



POST-SECONDARY EDUCATION ASSISTANCE POLICY

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Version 2

Teslin Tlingit Council Post-Secondary Education Policy Approvals

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**TESLIN TLINGIT COUNCIL
POST SECONDARY EDUCATION ASSISTANCE POLICY**

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1. INTRODUCTION

This policy identifies the Post-Secondary Education (PSE) assistance funding provided by Teslin Tlingit Council (TTC) for academic education and applies to all full and part time students who are sponsored by or applying for PSE assistance from TTC. This Policy sets out guidelines and eligibility criteria respecting financial assistance.

A goal of the Teslin Tlingit Council is to increase the level of education of TTC citizens and to increase their participation and representation within TTC. To achieve this goal Teslin Education Training Committee (TETC) and Workforce Development Department (WFD) will provide support and encouragement to meet the post-secondary needs of students.

The TTC PSE Assistance Program evolved in response to requests from TTC citizens for financial assistance for post-secondary schooling and through a Program Service Transfer Agreement (PSTA) with the Department of Indian Affairs.

The budget for this program is **limited** and therefore should not be utilized as a **sole** source of funding. This funding is available to supplement students' financial sponsorship from other funding sources such as: Human Resource Development Canada (HRDC), Yukon Government (YG), bursaries, scholarships etc. **Students must apply for the regional scholarship or Grant (ie: Yukon Grant, Millennium Grant B.C) for the Territory or Province they reside in.**

The budget for this program is **limited** and therefore approvals are subject to availability of funds. TETC may defer approvals due to budget restrictions.

This policy governs assistance for PSE that is not covered by the ASETS Policy and the Employee Training Policy. The Purpose of this document is to assist TTC citizens to:

- A. Gain access to academic education
- B. Graduate with the qualifications and skills needed to pursue individual careers
- C. Achieve their greatest education and career potential
- D. To assist all TTC citizens who are eligible to apply for PSE assistance funds

Definitions and Acronyms

Citizen: as defined in the Teslin Tlingit Council Constitution and Citizenship Code

CSDO Community Skills Development Officer

Deferred application: an eligible applicant is refused assistance due to lack of funds or, the application was received without the necessary documents attached or without complete

information

Full time student: any student taking four or more accredited courses per semester

PSE: Post-secondary Education

TETC: Teslin Education Training Committee

Transcript of Marks: Official institutional record of a student's marks

1.1 Teslin Education Training Committee (TETC)

TETC is a standing committee empowered by the TTC to guide and review education programs and services for the benefit of all TTC citizens. It is comprised of one representative from each Clan, and two appointed Elders. All TETC members have an alternate representative from their Clan. The committee and WFD are responsible for the implementation of this policy and shall adhere to the Terms of Reference of TETC. TETC has the ability and authority to review and approve student PSE applications for funding. They may make specific decisions pertaining to the needs of individual students that may not be covered by this policy. The TETC also evaluates this policy on an annual basis and recommends changes or additions as per the TTC policy approval process.

The TETC meets to review applications in late May, July and November of each year. TETC may hold other meetings if required.

Paramountcy:

In the event of a conflict or inconsistency between this policy and the TTC Finance Policy, the TTC Finance Policy shall prevail.

1.2 Student Registry

To ensure privacy, all student files will be handled in confidence and all TETC members and staff must sign and abide by the Committee Code of Ethics. The WFD is responsible for maintaining a confidential student database. This database shall include the following information:

1. Student's name;
2. Institution attending;
3. Program of study;
4. Financial support provided;
5. Type of certification/diploma or degree received;
6. Additional relevant information.

1.3 Advertisement of PSE Assistance

PSE assistance information will be advertised two weeks before application deadlines in the **Deisleen Neek** and other Yukon media sources. This information will also be communicated directly to current students via email.

2. ASSESSMENT & SELECTION

2.1 Eligibility Criteria

To be eligible for assistance under the PSE Assistance Program the following criteria must be met:

1. Must be a TTC citizen.
2. Not eligible for Post-Secondary assistance from any other First Nation.
3. A final letter of acceptance from the institution must accompany the application for assistance.
4. Unless a student is in College prep, summer course or there are extenuating circumstances. Students must take a minimum of 4 courses per semester
5. Applicant must not owe TTC any money unless a repayment plan has been signed and is being honored. The applicant must make a presentation to TETC for consideration of further assistance. The repayment plan will consider individual circumstances.

2.2 Application Process:

The PSE Assistance Program will provide interested applicants with a Student Resource Package. The PSE Assistance Policy and Student Resource Package will be available at the NÀ SHAGÛN HIT Administration Building, the Whitehorse TTC Office and on TTC website.

TTC citizens living outside of Teslin can be mailed this information by contacting the WFD at the following address:

Teslin Tlingit Council
Attn: Community Skills Development Officer
P.O. Box 133
Teslin, Yukon Territory, Canada, Y0A 1B0
Phone: (867) 390-2532 ext. 318
Fax: (867) 390-2176
Email: education@ttc-teslin.com

The following forms must be completed and returned to the WFD:

- a) Student Application Form;
- b) TTC Sponsorship Agreement;

Students **must** provide with the application:

- a) documented proof of acceptance into a recognized post secondary institution or a conditional letter of acceptance into a post-secondary accredited program of studies or other recognized program;
- b) a program description;
- c) a copy of their latest transcript(s) if applicable; and
- d) a letter outlining your career goals and motivation for taking the program

If all the required information is not included in the application, the application will be deferred until the next TETC meeting.

***Funds spent prior to the application being approved may not be eligible for reimbursement.**

2.3 Application Deadlines:

All applications are date stamped upon receipt.

Application deadlines are as follows:

5:00 p.m. Pacific Standard Time (Yukon) on the following dates;	
March 15	Summer Semester (starting May to August).
May 15	Fall Semester (starting September);
July 15	For current year High School Graduates only
November 1	Winter Semester (starting January);

Late or incomplete applications will be deferred to the next deadline.

2.4 Assessment:

All applications for assistance will be assessed to determine if they meet policy requirements.

Students who have been previously sponsored but either withdrew or were unsuccessful in their previous program of studies, and/or are seeking another choice of studies **may** be granted assistance provided they present their case to TETC explaining the withdrawal and potential for success in the new program of studies. TETC can request a student to undertake career assessment sessions.

Requests for Learning Assessments from an education institution will be reviewed on a case by case basis by the Director of Workforce Development or designate. Approval will be subject to available budgets and normal TTC expenditure rules.

2.5 Selection Priority Criteria:

All applicants are given fair and equitable consideration under this policy. If the applications for assistance exceed the available budget, applicants will be prioritized according to Selection Priority Criteria.

Approval of applicants shall be based on these priority categories. This applies to full time and part time students, as sponsorship is contingent upon the availability of funds. The following defines the Selection Priority Categories.

- 1) High school graduates, first time students or continuing students that are enrolled in approved post-secondary programs of study. This includes undergraduate students entering graduate programs, without a break in studies.
- 2) Students returning to school after a break in their program of studies.
- 3) Students who have been previously sponsored but either withdrew or were unsuccessful in their previous program of studies, and/or are seeking another choice of studies.
- 4) Students who are eligible for assistance from other First Nations and there is agreement for billback from the other First Nation.

2.6 Notification

When an application is approved or rejected, applicants will be informed in writing within 10 working days of the TETC meeting at which the application was considered. The written notification will outline

- a) assistance approved and TTC requirements, or
- b) explanation for rejecting or deferring the application.

When an application is deferred written notification will be provided to the applicant outlining the following:

- a) confirmation of date application received;
- b) date the application was deferred; and
- c) explanation for deferment.

The deferred files will be reviewed at the next TETC meeting.

3.0 MONITORING PROCESS

3.1 Timeframes for Graduation

The following applies:

1. A student's funding will be reviewed by TETC if it is deemed that the student is taking longer to complete their program of studies than what is normally required by the post-secondary institution.
2. Students must contact the CSDO if they fail a course.

3.2 Probation

All students are required to maintain a minimum of 2.00 (C level) grade point average (GPA) or maintain levels required by the Institution to ensure funding eligibility.

If a student's GPA or grade level falls below this standard the following will apply:

1. A student will be advised to attend a study skills session or receive tutorial assistance as demonstrated proof of commitment to their PSE goals.
2. If a student's performance indicates failure to fulfill his/her responsibility as a sponsored student, the WFD will take the following actions in a progressive manner:
 - a) Give a verbal warning;
 - b) Give a written warning; and
 - c) Financial assistance revoked (TETC approval required).

3.3 Official Transcript of Marks

Students are required to provide the CSDO with a Official Transcript of Marks at the end of every semester and at the end of the program. Continued sponsorship is dependent on the CSDO receiving the Transcript of Marks.

3.4 Recognition of students

The TTC will recognize learning achievements of graduating students only when the student has notified the CSDO of their graduation date. Upon receipt of the official Transcript of Marks, TTC may provide a financial award to students, the amount awarded will be based on level of GPA, and is subject to the availability of funds. TTC does not cover costs for family or friends to attend the graduation ceremony.

3.5 Career Assessments

The TETC can request a potential student have a career assessment completed before finalizing a funding decision.

4.0 FINANCIAL ASSISTANCE

The following defines the different types of assistance available to students pursuant to this policy for tuition fees, books and supplies, travel, living allowance, and tutorial assistance.

All assistance provided pursuant to this policy is subject to the availability of funds and normal TTC expenditure approval processes.

No retroactive payments beyond the current fiscal year will be paid.

4.1 Amount of Assistance

A living allowance may be provided to students up to a maximum of the amounts shown in the rate chart.

The WFD will contact institutions and other offices to verify application information.

TETC may make specific decisions pertaining to the needs of individual students that may not be covered by this policy (eg. special needs).

4.2 Payment Conditions

Funds will be provided to the student when:

- a) all required documentation is received and the application is complete
- b) TETC approves the application and a payment schedule is established;
- c) a signed Sponsorship Agreement has been received by the CSDO.

4.3 Payment Schedule

All students approved for financial assistance will receive their funding on a monthly basis. Cheques will be issued on the 28th of each month. The initial cheque for new students may be issued sooner to accommodate set up of living arrangements. Failure to submit a Transcript of Marks will result in a delay in receiving a cheque.

4.4 Tuition & Registration

The following guidelines apply to tuition payments:

- a) eligible students will have their tuition, registration and related fees paid directly to the institution;
- b) for institutions where the tuition rates are above normal, the WFD in consultation with TETC may approve only partial tuition payment up to a maximum of **\$7,000.00 per semester**;
- c) With courses that run continuous throughout the year a maximum of \$21,000.00 per year will be paid for tuition.

4.5 Books and Supplies

Assistance for books and supplies includes textbooks, school supplies and special equipment officially

required by the program of studies up to \$500 per semester. For amounts over \$ 500, a specific request must be submitted to the CSDO. Receipts may be required.

4.6 Travel

The following applies to students seeking financial assistance for travel:

- a) students are allowed a stipend for travel, the amount of which will be approved annually Travel assistance covers the costs of transportation. Receipts are required for any expenses claimed (taxi, transit, etc.)
- b) travel assistance will be based on the most economical and practical fare. Travel assistance does not cover moving or storage of personal effects. Travel exceeding the amount in Appendix A will be considered on a case by case basis.

4.7 Tutorial Assistance

- a) Students requiring tutorial assistance may submit a special request to Community Skills Development Officer.

4.8 Previously Sponsored Students Allowance

Applicants who have previously been sponsored by TTC to completion of a career program, and who are applying for assistance in a new field of studies, the student will be required to contribute all or a portion of the costs of the PSE being applied for. Time frame for graduations will be in effect.

Decisions respecting such applicants will be made by TETC on a case by case basis.

Exceptions for **extraordinary** circumstances will be at the discretion of TETC.

4.9 Overpayment & Reimbursement

1. Where the TETC has determined that an overpayment of assistance has occurred, the CSDO will immediately notify the student in writing and the student shall either immediately repay the overpayment or sign a mutually acceptable repayment plan.
2. When a student withdraws from a course of studies for reasons acceptable to TETC and for which TTC assistance was approved; the student will repay TTC such portion of the assistance that is considered an overpayment by the TETC; within 1 year.
3. Where a student owes money to TTC for Education, the student and TETC will mutually agree on and sign a repayment plan.
4. Where fraudulent action is suspected, the CSDO will refer the matter to the Director of WFD and appropriate up to and including legal action will be taken by TTC and TETC will be informed.

4.10 Income Tax

1. Assistance received from TTC for PSE is taxable. Students must claim this on their tax returns. Revenue Canada advice should be sought each year to ensure that the rules are followed. If the program will result in a degree, students may be eligible for the scholarship exemption. A T4A is required.
2. If the program does not result in a degree then the amount is taxable in Canada. T2202A forms are only issued by accredited institutions.
3. Citizens are responsible for knowing the income tax rules and following them. Anyone not doing so could risk severe penalties. T2202A forms are only issued by accredited institutions.

5.0 STUDENT OBLIGATIONS

5.1 Sponsorship Agreement

Upon approval of sponsorship, all students will be required to sign a binding Sponsorship Agreement; any breach of this agreement means that the student may be required to repay all or a portion of funds issued.

All students are expected to

- a) successfully complete the training
- b) maintain good attendance
- c) access relevant resources if referred by the CSDO (eg. counseling or tutorial assistance)
- d) make every effort to use their education upon graduation

5.2 Service Commitment Job placements

TTC is working with other agencies to offer internship positions for their post-secondary students in their field of study. TTC encourages their post-secondary students to submit resumes and cover letter outlining their interested field of employment to the CSDO by December 31st, of each year to work on summer internship positions within TTC, Tle'nax T'awei businesses and private businesses. This is a limited budget, so it will be based on a first come basis. The Representative Public Service agreement will be utilized.

Should employment become available within TTC and the student is requested to work; the student **shall** make a reasonable attempt to comply upon completion of studies. The length of service requested is dependent upon the amount and length of student sponsorship received from TTC.

5.3 Notification of Changes

Students must notify the CSDO promptly of the following:

- a) changes in program of studies

- b) change of address, telephone, or email.
- c) change of dependent status
- d) immediate notice of withdrawal or dismissal

The CSDO may request additional documents or information to update the status of applicants. Students must comply with such requests to continue sponsorship.

6.0 INSTITUTION

6.1 Accreditation

Applicants must take accredited PSE. Lack of accreditation will affect approval of the application.

6.2 Foreign or Private

Policies relating to students attending institutions in Canada are applicable to students attending foreign institutions.

PSE assistance for applicants wishing to attend foreign or private institutions will be provided at the regular rates and in Canadian dollars. Costs exceeding the regular rates will be the responsibility of the applicant.

7.0 APPEAL PROCESS

Any applicant may appeal a TETC decision by writing a letter to the the Director of WFD advising of the reasons for the appeal. The letter must be received within 30 days of the applicant and TETC meeting. After 30 calendar days have passed, the decision in question can no longer be appealed.

Within 10 working days of receiving the letter, the Director of WFD will:

- 1) review the appeal with WFD staff and TETC. The appellant may be required to attend a meeting or phone in to a meeting at this stage.
- 2) make a decision regarding the appeal, and
- 3) advise the applicant in writing of the appeal decision and the reasons for it as well as any action taken

If the applicant accepts the decision of the Director of WFD, the appeal process is considered complete. If the applicant does not accept the decision of the Director of WFD, they must submit another appeal letter to the TTC Executive Council within 10 days of receiving the Director of WFD decision letter.

Within 10 calendar days of receiving the second appeal letter, the TTC Executive Council will address the appeal at a duly convened meeting. The applicant will be advised of the decision made by Executive Council within 10 days. The decision of the Executive Council is **final**. The applicant has a right to present his/her case in person to the Executive Council. TETC will have the right to present their case to the Executive Council.

If the Executive Council rules in favor of the appellant, and the decision overrules existing policy; the policy must be promptly revised.

Once the Administrative Tribunal is established, appeals will be referred to them for final decisions.

8.0 AMENDMENT PROCESS

Amendments shall become official when approved by Executive Council. Any changes made to this policy that have not been approved by Executive Council are invalid.

In the event that an applicable law is passed or amended resulting in the PSE Assistance Policy being inconsistent with that law; the policy shall immediately be amended to reflect such law and submitted to the NEXT Executive Council meeting for approval.

Management Board may recommend changes to Appendix A of this policy with the consultation of TETC. The WFD may approve changes to forms, procedures and administrative support documents related to this policy.

TETC will be consulted before any amendments to policy are sent for approval.

Approved by General Council on _____, 2017

Approved by _____ Naa Shaade Hani on behalf of General Council

APPENDIX A

TESLIN TLINGIT COUNCIL – Post Secondary Assistance Rates 04/16

Tuition – all mandatory fees including: the cost per credit course, registration and /or activity fee and laboratory fees.

Other required course costs: eg. Specific clothing or tools. Must be specified in the letter of acceptance.

Books & Supplies – a fixed rate may be provided to all students of up to \$500 per semester to a maximum of 2 semesters per year.

Travel – may be provided when the program of study is **not** offered in the Yukon. Travel assistance is paid at the fixed rate of \$ 1,000 per return trip to a maximum of 1 trip per school year. Receipts for airfare or gas must be provided.

Living Allowances (monthly rates)

Single Student

Living on own	Living with parents	With 1 child	With 2 children	With 3 children	More than 3 children
\$ 1,200	\$ 673	\$ 1,706	\$ 1,931	\$ 2,145	\$ 68 per mo. Per each additional child

Married/common law student with spouse

With unemployed spouse only	With 1 child	With 2 children	With 3 children	With more than 3 children
\$ 1,200	\$ 1,446	\$1,685	\$ 1,828	\$ 68 per mo. for each additional child

- all assistance is subject to availability of funds
- all other assistance required by a student will be assessed on a case by case basis