Nisga'a Village Government is limited and may not be available to every eligible student who applies for financial assistance under The Policy.

11.1 Each application for financial assistance submitted to a Nisga'a Village Government will be assessed by the Education Administrator in accordance with the following priority tier list:

Priority Tier	Category	Description
Tier 1	Continuing Students	Students granted financial assistance under The Policy for the academic year and continue immediately in a program of study in the current academic year. This includes students that have graduated from one program of study and are continuing to pursue a higher program of study without any breaks in study.
Tier 2	Secondary School Graduates	Students who have graduated from secondary school and are applying for financial assistance within the 12 month period following their graduation.
Tier 3	Deferred Students	Students who applied for financial assistance for previous academic years, were denied financial assistance as a result of lack of available funds, and were subsequently placed on a waiting list
Tier 4	Mature Students	Students, at the time of submitting their application for financial assistance are: <ol style="list-style-type: none"> <li>1. 19 years of age or older;</li> <li>2. Out of the education system for a minimum of one year, and</li> <li>3. Have not previously received a certificate, diploma or degree from an accredited post-secondary education or training institution.</li> </ol>

Tier 5	Part time students	Students who are enrolled in part-time studies. Note, in accordance with the Policy, part-time students will only be eligible to receive financial assistance for tuition, books and supplies.
Tier 6	Students pursuing higher education	Students who have: <ol style="list-style-type: none"> <li>1. Previously received financial assistance to attend an accredited post-secondary or training institution from a Nisga'a Village Government;</li> <li>2. Successfully completed a Tier 1 Program of Studies, a Tier 2 program of studies or a Tier 3 program of studies</li> <li>3. Continues their studies by pursuing a Program of studies that is a higher level than the Program of studies they have successfully completed.</li> </ol>
Tier 7	Students on Academic Probation	Students who: <ol style="list-style-type: none"> <li>1. Previously received financial assistance to attend an accredited post-secondary institution from a Nisga'a Village Government</li> <li>2. Were placed on academic probation, in accordance with the policy, and</li> <li>3. Have returned to good standing in accordance with policy.</li> </ol>
Tier 8	Students attending Foreign Institutes	Students who have applied to attend a foreign institution.
Tier 9	Other	Students who had their financial assistance terminated at the time of submitting their application for financial assistance, had returned to good standing in accordance with section 15.2 of the policy

## 12.0 Financial Assistance Categories

This Policy outlines the categories of financial assistance available to a student who have submitted an application for financial assistance. Government or Private scholarships, bursaries or fellowships awarded to an eligible student as a result of her/his academic performance or financial need will not affect the computation of financial assistance available to that student under The Policy. Consideration must be given on an individual basis for Trades courses to cover the costs in an efficient manner and within available budgets and work plans.

<b>Categories of Financial Support</b>		
	<b>Maximum tuition &amp; Student Fees</b>	<b>Maximum Books and Supplies</b>
Full time students	\$7,500.00	\$1,600.00
Part time students	\$2,500.00	\$800.00
Trades	\$7,500.00	\$2,000.00
Master's and Doctoral	\$15,000.00	\$1,600.00

Tuition payments will be paid directly to the institute, unless alternative arrangements are made. Tuition receipts will be kept on the student's file.

Financial assistance for the cost of books and supplies required for a program of study, and as identified on a course outline provided by the accredited post-secondary institution or training institution or an estimated amount may be budgeted, until actual amounts are provided.

### Tutoring

- Students are encouraged to take advantage of any complimentary tutorial service programs available to them.
- Eligible full time students may receive financial assistance for tutorial services, up to a maximum of \$200 per student per semester.
- To be eligible for financial assistance for tutorial services, a student must provide a letter, signed by the student's instructor, which clearly explains the student's need for tutorial services.

### Living Allowance

- Eligible full time students will receive financial assistance in the form of a living allowance to be allocated towards the cost of their monthly living expenses, including lodging, food, local transportation and child care.
- The level of financial assistance that an eligible student may receive as a part of the living allowance will be determined by the Education Administrator in accordance with the following table:

Category of Eligible Student	Dependents	Living Allowance
Student	n/a	\$1,300.00
Student	With 1 dependent child	\$1,930.00
	Each additional child	130.00
	Includes assistance for child care, Food, lodging and transportation.	
Student	With dependent spouse	\$1,930.00
	Budgets will be reviewed to determine child dependents	130.00
	Includes assistance for lodging, food and transportation	
Student	With non-dependent spouse	\$1,300.00
	Budgets will be reviewed to determine child dependents	130.00

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

Spousal Income	Living allowance eligibility
Less than \$30,000.00	All children are dependents and a dependent spouse.
\$30,000.00 to \$60,000.00	Dependent spouse and no dependent children.
\$60,000.00 or more	No living allowance with NO dependent spouse and no dependent children.

## 13.0 Travel Assistance

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- 13.1 Eligible full-time students that are required to travel from their place of ordinary residence to the place of their post-secondary or training institution to fulfill the requirements of their program of study may be eligible to receive financial assistance for the cost of one return trip between the place of post-secondary institution or training institution and their ordinary place of residence, up to a maximum of \$600.00 per student per semester.
- 13.2 Education Administrators will use their discretion on a case by case basis.
- 13.3 Students wishing to apply for travel assistance must complete a Travel Assistance Form and must submit the Form to the responsible Nisga'a Village Government.

Ji ksgewim-didils n'iin  
Be humble

## 14.0 Special Circumstances

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- 14.1 Eligible full time students may make application for additional financial assistance in the following special circumstances based on the available budget:
- 14.1.2 For medical reasons, where supported by a medical certificate and where such costs are not covered by the student's non-insured medical health benefits plan, or
  - 14.1.4 Students may apply for a return trip, up to a maximum of \$600. within an academic year, due to the death of an immediate family member, and
  - 14.1.5 Students wishing to apply for financial assistance for special circumstances will submit the request in writing, (email is acceptable) to their respective Nisga'a Village Government.

## 15.0 Financial Assistance:

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<b>Financial Assistance</b>		
<b>Level of Study</b>	<b>Description</b>	<b>Maximum years allowable</b>
Level 1	Accredited Community College, Vocational or institutes with certificate or diploma programs, including upgrading and career and college preparatory programs	4
Level 2	Undergraduate Degree	6
Level 3	Graduate Degree	5
Level 4	Post-Graduate or Doctorate Degree	5

- 15.1 A Nisga'a Village Government may grant financial assistance to an eligible student in excess of the time allowance identified in section 15, if the student demonstrates to the satisfaction of the Nisga'a Village Government that, due to unforeseen circumstances, they are unable to complete their program of study within the maximum number of academic years outlined in section 15.
- 15.2 Once a student has completed four years in a Level One Program of Study, they will no longer be eligible to receive financial assistance for a Level One Program of Study.
- 15.3 Once a student has completed six years in a Level Two Program of Study, they will no longer be eligible to receive financial assistance for a Level Two Program of Study
- 15.4 Once a student has completed five years in a Level Three Program of Study, they will no longer be eligible to receive financial assistance for a Level One Program of Study, a Level Two Program of Study or a Level Three Program of Study.
- 15.5 Once a student has completed five years in a Level Four Program of Study, they will no longer be eligible to receive financial support for a Level One Program of Study, a Level Two Program of Study a Level Three Program of Study, or a Level Four Program of Study.
- 15.6 Where an eligible Program of Study does not fall within one of the four levels identified in section 15. The Education Administrator may use their discretion in determining the maximum amount of financial assistance available for the program of study.
- 15.7 Unless otherwise determined by a Nisga'a Village Government, a student receiving financial assistance under the Policy will be entitled to change her/his program of study only once, as identified in her/his education plan. Eligibility for financial assistance will require that the additional program supplements the previous program of study and meets all other eligibility requirements.



## 16.0 Incentive Grants

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

- Nisga'a Language and cultural knowledge
- Public or Business Administration
- Human Resources
- Natural Resource management
- Financial Management
- Law and Law Enforcement
- Computer Science
- Vocational or technical training

Students wishing to apply for incentive grants must send a letter and official transcript to the Education Administrator of the responsible Nisga'a Village Government.

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

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

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

The amount of each incentive grant will not exceed:

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

***The Incentive Grants section is not subject to the Appeal Process set out in 20.0 of The Policy***

## 17.0 Disbursement of Financial Assistance:

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- 17.1 Once the Education Administrator of a Nisga'a Village Government has determined the eligibility of students for financial assistance under the Policy, the Education Administrator will recommend to the Senior Administrator of that Nisga'a Village Government that the eligible students receive a financial assistance.
- 17.2 Before a financial assistance may be disbursed under the Policy, the student recommended to receive the financial assistance must sign a student contract.
- 17.3 Financial assistance will be disbursed to students by the responsible Nisga'a Village Government in accordance with the following:
  - 17.3.1 Financial assistance will be disbursed to the student prior to or during the academic year or semester for which the student's application for financial assistance was assessed by the Education Administrator;
  - 17.3.2 Financial assistance for tuition and related student costs will be paid directly to the post-secondary education or training institution upon receipt of an invoice by the post-secondary education or training institution; unless alternative arrangements are made.
  - 17.3.3 Financial assistance for books and supplies will be paid to the students once course outlines listing the required books and supplies for the students program of study have been received by the Nisga'a Village Government;
  - 17.3.4 Financial assistance for living allowances will be paid to students in fixed monthly installments;
  - 17.3.5 Financial assistance for travel will be paid to students after a request by the student is made to the Education Administrator.
- 17.4 Prior to the disbursement of financial assistance by the Nisga'a Village Government, students will be responsible for paying any deposits or other fees requested by the student's post-secondary education or training institution and that are eligible for financial assistance under The Policy.
- 17.5 All financial assistance recommended for approval under The Policy will be subject to the availability of assistance.

## 18.0 Maintaining Eligibility for Financial Assistance

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- 18.1 In order to maintain their eligibility for financial assistance under the Policy, a student must:
  - Abide by all requirements of The Policy;
  - Maintain a grade point average of C+ or better;
  - Complete all requirements of their program of study; and
  - Ensure that the financial assistance received by the student are used for the intended education expenses outlined in The Policy;

- 18.2 Students receiving a financial assistance under the Policy and fail to maintain a grade point average of C+ or better in their program of studies will be placed on academic probation. Students placed on academic probation will be required to:
- 18.2.1 Complete an Academic Probation Contract, and
  - 18.2.2 Achieve a grade point average of C+ or better by the end of the academic probation period.
  - 18.2.3 Students who are unable to achieve a grade point average of C+ or better by the end of the academic probation period will have all financial assistance granted to them under the Policy terminated. Students who are able to achieve a grade point average of C+ or better by the end of the academic probation period will be considered to be in good standing and will continue the financial assistance granted to them under The Policy.
  - 18.2.4 Students who are unable to meet the requirements of their program of study due to illness or a medical condition must inform the Education Administrator as soon as possible and provide the Education administrator with a medical certificate within ten days of the onset of the illness or medical condition. Failure to do so may impact the student's ability to maintain their eligibility for financial assistance under The Policy.

## 19.0 Termination of Financial Assistance:

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- 19.1 A Nisga'a Village Government may terminate a financial assistance granted to an eligible student in accordance with the Policy, for the following reasons:
- 19.1.1 The student made a misrepresentation on the application for financial support;
  - 19.1.2 The student's academic status changed from a full time student to a part time student, and the student did not communicate the change to the Education Administrator of the responsible Nisga'a Village Government within 30 days of a change;
  - 19.1.3 A change in the student's eligibility for a living allowance occurred, and the student did not communicate the change to the Education Administrator of the responsible Nisga'a Village Government within 30 days of a change;
  - 19.1.4 The student withdraws from the Post-secondary education or training institution prior to the commencement of or during the academic year or semester;
  - 19.1.5 The student withdraws from or changes his/her program of study without prior approval of the Education Administrator of the responsible Nisga'a Village Government;
  - 19.1.6 The student fails to complete a final examination or major assignment for one or more courses within their program of study;
  - 19.1.7 The student is in breach of any of the terms of the Student Contract;
  - 19.1.8 The student is in breach of any of the terms of the Academic Probation contract.

19.2 Students who have had their assistance terminated, in accordance with The Policy, will not be eligible for further financial assistance under The Policy until the student repays the amount disbursed (for a period that the student withdrew, failed or did not complete) to the student to the responsible Nisga’a Village Government. Students who have repaid the full amount of the financial assistance in accordance with this section will be considered to be in good standing.

## 20.0 Appeal Process:

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The Policy sets out the steps to be taken when a student chooses to appeal a recommendation made by the Nisga’a Village Education Administrator, in accordance with the Policy.

Steps	Description	Maximum Time Frame
	The student will communicate his/her disagreement in writing to the Education Administrator in an attempt to resolve any disagreement that may arise in respect of the recommendation, including disagreements regarding the application or interpretation of a provision of The Policy	From receipt of decision, Student has, <b>5 business days</b> to communicate to Education Administrator
Step 1	If the student and the Education Administrator are unable to reach a satisfactory resolution to the disagreement in question, the student may request an Appeal Form from the Education Administrator. The Education Administrator must complete the relevant sections of the Appeal form and provide it to the student. The student will complete the relevant sections of the Appeal Form and return the completed Appeal Form to the Education Administrator within seven business days after the recommendation by the Education Administrator was communicated to the student	To complete and return appeal form, student has  <b>7 Business days</b>  To return appeal form to the Education Administrator
	The Education Administrator must forward the completed Appeal Form to the Senior Administrator of the responsible Nisga’a Village Government	Immediately upon receipt
Step 2	The Senior Administrator must review the Appeal Form and the relevant portions of the Policy, and, within five business days of receiving the Appeal Form, must make a decision to: <ol style="list-style-type: none"> <li>1. Uphold the recommendation of the Education Administrator; or</li> <li>2. Vary the recommendation of the Education Administrator</li> </ol> If the Senior Administrator decides to vary the recommendation of the Education Administrator, the Senior Administrator must provide clear direction for any action to be taken by the Senior Administrator, the Education Administrator or the student	Decision from Senior Administrator will be made within  <b>5 Business Days</b>  from when the student submitted appeal to the Education Administrator

	If, after consideration by the Senior Administrator, the student is not satisfied with the decision made by the Senior Administrator, the student may appeal the Senior Administrator’s decision to the Appeals Committee. A student wishing to appeal to the Appeals Committee must submit their appeal form to the Committee within two business days of receiving the decision of the Senior Administrator.	If student unsatisfied with the decision from Senior Administrator, the appeal will be presented to the Appeal Committee, within  <b>2 Business days</b>
Step 3	The Committee will convene within ten business days of receiving a completed Appeals Form to consider the appeal. In considering an appeal, the Committee must decide to <ol style="list-style-type: none"> <li>1. Uphold the recommendation of the Education Administrator; or</li> <li>2. Vary the recommendation of the Education Administrator</li> </ol>	Appeal Committee will meet within  <b>10 Business days</b>  To adjudicate the appeal and respond to the student.

In the event the timeframes are not adhered to, the Senior Administrator will immediately submit the appeal to the Village Government Council to adjudicate the appeal.

## 21.0 Policy Amendments

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- 21.1 This Policy may be reviewed to amend by the Nisga’a Lisims Government Executive on an annual basis.
- 21.2 This Policy will be the only policy that is administered by the Village Governments.
- 21.3 Village Governments may propose amendments to The Policy from time to time.
- 21.4 Education Administrator of a Nisga’a Village Government is responsible for informing students receiving assistance, in accordance with The Policy, of any changes or Amendments to The Policy.