



LAKE BABINE NATION

POST-SECONDARY EDUCATION POLICY & PROCEDURES MANUAL

June 2019

APPROVAL

Approved on the 18th Day of June, 2019 at Burns Lake, British Columbia



CHIEF GORDON ALEC




DEPUTY CHIEF, D. MACDONALD



COUNCILLOR MURPHY ABRAHAM



COUNCILLOR DELORES ALEC



COUNCILLOR CHEYEN DENNIS



COUNCILLOR MELVIN JOSEPH



COUNCILLOR SHANE MODINE



COUNCILLOR VERNA POWER

COUNCILLOR BESSIE WEST



COUNCILLOR JOHN WEST

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1 PREAMBLE

The mandate of the *Education Department* is to bring forth innovative programs and initiatives to better aid students for success, while promoting positive educational experiences.

The *Education Department*, by means of its policies, procedures and understandings, promotes fairness, acknowledges achievements and accepts change as a reality.

It is expected that those who are employed within the *Education Department* and those elected as Chief and Councillors will uphold the policies and procedures found in this manual to the best of their ability.

This policy and procedures manual applies to all *Lake Babine Nation* funded students. Procedures include program and student criteria, and the administration of the post-secondary education program and its services. Indigenous Services Canada (ISC) regional offices and *Education Department* may provide additional detail.

These policies and procedures deal with both Post-secondary Student Support Program (PSSSP) and University and College Entrance Preparation (UCEP).

2. RESPONSIBILITIES OF THE LBN EDUCATION DEPARTMENT

It is the responsibility of the *Education Department* to fairly and equitably administer funding to eligible LBN registered post-secondary students, if funding is available, as per this policy and procedure manual. The *Education Department* is required to administer all funding in accordance with Indigenous Services Canada's Post-Secondary Student Support Program and College Entrance Preparation Program National Program Guidelines.

2.1 Policy Review

The Post-secondary Policy and Procedure Manual is reviewed annually by the *Education Committee* and any recommendations for change are then submitted to Council for ratification. **This policy will also be reviewed against Indigenous Service Canada's Post-Secondary Student Support Program and University College Entrance Program National Guidelines and necessary changes will be made to align LBN's Policy with Indigenous Services Canada's National Guidelines on an annual basis.**

2.2 Conflict of Interest

Is defined as any relationship that is, or appears to be, not in the best interest of the *Lake Babine Nation* or its *Education Department*. A conflict of interest would prejudice an individual's ability to perform his duties and responsibilities objectively. A conflict of interest is a situation in which the interests (i.e. personal, familial, professional) of an *Education Department* staff employee or designated affiliate involved in a decision making, evaluating, ranking or assessing process have real or perceived impact, either positive or negative, on the results of the evaluation, ranking or assessing process or related work. Conflict of interest depends on the situation, not the character or actions of the individual.

A conflict of interest or a potential conflict of interest exists if an employee or designated affiliate of the *Education Department*, who is in a decision making capacity, takes part in a decision making process which results in a benefit to the employee **or** an immediate family member (parent, grandparent, sibling, child, aunt, uncle) **or** a member of that individual's household.

The *Education Department* Staff, Education Committee and Chief and Council are expected to conduct themselves with the highest of ethical standards and in a manner that will bear the closest scrutiny; therefore, individuals cannot be involved in decision making when real or perceived conflict of interest arises.

2.3.1 Declarations of Conflicts of Interest by Education Department Staff & Affiliates

If any *Education Department* staff or designated affiliate has any direct interest that might be affected by, or might reasonably be perceived to be affected by, any action under consideration by Education Committee, that member or attendee is required to make a declaration in advance of the meeting, if possible, of the existence of such interest to the *Education Director* or chair.

The possible existence of such interest may also be proposed to the *Education Department* Director or chair or by a member or attendee other than the member having the interest.

All declared or proposed possible conflicts of interest, and the actions taken, will be recorded in the minutes of the meeting. With respect to any such declared conflict of interest or perceived conflict of interest, the *Education Director* or chair will make an initial determination regarding whether the circumstances constitute a conflict of interest.

Employees or affiliates who are in conflict should also take great care in not influencing the decision before they leave the room. It is incumbent on the decision-making body to properly assess each application and not let outside factors influence their decision.

3 PROGRAM OBJECTIVES (PSSP & UCEP NATIONAL GUIDELINES)

3.1 Post-Secondary Student Support Program (PSSSP)

The program objective is to improve the employability of Lake Babine Nation eligible students by providing them with funding to access education and skills development opportunities at the post-secondary level.

3.2 University and College Entrance Preparation Program (UCEPP)

The program objective is to provide financial support to eligible Lake Babine Nation students who are enrolled in university and college entrance preparation programs offered in Canadian post-secondary institutions, to enable them to attain the academic level required for entrance into degree and diploma credit programs.

4 ELIGIBILITY (PSSP & UCEP NATIONAL GUIDELINES)

Eligible post-secondary institutions are degree, diploma or certificate granting institutions which are recognized by a province (or territory) and include educational institutions affiliated with, or delivering post-secondary programs by arrangement with a provincially recognized post-secondary institution. *Students who choose to attend a 'Private Post-Secondary Institution' will only have tuition covered up to the amount of a similar program of studies at the nearest 'Public Post-Secondary Institution'. In the case of LBN students who are studying outside of the province of British Columbia / Canada, the maximum tuition will be determined by the public post-secondary institution tuition costs nearest to Lake Babine Nation.*

Post-secondary education is a program of studies offered by a post-secondary institution that includes at least one academic year (as defined by the institution) and for which completion of secondary school studies (or its equivalent as recognized by the post-secondary institution) is required.

4.1 Eligible Students

Recipients are required to demonstrate the eligibility of students to receive funding. To be eligible for funding, students must be a registered member of **Lake Babine Nation** who have been:

- Accepted by an eligible post-secondary institution into a degree, diploma, certificate or UCEP program; and;
- Maintain continued satisfactory academic standing with that institution.

There are three categories of applications as follows:

4.1.1 Continuing Students

Students who are currently funded by **LBN Education Department** and who have met the requirements described in this manual. Continuing students must:

- Submit official transcripts showing that they remain in good academic standing with the institute;

4.1.2 High School Graduates

LBN citizens who completed secondary school requirements and issued certification from the Province of British Columbia Ministry of Education and/or Ministry of Advanced Education Skills and Training.

4.1.3 Others - Wait List: (subject to availability of funds)

- If a student has accessed or obtained other funding (cost-share), he/she will be the first priority from the waitlist (i.e. funding from Student Loan, Employment Insurance, etc.);
- Students who have met requirements and will partake in a full time course of studies;
- Full time students with disabilities;
- Students who are on Medical leave—students who have properly withdrawn for medical reasons may resume their studies providing they notify the post-secondary coordinator 2 months prior to their return and provide medical clearance documentation;
- Part-Time students, as determined by their institution, are **ineligible** for a living allowance;
- Members who are incarcerated are **not** eligible for post-secondary funding.

Submission of relevant documents and confirmation that no debt is owed to **LBN and** Acceptance into an accredited Post-secondary Institute certificate, diploma or degree programs is required.

4.2 Eligible Institutions

Eligible post-secondary institutions are degree, diploma or certificate granting institutions which are recognized by a province (or territory) and include educational institutions affiliated with, or delivering post-secondary programs by arrangement within an eligible post-secondary institution.

Public Post-Secondary institutions are a priority for sponsorship. *Students who choose to attend a 'Private Post-Secondary Institution' will only have tuition covered up to the amount of a similar program of studies at the nearest 'Public Post-Secondary Institution'. In the case of LBN students who are studying outside of the province of British Columbia / Canada, the maximum tuition will be determined by the public post-secondary institution tuition costs nearest to Lake Babine Nation.*

5 FUNDING

Assistance will be provided within the limits of available funding provided to Lake Babine Nation from ISC. It's important to note that these policies and procedures deal with both federal programs, including the Post-secondary Student Support Program (PSSSP) and University and College Entrance Preparation (UCEP).

5.1 Post-secondary Student Support Program (PSSSP)

The *Lake Babine Nation*'s post-secondary policies align with ISC's national guidelines and tuition will not exceed the maximum amounts stipulated by ISC.

5.1.1 Limits of Assistance

Assistance can be provided at three levels of post-secondary education:

Level 1	University College Entrance Preparation & Certificate / Diploma Programs
Level 2:	Undergraduate Degree Program
Level 3	Graduate Degree / Advanced Professional Degree
Level 4	Doctoral Degrees.

- Financial assistance for tuition, compulsory student fees and required books and supplies may be provided to students enrolled in all four levels.
- The duration of assistance will be as long as the student is in satisfactory academic standing at the institution as per the institution's definition of satisfactory "academic standing".
- Where students change programs within one of the levels or temporarily pause their studies, the academic years or semesters used for each program within each level will be counted for assistance purposes. Students who become eligible for assistance and who have previously completed a portion of post-secondary studies **without assistance from this program** may receive assistance for the balance of their program of studies but will not be reimbursed for previous expenses.
- If the demand from eligible students exceeds the funding available, priority selection criteria will apply.
- Students receiving funding from the PSSSP or UCEPP must declare support received from this program as a source of income if applying for social assistance.

If the number of eligible student applicants exceeds the funding available, selection priority criteria will apply.

5.2 University and College Entrance Program (UCEP)

For all UCEPP students, the maximum time limit for financial support will be two (2) academic years (as defined by the institution offering the program) or in the case of part-time students, the equivalent of two academic years or a maximum of 24 months. At the end of each term (or part of the academic year, as defined by the institution offering the program), continued financial support for the term will be subject to receipt of a statement from the institution confirming the successful completion of the first (and each successive) term. Upgrading or adult secondary courses below grades 11 and 12 do not qualify for sponsorship.

Students receiving UCEPP funding must declare the support received from this program as a source of income if applying for social assistance.

The support for tuition, books and supplies, travel and living costs for full-time students in the UCEPP may be the same as that provided under the PSSSP.

5.3 Eligible Expenditures

Eligible expenditures for PSSSP and UCEPP are:

- The actual cost of tuition and other compulsory student fees;
 - Initial professional certification and examination fees;
 - Books and supplies required by the student for their program of study;
 - Official transcript fees;
 - Application fees;
 - For full-time students only, regional living allowances for the student, and if applicable, each dependent up to the maximum of those established by the Canada Student Loan Program (CSLP) as amended from time to time.
 - For full-time students only, the actual cost of one return trip to the student's permanent place of residence from the nearest Canadian PSE institution that offers the program of studies selected by the student, every 16 weeks (not more than two trips per academic year) for the student and, if applicable, for each dependent;
 - Students taking classes through distance education or e-learning who are **required** to travel to another location to complete their required exams may be eligible for travel support. However, requests for accommodations such as taking the exam in the local school under the supervision of a teacher or school principal should be first examined to minimize travel costs;
 - Tutorial, guidance and counseling services for students enrolled in the PSSSP or the UCEPP;
 - Scholarship and incentive payments.
- Part-time students**, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and the actual cost of books and supplies which are listed as required by the post-secondary institution but they are not eligible for living allowances or travel costs.

NOTE: These are maximum allowable eligible expenditures. No student is automatically entitled to these amounts.

5.4 Travel Costs for full time students

- Travel support does not include moving expenses such as the removal of household effects.
- Students may select any recognized post-secondary institution for their studies. However, travel support is normally restricted to the travel costs to the Canadian post-secondary institution, which offers the selected program of studies, nearest the student's home. Travel support may be provided to the institution selected by the student if one of the following conditions is met:
 - The required program of studies is not offered at the Canadian post-secondary institution nearest the student's home;
 - The program of studies selected is not available in Canada;
 - The student cannot gain admittance to the Canadian post-secondary institution nearest the student's home.

The cost of travel, meals and accommodation will mirror Prince George Nechako Aboriginal Employment and Training Association rates. Meals will be provided for each dependent of the post-secondary applicant approved for sponsorship.

5.5 Living Allowances – See Appendix B

5.6 Eligible Tuition

Tuition support may be provided under the following conditions:

- Students attending Canadian public institutions at the actual tuition rate, including compulsory student fees charged by the institution for a Canadian student; or
- Students attending private or foreign post-secondary institutions at the same tuition rate, or the tuition rate that is the least amount, including compulsory student fees, charged by the public or private Canadian institution nearest to the student's place of residence (i.e. residence at the time of application) which offers the least expensive comparable program; or
- Students enrolled in a foreign institution at the actual tuition rate, including other compulsory student fees charged by the foreign institution, when it is demonstrated that there is no comparable program available at an institution in Canada.

5.6.1 Canadian PUBLIC Post-Secondary Institutions

- The student will provide documentary evidence of tuition, registration and mandatory student fees.
- In exceptional circumstances, tuition support may be paid directly to the student as opposed to directly to the post-secondary institution.

5.6.2 Private and Foreign Post-Secondary Institutions (including online courses and programs of study)

- For support purposes, students may enroll in any private post-secondary institution recognized by the provincial or territorial Ministry of Education or in an acceptable program of studies in a foreign institution (see *Eligible Institutions* of the National Program Guidelines).
- A program of studies at a private or foreign institution is comparable to a program of studies at a Canadian public institution when the following conditions are met:
 - The minimum academic prerequisites are equivalent;
 - The number of credit hours are equivalent to within 10%, i.e., a 20 credit hour program is equivalent to another program which has between 18 to 22 credit hours; and
 - The course content generally covers the same subject matter.
- The student will provide documentation which identifies the most comparable program in the nearest Canadian public institution to his/her place of residence. The documentation must include registration, tuition and mandatory student activity fees of the Canadian public institution.

In some cases an institution in the United States of America may be nearer to a student's home than a Canadian institution. If the United States' program of studies is eligible per the National Program Guidelines, it may be cost effective and less disruptive for a student to enroll in the United States' institution.

5.7 Graduation Incentives

Provided there is sufficient funding, students may be eligible for a graduation incentive upon successful completion of their program of studies.

5.7.1 Graduate Degree Incentive

- Students enrolled as full-time students in a Level 3 or 4 academic program may receive an incentive once at either level from the recipient, subject to a maximum of \$1,500. This incentive will only be provided once. Students will be eligible for this incentive upon commencement of the second year of the academic program, or upon successful completion of the degree.

5.7.2 Bachelor Degree Incentive

- Upon graduation, a full-time sponsored student in a **Bachelor Degree** program will receive a one-time graduation incentive from the *Lake Babine Nation Education Department* in the amount of \$1,000.00.

5.7.3 Certificate and Diploma Program Incentives

- Students enrolled as a full-time sponsored student in a Level I **Diploma** program, based on a minimum eight-month term, will receive a one-time graduation incentive from the *Lake Babine Nation Education Department* in the amount of \$500.00.
- Students enrolled as a full time sponsored student in a Level I **Certificate** program, based on a minimum eight-month term, will receive a one-time graduation incentive from the *Lake Babine Nation Education Department* in the amount of \$250.00.

5.8 Distance Education

A living allowance may be provided for students enrolled in a Distance Education Program. An eligible student must be determined as full-time by their institution and meet all other criteria for obtaining post-secondary education sponsorship.

5.9 Student Loans

Lake Babine Nation will not reimburse students who receive Canada Student Loans. All post-secondary students are eligible to apply for a Canada Student Loan to offset their costs of living and education; however, *LBN* will not be responsible for repaying for student loans.

5.10 Students with Disabilities

Students with disabilities, as determined by their institution, may be approved for sponsorship with a reduced course load. It is the student's responsibility to provide the *Education Department* with verification of disability from the post-secondary institute.

6 STUDENT APPLICATION PROCESS

6.1 New Students

New students must apply annually by **4:30pm on February 15th**. New students must submit the following:

- A complete application package issued by the *Education Department*;
- A Letter of Acceptance for the next academic year;
- Most recent official transcripts / report card; and
- A copy of their Status Card.

6.2 Continuing Students

Continuing students must give notice of continued studies and the need for sponsorship for the following academic year. Continuing students must submit the following:

- Most recent official transcripts and following term course registration;
- Submit Intent to Continue Studies (Appendix H) to be submitted to Post-Secondary Education Coordinator by 4:30 p.m. February 15th each year.

Please note the following:

- Late applications may be considered for the following semester;

- Summer semester only granted in special circumstances;
- It is mandatory that student submit their official transcripts 4-6 weeks after the end of each semester;
- It is the students' responsibility to submit transcripts to the *Education Department*. If transcripts are submitted after the deadline continued sponsorship will be affected;
- Students on probation are to provide regular in-term progress reports from the institution and/or instructor(s); All documents are routinely verified and if there is evidence of falsified or withheld documents, the student will lose their funding and/or any further application for Post-secondary education sponsorship will be denied.

7 SELECTION PROCESS

All *Lake Babine Nation* citizens have the right to a fair, equal and respectful selection process. The *Education Committee* meets after the application for sponsorship deadline determine who will be funded within each fiscal year. A budget forecast is completed to ensure we remain within funding allocation from ISC.

Priority for funding is based on the following set of ordered priorities:

1. New high school graduates are first priority
2. Applicants who have never previously been funded and have a confirmed cost-share (i.e. LBN Employment & Training, PGNAETA, Tri Corp, etc.)
3. Applicants who have never previously been funded
4. Applicants who have previously been funded and completed program of study and have a confirmed cost-share
5. Applicants who have previously been funded and completed program of study
6. Applicants who have previously been funded and have not completed; but do have a confirmed cost-share with the new program of study they are applying to return to school for
7. Applicant who have previously been funded and have not completed their program of study (lowest priority).

7.1 Debts Owed to the Lake Babine Nation

Citizens who are in debt with the *Lake Babine Nation* are not be eligible for post-secondary financial assistance.

Please note the following:

- The Post-secondary Coordinator is responsible to forward the names of students who withdraw and must repay money to *LBN*.
- The Post-secondary Coordinator must forward the students request for deduction form to the Housing Department and Finance Department for rental payments. **No exceptions; and**
- The Housing Department and Finance Department **must** notify the Post-secondary Coordinator of any problems such as housing arrears, daycare arrears, etc.

8 STUDENT RESPONSIBILITIES

In order to be eligible for funding from the *Lake Babine Nation Education Department*, student applicants must:

- Be in good financial standing with *Lake Babine Nation*. *Lake Babine Nation* citizens who owe a debt to the Nation are ineligible for funding, until repayment is made;
- Be familiar with this Post-secondary Policy and Procedure Manual so they may submit all required documents listed in the appendices, Application for Education Assistance Check List to the Post-Secondary Coordinator;

- Demonstrate maturity, responsibility and commitment to their personal development so they may attain their educational and career goals in a timely manner. (i.e. alcohol & drug, domestic disputes and criminal misconduct);
- Meet application deadlines—deadline for **Fall/September** semester is **February 15th** annually and the deadline for **Winter/January** is **November 15th** annually;
- Must submit all required documents along with application forms (appropriate appendices);
- Keep the Post-Secondary Coordinator (and any relevant LBN Department) informed of academic progress and apply in writing if you require assistance, i.e. tutoring, medical withdrawal, and program extension. Withdrawals must be done prior to the cut-off date established by the post-secondary institute;
- Provide course registration showing that they are enrolled as full-time or part-time as determined by the institution;
- Provide official transcripts at the end of every fall and winter semester to confirm they remain in good standing academically with the institution. Failure to submit transcripts to the **Education Department** will result in sponsorship being put on hold until such time all documentation is received by the Education Department.

In the event that the institution puts the student on academic probation, the student will automatically be put on probation with the **Education Department** until such time that the student's probation is lifted by the institution;

- Pay the tuition fees if he/she is required to repeat a course;
- Seek alternative funding if he/she is or plans on studying abroad and the tuition fees are more than nearest public post-secondary institute. Students are responsible for the difference.
- Follow lines of authority, as set in the appeal process section;
- Provide the **Education Department** with a waiver if the student is a minors (under the age of 19 years) or has special needs so the Post-Secondary Coordinator may discuss his/her education with his/her legal guardian/s. However, students are expected to be mature and responsible and act on their own behalf;
- Develop and maintain **positive** and **respectful** working relationships with the Post-secondary Coordinator and the **Education Department**;
- Maintain eligible academic standing as defined by his/her eligible post-secondary institution;

8.1 Attendance

Students must maintain satisfactory attendance in all classes, lectures, laboratories and seminars (as set by the institution) in each subject for which they are receiving funding.

8.2 Probation

The **Lake Babine Nation Education Department** will place students on academic probation if a student:

- Is placed on academic probation by the post-secondary institute;

If academic probation occurs, the student must notify the Post-Secondary Coordinator within five working days. The student may have his/her funding suspended pending severity of misconduct. Students placed on probation will be required to sign a contract with the Post-Secondary Coordinator stipulating terms and conditions for continued funding. Additionally, students will have to pay for their own tuition costs if they have to repeat a course in their program of studies.

8.2.1 Loss of Education Assistance & Reinstatement

Students, who are placed on academic probation by the post-secondary institute for two consecutive semesters, will lose their post-secondary education assistance from **Lake Babine Nation**. Students who lose education assistance.

- When the student gets back into good standing with the relevant post-secondary institution, the student may re-apply for post-secondary education assistance by February 15 and be placed on the Wait List;
- Priority will be given to students who have continued their education at their own expense and must have remained in good standing with the post-secondary institute; and
- **LBN** will NOT reimburse student who have funded themselves.

8.3 Medical Withdrawals

When a student must withdrawal from his/her studies for medical reasons, he/she must report this immediately to the Post-Secondary Education Coordinator and complete (Appendix H—Medical Withdrawal Form.)

The student must also notify the post-secondary institute immediately and provide documentation that he/she has properly withdrawn for medical reasons (see institutes policy on withdrawals, for example, call in, fax in form, mail in forms, bring form in).

Please note the following:

- Medical withdrawal must be determined and verified by a doctor. Any fees charged relating to the Medical Withdrawal Form are the student's responsibility and will not be reimbursed by the **Education Department**;
- Funding eligibility will be held in accordance with the estimated recovery time needed as documented by the physician;
- Before post-secondary sponsorship is reinstated, the student must provide medical clearance documentation to the Lake Babine Nation Education Department.

9 APPEAL PROCESS

- When an application is approved, rejected or deferred, students must be informed, in writing, if their application for support was approved, or the reasons for rejecting or deferring the application.
- Where a student is convinced that the local or national program guidelines are not being fairly applied to his or her situation then the student shall have access to an appeal hearing.
- There is no appeal against refusal of assistance because funds are not available.
- The appeal board's ruling must be consistent with the intent of the PSSSP and UCEPP National Program Guidelines.
- The appeal board's decision is final.
- A student may not appeal to ISC the administrative decisions and appeal rulings made by the local appeal process.

Note: Excerpted from Indigenous Service Canada's PSSP & UCEP National Guidelines

The **Lake Babine Nation Education Department** believes in being fair and equitable, therefore, citizens may appeal any decision made by the Department. These processes must be followed in order to appeal a **Lake Babine Nation Education Committee** decision(s):

- An appellant must first discuss matters with the Post-secondary Coordinator. If the appellant is not satisfied, he/she may wish to take the matter further;

- If the issue cannot be resolved with the Post-secondary Coordinator, the appellant must then discuss matters with the ***Education Director*** to resolve the issue.
- In matters regarding LBN local operating policy, the appellant must submit a written Letter of Appeal to the ***Education Director*** within seven working days of the initial communication;
- Within 30 days the ***Education Director*** will then call a meeting of an Impartial Appeal Board (herein referred to as the board) to hear the appellants complaint, consisting of:
 - A designated, qualified chair chosen by the ***Executive Director*** (the responsibilities of the chair will be distributed one week prior to the meeting);
 - Two ***LBN Department Managers*** (not of the appellants immediate family);
 - One representatives from a local post-secondary institute;
 - The appellant may invite one support person and this person has no input in any decisions.
- Those accepting the invitation to sit on the board must be provided with a copy of the Post-Secondary Policy and Procedures Manual at least seven days prior to the hearing;
- The Appeal Hearing must have a Chairperson who will ensure the hearing is closed to the public and if the appellant does not reside in the Burns Lake area, will arrange for a teleconference to deal with the appeal;
- The ***Education Director*** may appear beforehand to submit a letter explaining the rational for the decision, including what has done to support the appellant and any journal entries showing the dates and times of conversations with the appellant;
- Appeals must be submitted prior to budget deadlines and must be relevant to the current year; The Appeal committee is encouraged to make a decision during the appellant’s hearing; and
- The final decision of the Appeal Board shall be in writing and is final and binding on all parties; therefore, a student may not appeal to ISC.

<h2 style="margin: 0;">10 DISCLAIMER</h2>

All funding decisions are contingent upon availability of funds.

Many circumstances, both within and beyond the control of the ***Lake Babine Nation Education Department*** may cause changes. These may include but are not limited to:

- Changes to better serve the ***Lake Babine Nation***;
- Changes in financial resources;
- Natural catastrophes or disasters;
- Changes in staffing;
- Changes introduced by ISC.

Any changes to the *Lake Babine Nation Post-Secondary Policy and Procedures Manual* will only be made by a quorum of Lake Babine Nation Council at a duly convened Council Meeting.

LAKE BABINE NATION



APPENDIX A

Post-secondary Application Form

Deadline: February 15th Annually

This **application is due February 15th** and you are required to submit all attached documents (i.e. acceptance letter, transcripts) with this application or by no later than February 30th. The information you provide on the Application Form must be up-to date, accurate and complete

POST-SECONDARY APPLICATION FORM

1. Be sure to read the application carefully, answer each question (please type or print) and sign this Application Form.
2. All applicants must complete this Application Form fully & completely.
3. All applications must be forwarded directly to:
Post-secondary Coordinator
Lake Babine Nation Education Department
P.O. Box 879
Burns Lake, BC
V0J 1E0
4. **Sponsorship applications are due (and must be received) by February 15th of each year.**
5. If you have any questions, please contact:
 - a. Brenda Michell-Joseph, Post-secondary Coordinator — 250.692.4700 or
 - b. Monty Palmantier, Education Director — 250.692.4700

Please ensure that you have enclosed the following, as only complete application packages will be considered for financial assistance.

- Complete & Signed Application Form (Appendix A)
- Complete & Signed Appendices B, C, D, E
- Copy of Status Card
- Letter of Acceptance / Confirmation of Enrolment
- Official Transcripts
- Required Documents in Section 7 of this Application Form

Section 1 - PERSONAL & CONTACT INFORMATION

Family Name:	Given Name(s):	S.I.N. (Must be provided):		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
		Date of Birth	Current Age:	

Address While in School:

Street Address:

City:	Province:	Postal Code:	Telephone #:
-------	-----------	--------------	--------------

Permanent/Home Mailing Address: Same as Above

Street Address:

City:	Province:	Postal Code:	Telephone #:
-------	-----------	--------------	--------------

Mailing Address you would like us to use: <input type="checkbox"/> School <input type="checkbox"/> Permanent	Email Address:
	LBN Status Number:

PERSONAL INFORMATION

Residency While in School *(Check all that apply)*

On my own
 With my parent(s)
 Student residence
 LBN On-Reserve housing
 With Roommate(s)
 With spouse or common law partner
 With child(ren)

Current Marital Status

Single
 Married
 Common Law
 Divorced
 Separated

Dependants

Number of dependants under the age of 18: _____

List the names & ages of dependants:

	Name	Age	Mailing Address (if different than
1			
2			
3			
4			
5			

Current Employment: Currently Working:
 Full Time
 Part-Time
 Occasionally
 Not Working

Employment while in school: While in school, I will work part time.
 Yes
 No
 Not Sure

Note: *If claiming your spouse as a dependent, please attach your spouse's prior year Tax Returns.*

Section 2 – EDUCATION

Identify the institution you plan to attend:		Is this your last year in this program? <input type="checkbox"/> Yes <input type="checkbox"/> No	What year of study are you entering? (Circle) 1 2 3 4 5
Admission confirmed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I have attached a copy of my acceptance letter			
Length of program (in years): (circle) 1 2 3 4 5	Identify the Degree/Diploma that you will receive upon graduation: <input type="checkbox"/> Graduate Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Diploma <input type="checkbox"/> Other, specify: _____		Year you will complete your program:
Start Date of this academic year:	Finish date for this academic year:	What job/career do you hope to have when you graduate?	
Please list all the colleges or universities that you attended including Completion Dates if applicable.			
Name of Institution	From	To	Program Degree/Diploma (yes/no & date)

Section 3 – CURRENT PROGRAM & SPONSORSHIP REQUEST

School Name	Program		
Mailing Address	City	Province	Postal Code
Telephone: Area Code & Number: _____		Fax: Area Code & Number: _____	

Section 4—MEMBERSHIP CONFIRMATION

Aboriginal Ancestry:*please note that you must be registered with the Lake Babine Nation in order to be eligible for assistance

- I am a registered Indian with the Lake Babine Nation
- I have attached a copy of my status card

Section 7 - ADDITIONAL INFORMATION

Required Documents:*please note that you must attach one of the following in order have a complete application and to be eligible for assistance.

- I've attached a brief 500 word autobiographical sketch of myself, such as, family, where I grew up, values, beliefs, hobbies, and how do these relate to my educational endeavors/plans after I graduate.
- I am a continuing student and have attached my most recent semester's academic grades along with my official transcript.
- Labour Market Research (Specific to your intended field of studies) **Appendix B**

If there are additional details that you wish to provide, please use this space to do so.

Should you have circumstances that warrant special consideration, please specify below.

Section 9 - DECLARATION and CONSENT

My signature below verifies that I have read and understand the application requirements. A fully completed application package includes the following **MANDATORY DOCUMENT** items.

- Complete & Signed Application Form (Appendix A)
- Complete & Signed Appendices B, C, D, E
- Copy of Status Card
- Letter of Acceptance / Confirmation of Enrolment
- LBN** Student Self Evaluation Form—Appendix I
- Official Transcripts
- Required Documents in Section 7 of this Application Form
- Spouse's Prior Year Tax Return (if applicable)

LBN Education Department encourages all applicants to submit completed application packages, however, we note that some documentation is not available at the time the application package is due and **LBN** makes the following concessions:

MANDATORY DOCUMENTS DUE FEBRUARY 30TH ANNUALLY – NO EXCEPTIONS – OR APPLICATION REMAINS INCOMPLETE AND WILL NOT BE REVIEWED BY POST-SECONDARY REVIEW COMMITTEE.

THE FOLLOWING DOCUMENTS ARE TO BE SUBMITTED BEFORE A CHEQUE WILL BE ISSUED:

- Original Official Transcripts from your present or most recent academic program.
- Confirmation of enrolment as a full-time student that coincides with the timeframe in your application to **LBN** - Fall and/or Winter.
- Verification of enrollment/acceptance into program.
- I have read and fully understand the guidelines that govern the application and Post-secondary Review Committee process, and I have provided answers to **all** questions which apply to me.
- I certify that all information contained on this form is true and correct. I understand that any false statements intentionally given on this application, by email, or telephone will disqualify my application and will affect my ability to access future funding.
- I hereby give consent that **LBN** Education Department is authorized to release my contact information to **LBN's** sponsors (including name, telephone number, e-mail, mailing address and/or resume), so that they may contact me personally.
- I hereby give consent for **LBN** Education Department to use/publish my name and relevant information on **LBN's** website, in **LBN's** newsletter, for promotion, marketing, advertising, or in sponsor communications.
- Applicant's Name (please print): _____

Applicant's Signature: _____ Date: _____

For Internal Use Only

Received by Date Received
(please print name)

Post-Secondary Education Coordinator Signature

APPENDIX B

Lake Babine Nation

LABOUR MARKET RESEARCH PACKAGE



EMPLOYMENT RESEARCH

- The best source of information to find out about a job and if there is a **demand for the skills you are planning to train in** are employers.
- Contact 3 **employers and/or employees** in the occupation you are seeking to train in.
- Remember **you are only seeking information, not looking for a job at this time.**
- Check newspaper job postings to show there is a demand. (can be done through the internet for out of town job postings).
- The purpose of this research is to assist you to make an informed career choice that will be rewarding for you.

PERSONAL INFORMATION

First Name: _____

Last Name: _____

EDUCATIONAL INFORMATION

- 1. What is the highest level of education completed? _____
- 2. Year Completed? _____
- 3. If you are planning Post Secondary Training, what are the pre-requisites and have you completed them? _____

List any certificates, diplomas, degrees or trade licenses you already have:

Name of Course:	Place of Institute:	Year:
a) _____	_____	_____
b) _____	_____	_____
c) _____	_____	_____

EDUCATION RATIONALE:

Please explain why you are unable to find employment and explain how this post-secondary education program of studies will benefit you?

TRAINING COURSE RESEARCH

- 1. What is your employment goal? (BE SPECIFIC)

(Short term goal)

(Long term goal)

2. What training programs are you interested in taking & where is it offered?

3. Why have you chosen the specific post-secondary education?

4. Do employers recognize the training offered by this post-secondary institute for your chosen occupation?

OCCUPATIONAL LABOUR RESEARCH

Contact a minimum of **3 employers/supervisors** in the occupation you are interested in.

Statement to employers is: "I am interested in _____ training, and would like to know if you could do an informational interview with you to research employment this training will lead to".

NAME OF BUSINESS:

PHONE #

CONTACT PERSON

Typical Duties: _____

Starting Wage: _____

Hours of work: _____

Working Conditions: _____

Clothes/Tools required: _____

What is the minimum educational/training certification required for this job?

What are the most appealing aspects about this type of work?

What are the least appealing aspects about this type of work?

Is this company currently hiring, or planning to hire within the next year?

Has this company hired employees for this position in the last year?

Upon completion of this training would this company consider you for employment?

NAME OF BUSINESS:

PHONE No.

CONTACT PERSON

Typical Duties: _____

Starting Wage: _____

Hours of work: _____

Working Conditions: _____

Clothes/Tools required: _____

What is the minimum educational/training certification required for this job?

What are the most appealing aspects about this type of work?

What are the least appealing aspects about this type of work?

Is this company currently hiring, or planning to hire within the next year?

Has this company hired employees for this position in the last year?

Upon completion of this training would this company consider you for employment?

NAME OF BUSINESS:

PHONE No.

CONTACT PERSON

Typical Duties: _____

Starting Wage: _____

Hours of work: _____

Working Conditions: _____

Clothes/Tools required: _____

What is the minimum educational/training certification required for this job? _____

What are the most appealing aspects about this type of work?

What are the least appealing aspects about this type of work?

Is this company currently hiring, or planning to hire within the next year?

Has this company hired employees for this position in the last year?

Upon completion of this training would this company consider you for employment?



APPENDIX C

P.O. Box 879
Burns Lake, BC V0J 1E0
Tel: (250) 692-4700
Fax: (250) 692-4790
Toll Free: (888) 692-3214

Living Allowance Rates

Students and their dependents can receive funding to help them pay their living expenses while they are attending a post-secondary institution.

The *Lake Babine Nation Education Department* will review and make recommendations prior to the beginning of the new Fiscal year. *LBN* is not required to pay the maximum living allowances established by the Canada Student Loan Program, however, those rates cannot be exceeded. The rates that are used are included in our policy (in order to provide transparency and consistency) are as follows:

Rate for Sponsored Student	Shelter: \$851 Food: \$273 Misc: \$335 Transportation: \$105	\$1,564
Rates for Each Dependent	Shelter: \$254 Food: \$208 Misc: \$122 Transportation \$ 97	\$681

Please Note: Students living in Major Cities, *as identified by Canada Mortgage and Housing Corporation* may be eligible for an additional \$200.00 per month to meet the high living costs and only if there is sufficient funding in the LBN Post-Secondary Education budget.



APPENDIX D

P.O. Box 879
Burns Lake, BC V0J 1E0
Tel: (250) 692-4700
Fax: (250) 692-4790
Toll Free: (888) 692-3214

Authorization for Release of Information

I _____, authorize _____

(please print name clearly)

(institute)

To release information regarding courses, registration, admission, attendance, programs and transcript of marks to Lake Babine Nation Education Department. And I authorize Lake Babine Nation Interdepartmental (i.e. Housing, Social Development, Employment & Training, etc.) sharing of my information.

Student Signature

Date



P.O. Box 879
Burns Lake, BC V0J 1E0
Tel: (250) 692-4700
Fax: (250) 692-4790
Toll Free: (888) 692-3214

APPENDIX E

POLICY & PROCEDURES AGREEMENT

I _____ have read, and understand, the *Lake Babine Nation* Post-Secondary Education Policy & Procedure Manual (PPM).

By signing this, I am:

- agreeing to abide by the policies and procedures as set out in the PPM to ensure continued funding;
- acknowledging, and agreeing to my roles and responsibilities as a student as set out in the PPM;
- acknowledging, and agreeing to the Post-Secondary Education Coordinator and Education Director roles and responsibilities as set out in the PPM; and
- acknowledging, and agreeing to the *Lake Babine Nation* roles and responsibilities as set out in the PPM.

Applicant Signature

Date



P.O. Box 879
Burns Lake, BC V0J 1E0
Tel: (250) 692-4700
Fax: (250) 692-4790
Toll Free: (888) 692-3214

APPENDIX F

STUDENT AGREEMENT FOR SPONSORSHIP

I do hereby agree to the following Terms and Conditions for the funds I receive from the *Lake Babine Nation* for educational purposes:

- I understand that subject to the discretion of the *Lake Babine Nation* I may be denied further education assistance if I do not meet and maintain the academic requirements as established by the attending post-secondary institute, and/or as defined in the Post-Secondary Policy and Procedure Manual.
- I understand that I must submit Official Transcripts at the end of every funded semester to the *Lake Babine Nation* Post-Secondary Education Coordinator when they become available from the attending post-secondary institute.
- I understand that in the event I receive education assistance under false pretence I may, at the discretion of the *Lake Babine Nation* be held liable to repay the amount falsely received and be denied further education assistance.
- I understand that my approval for education assistance is subject to the availability of funding.
- I understand that should I receive a grade of “W” (withdrawal) or its equivalent, I will be held responsible to compensate the *Lake Babine Nation* Education Department all amounts received in assistance of each course. This includes, but is not limited to the following:
 - Tuition Books Living Allowance
- I understand that receipt of further education assistance will be refused until all debts to the *Lake Babine Nation* have a) been paid in full, or b) a *Schedule of Payment* has been signed and agreed upon.
- I also understand in order to be eligible for education assistance I must meet the criteria as established by the Lake Babine Nation Post-Secondary Education Policy and Procedures Manual.

Applicant Signature

Date



P.O. Box 879
Burns Lake, BC V0J 1E0
Tel: (250) 692-4700
Fax: (250) 692-4790
Toll Free: (888) 692-3214

APPENDIX G

WITHDRAWAL CHECKLIST

Withdrawing from a course / program of studies:

Type of Withdrawal (check one) Medical _____
Other _____

Confirmation of Withdrawal (*information to be provided*) Medical Documentation _____

Official Withdrawal Documentation from the Institution _____

Returning to studies after Withdrawal:

If Medical Withdrawal – medical clearance to return back to studies _____

Non-Medical Withdrawal - Documentation showing you are fit to return to post-secondary studies _____

Post-Secondary Institution Official Acceptance back into program of studies _____

Confirmation of Registration in program of studies courses _____



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APPENDIX H

SCHEDULE OF REPAYMENT

Lake Babine Nation PSE Student Allowance Deduction Form

Date: _____

This form is to confirm the arrangement under which the *Lake Babine Nation Finance Department* accepts payment to your outstanding balance of \$_____ in installments.

I, _____, do hereby give permission to the *Finance Department* to deduct the amount of \$_____ in Monthly installments from my monthly living allowance.

I understand that these deductions are necessary as per Section 11.1 of the *Lake Babine Nation* Post-secondary Education Policy & Procedures Manual, citizens who are in debt with the *Lake Babine Nation* are not be eligible for post-secondary financial assistance unless this Schedule of Repayment form has been signed and agreed to by all appropriate parties involved and will be kept on record in the *Finance Department*.

Commencing: _____ Terminating: _____
Date Date:

Signature of Student: _____

Witness: _____
Print Name Signature



APPENDIX I

Lake Babine Nation Post-secondary Request for Spring & Summer Intercession (incomplete forms will not be processed)

Name:		Date:	
Institution:		Program:	
Start Date:	Completion Date:	New Completion Date:	
Credits Required:	Credits to Date:	Credits Remaining:	

(Note: By taking spring and summer courses, the student should be completing their program earlier than date provided on the original application.)

Name Of Courses	Start Date:	End Date:	# of Credits	Cost: Tuition/Books/Fees

Please attach a copy of the academic plan from the university/college academic advisor, forms and approval for intercession studies will not be processed without an academic plan.

Reason for spring and summer program:

For Administration use:

Request Approved: Yes _____ No _____ Date: _____
Comments:



APPENDIX J

LAKE BABINE NATION POST-SECONDARY EDUCATION REQUEST FOR CONTINUED STUDIES FORM

I will be continuing my studies in the fall I have attached my official transcript of my grades along with course registration for the next academic year.

Name:		Date: _____		
		Submitted form by: <input type="checkbox"/> fax <input type="checkbox"/> email <input type="checkbox"/> postal mail		
Institution:		Program:		
I am applying for: Fall _____ term: Year	I am applying for: Winter: _____ term: Year	Transcript: <input type="checkbox"/> Attached <input type="checkbox"/> To follow (Official transcript for term completed)		
Credits Required:	Credits to Date:	Credits Remaining:		
Name of Courses Fall	Start Date:	End Date:	# of Credits	Cost: Tuition/Books/Fees
Name of Courses Winter	Start Date:	End Date:	# of Credits	Cost: Tuition/Books/Fees

Please attach a copy of the academic plan from the university/college academic advisor, forms and approval for intersession studies will not be processed without an academic plan.

I understand that failing to provide this form and documents will hold up my sponsorship letter for the next school year.

Student name and signature: _____ Date: _____

For Administration use

Date received: _____

All required documents attached Yes No

Post-Sec Coordinator: _____ Date Sponsorship sent out: _____



APPENDIX K

DEFINITIONS

Academic Year: Refers to two four-month semesters, or as defined by the attending post-secondary institute.

Academic Institution: Refers to an accredited post-secondary institution which receives the majority of its funding from federal and provincial governments.

Academic Probation: Is defined as a period of time during which a student is under suspension or strict academic guidelines due to an infraction of the Institutes' student code of conduct, which includes, but is not limited to, failing grades and/or poor attendance.

Books and Supplies Allowance: Is the allowance provided to students each semester to pay costs for their programs books and/or supplies.

Chief and Council: Refers to the elected officials of the *Lake Babine Nation* designated to oversee all matters to do with the Nation's governance and administration.

Conflict of Interest: Is defined as any relationship that is, or appears to be, not in the best interest of the *Lake Babine Nation* or *Lake Babine Nation Education Department*. A conflict of interest would prejudice an individual's ability to perform his or her duties and responsibilities objectively. A conflict of interest is a situation in which the interests (for example: personal, familial, professional or commercial) of an *Education Department* Staff member or designated affiliate involved in decision making, evaluation, ranking, or assessment processes have a real or perceived impact, either positive or negative, on the results of the evaluation, ranking, or assessment processes, or related work. Conflict of interest depends on the situation, not the character or actions of the individual.

Debts Owed to LBN: Refers to applicant's debt that is owed to the Nation or any of its entities. All applicants must not have any debts owed and must submit verification from the Finance Department confirming this.

Dependent Child: A dependent child may be verified through submission of last income tax and defined under subsection 252(1) of the Canada Revenue Income Tax Act; a dependent child means:

- a person of whom the individual is the natural parent whether the person was born within or outside marriage;
- a person who is wholly dependent on the applicant for support and under the applicant's custody and control in law or in fact (or was so immediately before such person reached the age of 19), but ***does not include a foster child for whom the foster parents receive support payments from an agency responsible for the child's care;***
- a child of the individual's spouse;
- an adopted child of the individual.

Dependent Spouse (including Common-Law Partner): A dependent spouse may be verified through submission of last income tax and defined in the Canada Revenue General Income Tax and Benefit guide; a dependent spouse refers to someone you are legally married to or a person who has been living with you and that you have had a relationship with – as determined by BC’s justice system.

Distance Education: Refers to a program delivered by an eligible post-secondary institute, either by correspondence or on-line. A living allowance may be provided for students enrolled in 4 courses per academic semester and meet all other criteria for obtaining post-secondary education.

Eligible Post-secondary Institutions: Refers to the level of education following high school, provided by colleges and universities and are recognized by ISC in granting degrees, diplomas or certificates. Though Private Post-Secondary Institutions are included in ISC’s list of eligible Post-Secondary Institutions, it is understood that these institutions charge tuition and fees that far exceed those charged by Public Post-Secondary Institutions. Therefore, if a similar program of studies is offered at a Public Post-Secondary Institution and a student chooses to attend a Private Post-Secondary Institution, the *Education Department* will only approve the amount of tuition and fees equivalent to a Public Post-Secondary Institution. It will be the student’s responsibility to pay the balance of tuition and fees for their program of studies at the Private Post-Secondary Institution.

Full time student: Refers to a sponsored student who is determined to be a full-time student by the institution in which she/he is enrolled.

Employed Student: Is defined as a student who participates in paid part-time employment while enrolled in a full-time academic program.

Health Benefits: Refers to the Health Benefits provided by the Eligible Post-secondary Institution.

High School Graduate: Refers to a *Lake Babine Nation* citizen who graduated from a grade 12 academic program and obtained a Secondary Dogwood Diploma, Evergreen Certificate or Adult Dogwood issued by the Province of British Columbia.

Graduation Incentives: Refers to a discretionary stipend, and is dependent upon available funding, provided to students who verify their successful completion of a certificate, diploma or degree program by means of their academic transcripts.

Living in major Cities Allowance: Refers to a financial stipend provided in addition to a post-secondary education living allowance to accommodate the high cost living in one of Canada’s major cities.

Medical leave: Refers to a post-secondary student who must withdrawal from his/her studies for medical reasons.

Part time student: Refers to a student who is determined to be part-time by the institution in which she/he is enrolled.

Policy Development and Approval: Refers to the process in which the *Lake Babine Nation Education Department* updates its Post-secondary Policy and Procedure Manual. This may include the process governed by future policy processes laid by the *Lake Babine Nation*.

Post-Secondary Education: Refers to the level of education following high school, provided by colleges and universities and other institutions whose admission requirements include secondary school completion.

Post-secondary Education Funding: Refers to the funding provided to *Lake Babine Nation* from Canada / ISC. These financial amounts are then dispersed to sponsored post-secondary students based on the eligibility criteria set out in these Policies and Procedures.

Lake Babine Nation: Refers to the federally and provincially recognized band organization for the Nadut'en people, herein afterwards referred to as *LBN*.

Tuition: Refers to a fee charged by the Post-secondary Institute for enrollment in a program of studies. Tuition is provided to eligible full time or part time students each academic year for a certificate, diploma and degree at an eligible post-secondary institute or affiliated institute.

University Entrance Preparatory Program (UCEP): refers to a program not necessarily leading to a British Columbia Dogwood Diploma or a British Columbia Adult Dogwood but is required to gain entry into a post-secondary program.

Wait List: Is defined as a Compiled list of *Lake Babine Nations* students who have submitted all required documents for post-secondary education funding and as funding becomes available these students will be contacted accordingly.

Withdrawal: means the formal process of withdrawing from a course or program of studies by completing a withdrawal form required by the post-secondary institute and informing the *Lake Babine Nation Education Department* of the withdrawal in writing.