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# **Adams Lake Band Post-Secondary Education Handbook**

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**Prepared by Adams Lake Band Education Committee and  
Input from Education Department**



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## Vision Statement

*Re Tqeltkúkwpí7 tntels ne7élye ne tmicw es yecwemínte re kwseltkn-kt, re ckúften-kt, re xqweqwlúteñ-kt retmicw-kt re tkwemíple7ten-kt, re stselxmém-kt, re pellsúten-kt ell re keknuactn-kt Welmé7 yews, welmé7 yews Me7 tsyecwemínste es le7s r stsyem-kt n7élye ne tmicw,es yecwestsút-kt, es sxyestém r ekultn-kt tikumíte7, es tselxestsút-kt ell es sxyestwécw-kt tel7éliye te pyin.*

*“Our Creator placed us on this land to take care of our people, our land, our language, our customs, our knowledge, our culture, our title, to be ours forever and ever. Ensuring that we live in a safe, healthy, self-sufficient community where cultural values and identity are consistently valued promoted and embraced by all.”*

### Goals:

The goal of the Post-Secondary Support Program is to support Adams Lake Band members to gain access to post-secondary education and graduate with the qualifications, skills, knowledge and attitude necessary to achieve meaningful and financial rewarding employment.

### Introduction:

The Adams Lake Band and Aboriginal Affairs and Northern Development Canada have combined efforts for use to administer the Post-Secondary Program.

The Post-Secondary Education program consists of two components this policy handbook focuses on these programs to support students:

1. Post-Secondary Student Support Program (PSSSP)
2. University College Entrance Preparation Program (UCEP)

## DEFINITIONS

<b>Abuse of funds:</b>	Where a student previously accepted funding for educational program while NOT attending school.
<b>AANDC:</b>	Aboriginal Affairs Northern Development Canada
<b>AANDC PSP:</b>	Aboriginal Affairs and Northern Development Canada Post-Secondary Policy
<b>Application Deadline:</b>	Application Adams Lake Band Post-Secondary Financial Assistance is January for September and September for January. All educational institution has deadlines to meet.
<b>Attendance:</b>	been successful in programs or courses taken; proven by latest transcripts. For reasons such as level of entry was difficult; the student must take a Canadian Achievement Test to show what level he/she must start their education for success.
<b>Adams Lake Band</b>	Is a member of the Secwepemc (Shuswap) Nation.
<b>Bursaries/Grants:</b>	Refers to a scholarship to attend a college or university. Grants refers to something granted; especially; a gift
<b>Chief and Council</b>	Refers to the elected official of the Adams Lake Band designated to manage all matters to do with band business and governance
<b>Diploma:</b>	Is a certificate or deed issued by an educational institution, such as college or university, that testifies that the student has successfully completed a course of study or confers an academic degree.
<b>Certificate:</b>	is a sequence, pattern, or group of academic credit courses that focus upon an area of specialized knowledge or information and have specifically defined outcomes.
<b>Conflict of Interests:</b>	Is defined as any relationship that is, or appears to be, not in the best interest of the Adams Lake Band or Education Department. A conflict of interest would be prejudice an individual's ability to perform his or her duties and responsibilities objectively
<b>Dropping out or Withdrawal:</b>	students not completing their courses/program.

<b>Education Committee:</b>	Selected band members by Chief and Council as per committee policy
<b>Education Coordinator:</b>	Describes the position or role that is responsible for establishing systemic change and Aboriginal program/service development and/or management within Education Department and provides student support services.
<b>Education Department:</b>	This department focuses on the delivery of education services to Adams Lake Band members and supports the goals of the Adams Lake Band and the Education Committee's mandates
<b>Fail:</b>	Refers to be unsuccessful in achieving one's goal
<b>Full time funding:</b>	four (4) or more courses with living allowance, tuition and books.
<b>Incentive:</b>	Refers to a special honorarium allowance provided to students who verify their successful completion of a certificate, diploma or degree program by means of their academic transcripts.
<b>Immediate family:</b>	Someone's spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother in law and father in law, brothers in law and sister in law, daughters in law and sons in law, Adopted, half, and step members are also included
<b>Living Allowance:</b>	Living allowances covers all your basic needs such as day-care, travel, Entertainment, food, transportation costs, hydro, and rent.
<b>Part time funding:</b>	three (3) or less courses and tuition and books only
<b>Pass:</b>	Refers to an act of moving toward and beyond something
<b>Prior Approval:</b>	Refers to students must get approval from Education Coordinator
<b>Post-Secondary Education:</b>	Means a program of studies offered by a recognized post-secondary institute on, for which completion of secondary (Grade 12) or its equivalent is normally a prerequisite
<b>Rates:</b>	Living allowances will be paid based on AANDC rates.

- Registered Member:** Adams Lake Band members who are registered under the Adams Lake Band Membership By-laws with a band number.
- Review:** A review will take place from the Education Coordinator and First Nations Counsellor/Program Directors from the university or college the student is attending for progress and attendance.
- Students:** Adams Lake members that have not applied for Post-Secondary Funding or have completed a program and are re-applying.
- Tuition:** Refers to a fee charged by the Post-Secondary for enrolment 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 leading to British Columbia Adult Dogwood that is required to enter a Post-Secondary program

## **SECTION 1: WHAT YOU NEED TO KNOW**

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### **1.1 Guidelines of Handbook:**

The following are terms and conditions under which Adams Lake Band Chief and Council through Education Department provides financial support to Adams Lake Band members who are applying for University or College programs offered by accredited Post-Secondary institutions.

- a. This application is not considered approval of your Post-Secondary Funding.
- b. Confirmation is by written letter stating your funding status from the Education Coordinator prior to commencement of program.
- c. Reasons for non-approval is based on funding availability, history of your education goal and deadlines.
- d. All financial and other enquiries are to be directed to Adams Lake Band Education Department.

### **1.2 This policy handbook provides:**

- Summary and explanation for both Post-Secondary Student Support Program (PSSSP) and University & College Entrance Preparation (UCEP) programs
- Checklist and tips for program administration and file maintenance

This handbook outlines the details of Aboriginal Affairs & Northern Development Canada (AANDC) Post-Secondary Education program, which includes the following components:

#### **Post-Secondary Student Support Program (PSSSP)**

The purpose of PSSSP is to provide financial support to allow eligible Adams Lake members to pursue higher education. PSSSP funding is intended to help students obtain certificates, diplomas, undergraduate degrees and advanced degrees.

The PSSSP allows for financial support for tuition, student fees, required books, incentives and living expenses. When funding allows: tutoring and seasonal travel. This eligibility is for length of program only.

#### **University & College Entrance Preparation (UCEP) Programs:**

The purpose of University & College Entrance Preparation (UCEP) is to provide financial support to eligible Adams Lake Band members to enable them to attain the academic level required for entrance into a certificate, diploma, or degree program. IE: BA: requires English 12, Algebra 12, SC 12, and Lang.12.

The University & College Entrance Preparation (UCEP) allows financial support for living expenses, tuition, fees, and textbooks. When funding allows: tutoring, and seasonal travel.

There is one-year (2 terms) limit to this support.

Entrance requirement does not necessarily mean Grade 12 requirements; Vocational training means acceptable assessment; i.e. English 12 and acceptable Math skill assessment.

Therefore, does not mean full funding for University & College Entrance Preparation (UCEP). A copy of an institution showing acceptance into a regular college/university upon successful completion of a University & College Entrance Preparation (UCEP) program.

A statement from the institution must be on file confirming successful completion of first term.  
\*When possible, Pre-entrance assessments should be completed

Adams Lake Band– Post secondary funding is formula funded by Aboriginal Affairs & Northern Development Canada (AANDC) is subject to compliance review. A checklist of required documents in student files is included in this policy. \*Please note University & College Entrance Preparation (UCEP) is One (1) year of 4-year degree program

### **1.3 Student Eligibility:**

All students funded by Adams Lake Band PSE program must meet the following criteria:

- 1) Must be a registered Adams Lake Band member (as authorized by Adams Lake Band Membership Committee) copy of status card required.
- 2) Canadian citizen 12 months prior to application
- 3) Be accepted by an eligible post-secondary institution based on approved AANDC Post-Secondary approved list; and require copy of acceptance letter with course list – start and end date
- 4) Be accepted into an eligible program of study (certificate, diploma, degree, UCEP) require acceptance letter with course list, start and end date.
- 5) Program must be minimum of one year of academic study
- 6) Maintain academic standing C+ average with the institution each term; Transcript required; or funding will cease.
- 7) Public Institution are eligible institutions. Private institutions are also eligible if they are registered with province of B.C. (PCTIA). All programs must be able to qualify for Canada Student loan.
- 8) May include Adult Basic Education from a Post-Secondary institution; if required for entrance into an academic program.



**1.4 Post-Secondary Student Support Program Time Limits:**

- a. Funding for tuition and textbooks will be in accordance to the length of their program. Cannot switch disciplines.
- b. 3 Levels include

<b>Level 1</b>	University & College Entrance Preparation (UCEP)	1-year academic year as defined the institute
<b>Level 2</b>	Certificate/Diploma	10 Months or more
<b>Level 3</b>	Bachelor	4 Years
	Masters	Additional allowed 1-2 years Max
	PHD	Additional allowed 1-2 years Max

**1.5 Level 1:**

Community College Certificate or Diploma. Maximum of one program per length of program

Student may receive extension of on additional term if the Dean or Dept. Head approves in writing a one term extension. (No failed courses shall be funded.) See 4.4 Special Circumstances

Students who are eligible: not attended a post-secondary institution before.

Students who were enrolled in Level 2 and did not complete program

Students who are not eligible: students who have completed a program in level 1, 2 or 3 (with or without Adams Lake Band Post-Secondary Education and Aboriginal Affairs & Northern Development Canada (AANDC) funding)

**1.6 Level 2: Undergraduate University programs:**

Students may receive financial assistance to complete a maximum of one program at level 2; the length of program is defined by institution.

Students may be assisted one additional term, if the Dean or Department Head approves on term program in writing; (no failed courses shall be funded). See Section 4.4 Special Circumstances

**1.7 Students who are eligible for Level two (2) funding:**

1. New students (those who never took post-secondary program before)
2. Students who completed Level One; (either with or without Aboriginal Affairs & Northern Development Canada (AANDC) funding)
3. Students who were previously enrolled in but did not complete Level 2 program. (dropped out or changed program)

**1.8 Students who NOT eligible for Level 2 funding:**

1. Students who completed Level 2 or 3 (with or without Aboriginal Affairs & Northern Development Canada (AANDC) funding)
2. If student changes programs in Level 2; total time for first program will be counted as time limit. I.e.: Bus Admin = 4 terms switch to B.Ed. 8 terms you can be funded additional 4 terms. Documentation is required review prior to switching programs for approval of continued funding.
3. Students may be assisted on additional year, if the Dean or Dept. Head approves on year program in writing; (no failed courses shall be funded) (See Section 4.4 Special Circumstances)

**1.9 Level 3: Advanced or Professional Degree program:**

Students may be funded to complete one program in Level 3 Length is program length only; tuition, books, travel only Living Allowance may be approved for length of program only. Be in good standing with institution – originally enrolled in Funding may be extended to one year; for medical or personal reasons; documentation is required to be on file. Doctor or Counsellor written documents; review of sponsorship term by term.

Similarly, time spent in program is taken into consideration if switching programs in level 3. (No failed courses shall be funded)

There are per student (full time) maximums which include Adams Lake Band– Post Secondary living allowance maximums and institution tuition/books actual costs. Travel and tuition costs are pending funding availability.

Per student (part time) maximum include actual cost of tuition and books. Distance Education or Correspondence courses require pre-approval and highly discouraged. Documentation previous success from distance education or correspondence courses required.

Students attending private or foreign Post-Secondary programs shall be funded same actual tuition and other fees as a Canadian university or college at comparable actual rates. If there are no comparable programs; the student shall be funded at the closest public institute rate. -Comparable to Canadian Currency

Tuition includes mandatory costs for graduation only; Textbooks are books required by course only; and other fees mandatory for graduation.

Living allowance rates are set by budget restriction and by Adams Lake Band living allowance is set at beginning of September and no increase shall be made after September. No advances; Void cheque required for Direct Deposit.

There is a one-time travel allowance per school term for travel assistance to travel home or to examination site. Requests are equivalent to transportation by greyhound bus and include transportation only.

All receipts are kept on file for auditing purposes within Adams Lake Band Finance Dept. All student general information is kept up to date on file.

## **2.0 Student accountability:**

1. An annual report and financial review of Post-Secondary funds are available to Adams Lake Band members annual by audit; with number of students funded and allocation from Aboriginal Affairs & Northern Development Canada (AANDC).
2. Student name, program, school & year completed will be in annual report to Adams Lake Band Membership
3. ALB Post-Secondary policy is made available on [www.adamslakeband.org](http://www.adamslakeband.org) or by contacting Education office

Every effort shall be made to recover funds that have been abused or overpayments to students and/or underpayments made to students be paid by end of fiscal year.

The following steps made: investigation by Education Dept., report on findings; and future eligibility; regular updates at each audit be made at audit

## **2.1 Incentives are paid dependent upon funding; Aboriginal Affairs & Northern Development Canada (AANDC) limitations may be used when allowed by funding:**

1. Level 3: \$1500.00 per full time student to maximum limit of 5% of students funded by ALB post-secondary;
2. Student must be enrolled Full Time in Adams Lake Band self-government and economic self-reliance or a recognized academic achievement. Eligible only once. (Aboriginal Affairs & Northern Development Canada (AANDC) policy)
3. Level 1 & 2: \$1000.00 per full time PSSSP student who attained B or better for program graduation to a maximum limit of 5% of students funded by Adams Lake Band Post-Secondary. Must be successful in program; is eligible for one incentive. Be enrolled in commerce, public or business, physical science, math, computers, forestry, or engineering.

4. Students may be assisted on additional year, if the Dean or Dept. Head approves on year program in writing; (no failed courses shall be funded) Students may be assisted on additional year, if the Dean or Dept. Head approves on year program in writing; (no failed courses shall be funded)

## 2.2 Post-Secondary Documentation requirement each student file must have:

- Research job search on chosen career
- Provide Acceptance letter from Post-Secondary Institution applying for
  - With Confirmation program (minimum 10 months +)
- Part time means tuition and books only; and for minimum of two years to complete a program i.e.: ECE=1-year FT; PT=2 years
- Funded for length of program only. (i.e.: BA=8 terms for FT students; ECE=1.5 years or 3 terms).
- Must meet with an Academic Counsellor to review acceptance or have met all requirements to be accepted into approved University program; and provide academic education plan
- Include all your previous transcripts
- 2 Letters of reference from community member, teacher or leader
- Include previous certificates
- Letter of intent generates the PSS application form
- Record of volunteer work in chosen career
- Fully completed application form
- Provide program description or course outline with all costs (ie: books, tuition, etc)
- Start and end dates of intended program

## 2.3 Priority of selection of students:

- 1<sup>st</sup> Priority:** High School students meeting the entrance requirements for university or college successfully;  
And Ongoing students (those who are successful completing their terms)
- 3<sup>rd</sup> Priority** Self-funded students or Part time students who are successfully completing their courses
- 4<sup>th</sup> Priority** New applicants that have met all requirements and when funding availability
- 5<sup>th</sup> Priority** previously funded people who have cleared outstanding concerns regarding their previous *abuse of funds* or other issues that are preventing them from education services.

## **2.4 Living Allowance:**

That the Adams Lake Band Post-Secondary student living allowance is a “Subsidy” for Adams Lake Band PSE students; is meant to assist in all expenses incurred while attending university or college. That when Adams Lake Band Post-Secondary Education (PSE) student meets the eligibility of Post-Secondary Education (PSE); he or she can maybe be employed but must maintain their GPA of 2.5 or better. If a student chooses to work full time and attend Post-Secondary full time and their marks fall below 2.5 (C+) GPA there will be disciplinary actions taken and enforced.

University will advise student to withdraw if they are failing No failed courses will be funded.

### **2.4.1 Guidelines:**

1. Living Allowance is paid out three (3) working days prior to the first of each month.
2. Living allowance is deposited directly into student’s bank account; a void cheque is required cheque will be mailed out.
3. It is the student’s responsibility to keep updated mailing address, contact information and banking information on file.
  - a. If a cheque is deposited into wrong bank account all expenses for reverse charges will be expense of student
4. A Schedule for living allowance is available upon request all Post-Secondary Students (see Appendix F) all PSS students will be assessed once at beginning of year and will remain on that assessed rate for the duration of that year due to budgeting restraints.
5. To claim dependants; copies of birth certificate (s), court documentation (custody) and medical cards MUST be provided to Adams Lake Band Education Department
6. To verify number of dependant’s documentation must be provided to Adams Lake Band
7. There are absolutely no living allowance advances.
8. There will be no amendments after September– All funding is based on Aboriginal Affairs & Northern Development Canada (AANDC) contributions and availability

## 2.5 Deadlines receiving new applications:

New & Continued student must meet the deadlines for applications for both Adams Lake Band and institutions academic year in order to adjust or renew PSE application: September 1 to August following year.

(Sample of Sessional Dates from an Institute)

Sessional Dates						
	Semester courses		Year-long	Summer session		
	Fall	Winter	Fall/winter	SS1	SS2	SS3
<b>Terms</b>						
Start of term	Beginning of Sept	Beginning of January	Beginning of Sept	Beginning of May	Mid Jun	Beginning May
End of term	Mid Dec	End of Apr	End of Apr	Mid-June	Beginning of Aug	Beginning of Aug

- For September Semester - student MUST apply by January the year prior;
- For January Semester student MUST apply by September the year prior
- Summer sessions applies to existing students must apply a minimum of one month prior to start of course or program.
  - Summer sessions programs/courses, tuition and books are covered ONLY.

## 2.6 Other Income:

You are responsible for unreported income (Unemployment Insurance, Social Assistance, Workers Compensation and Canada Employment). The Education Department is bound by law to release all income to Federal or Provincial government agencies and does so upon request.

## 2.7 Tuition:

All tuition fees and text books costs are paid by Adams Lake Band sponsorship letter to the College/University. Reimbursement will be issued only by prior approval and provide original receipt.

1. **Full Time** = in more than 4 or more courses
2. **Part Time** = is less than 3 courses
3. Program eligibility: more than 10 months certificate
4. Diploma, Degree, Masters or PHD.
5. Non-credit courses are not funded through this program
6. Tuition or text books are not paid for failed or repeat courses

## 2.8 Withdrawal/Dropping out:

Any student dropping out of school for personal reasons, such as, addictions, health, or relationship issues will be required to prove within a set time that he/she has recovered or has been to counsel and has documentation from certified Counsellor or Doctors when reapplying for Post-Secondary.

Students who require medical leave must provide a certified doctor's note to Adams Lake Band Education Department

### **2.9 Review:**

All applicants shall be reviewed each semester as to their progress/attendance. Prior to approval of next year funding

### **3.0 Waitlist:**

A waitlist will be established for Adams Lake Band members applying to continue their education. Will be based on their date of completed application signed off by Adams Lake Band Education Coordinator and potential student.

### **3.1 New Students:**

New students from Adams Lake Band applying for education funding require a letter of intent, latest transcripts, previous training, and assessment testing results, visit with an Academic Counsellor, along with criterion listed on page three (3) and the Adams Lake Band Education Financial Assistance request form *fully* completed. (See appendix F)

### **3.2 Aboriginal Affairs & Northern Development Canada (AANDC) policy:**

All Department of Indian Affairs – Post Secondary Student Report guidelines and criterion must be audited to ensure continued funding for Post-Secondary Program. Copies of this policy can be made available to students. This Post-Secondary Student Report will be submitted annually or upon request from Aboriginal Affairs & Northern Development Canada (AANDC).

### **3.3 Bursaries/Grants**

Bursaries and Incentive Grants are based on Aboriginal Affairs & Northern Development Canada (AANDC) funding availability and criteria.

All Post-Secondary Students receive a copy of all bursaries and grants, which they can apply for.

All Adams Lake Band students are strongly encouraged to apply for bursaries and grants to assist them financially to be successful in their education path;

When a bursary and grant is awarded to the student; the student shall forward a copy to the Adams Lake Band Education Department with a copy of the award; when the award is for tuition and

books; the amount is deducted from the invoice for the student's tuition and/or books for their program. When the student is awarded a monetary award, the student may inform the Adams Lake Band Education Dept. of their award and will not affect their Adams Lake Band Post-Secondary Education living allowance subsidy.

### **3.4 Incentive**

This bursary or grant shall be dispersed upon graduation from their level program based Aboriginal Affairs & Northern Development Canada (AANDC) funding.

\$150.00	Certificate Programs, UCEP
\$250.00	Diploma
\$500.00	Degree Program
\$1,000	Master's Program, PHD

### **3.4 APPEAL PROCESS**

To ensure fairness and equitable treatment under this policy, the following appeal process shall be followed:

1. Post-Secondary Policy will be made public through General Band meetings, Adams Lake Band website and/or newsletters, posting and upon request
2. Student will provide a written statement as to reason for appeal to the Education Coordinator
  - a. Within 15 days student and Education Coordinator shall meet to resolve appeal. All attempts shall be made to resolve the problem at this meeting and try to resolve the appeal
  - b. If not resolved within 15 days Adams Lake Band Education Committee will meet to review all information with the student. Should the student wish to bring or include a support person they may do so.
  - c. Within 7 days after the meeting between Education Committee and Education Coordinator and student at the decision will be made.
3. The final decision shall be in writing and is final and binding on all parties.
4. If, however a student is not satisfied with this result they may at their own expense seek intervention outside of band governance.
  - a. If a meeting can be arranged teleconference or other means technology such as Skype can be utilized.

### **3.5 Special Circumstances**

Compassionate leave of absence for reasons of illness in the student's *immediate family*



# PSE APPLICATION FORM – APPENDIX A

APPLICATION DEADLINE DATES (Check applicable one only)

JANUARY 31<sup>ST</sup>, \_\_\_\_\_ FALL (SEPTEMBER) ENROLLMENT

AUGUST 1<sup>ST</sup>, \_\_\_\_\_ WINTER (JANUARY) ENROLLMENT

Part One: Student Information			
Birth date (i.e. May 10, 1973)			
Full Legal Name			
SIN (Social Insurance #)			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Separated <input type="checkbox"/> Divorced		
First Nation			
IRN (Indian Registry /Status Number)			
Mailing Address		Other Contact Information	
Address		Phone #	
City		Cell #	
Province, Country		E-mail address	
Postal Code			

Part Two: Dependent Information		
Name	Birth date (i.e. November 2, 2006)	Gender
		<input type="checkbox"/> M <input type="checkbox"/> F
		<input type="checkbox"/> M <input type="checkbox"/> F
		<input type="checkbox"/> M <input type="checkbox"/> F
		<input type="checkbox"/> M <input type="checkbox"/> F
		<input type="checkbox"/> M <input type="checkbox"/> F

Part Three: Financial Information			
Personal Income	\$	Spousal Income	\$
Household income per year is (check one)	<input type="checkbox"/> less than \$15,000 <input type="checkbox"/> \$15,000 to \$19,999 <input type="checkbox"/> \$20,000 to \$29,999 <input type="checkbox"/> \$30,000 to \$39,999 <input type="checkbox"/> \$40,000 and over		
Does your program require additional supplies? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please indicate approximate cost and attach supporting documentation: \$			

Part Four: Institution and Program Information			
Institution		Student Number	
Program		Online Account/Password	
Year of Study		Program Length	
Program Type	<input type="checkbox"/> College Prep <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> BA <input type="checkbox"/> LLB	<input type="checkbox"/> BSc <input type="checkbox"/> MA, LLM <input type="checkbox"/> PhD <input type="checkbox"/> PDP <input type="checkbox"/> Other	Semester Funding (please check all that apply) <input type="checkbox"/> Sep - Dec <input type="checkbox"/> Jan - Apr <input type="checkbox"/> May - Aug <input type="checkbox"/> Other dates (specify): _____
Enrolled in	<input type="checkbox"/> Full-time Studies <input type="checkbox"/> Part-time Studies		
Student Type (check one)	<input type="checkbox"/> New <input type="checkbox"/> Continuing <input type="checkbox"/> Returning <input type="checkbox"/> Technical Vocational Training (TVT)		

Part Five: Other Information	
Disability Status (check one)	<input type="checkbox"/> Long Term Disability <input type="checkbox"/> Short Term Disability <input type="checkbox"/> Not on Disability
Have you submitted the required disability documentation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been a resident of Canada for the past 12 consecutive months (new students)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Part Six: Additional Educational Information
What is the highest level of education you have completed (list any courses, certificates, diplomas that you have completed up to this point):
For the upcoming funding year (Sep to Aug), I plan to complete the following courses / year of program:
My Long Term Goal is (provide as much detail as possible):
Have you ever been on a "Term On Your Own" or academic probation?  If so, what have you done since that time to help ensure you are more successful?

**Attachments needed for New Students:**

- English Assessment
- Math Assessment (where required for entry into program)

I confirm that the above information provided is complete and accurate. I accept responsibility for satisfying the academic requirements of the above institution and managing the education funds to the best of my ability.

\_\_\_\_\_  
Student Signature Date

NOTE: you will receive a letter outlining information needed to complete your application. This letter will arrive within 6 weeks of the application deadline. If you do not receive this letter, please contact our office.

## **PSE APPLICATION FORM – APPENDIX A**

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### **Documents required prior to review of funding application please provide:**

- Letter of intent generates the PSS application form
- Research on Job Search on chosen career
- Proof that you have met with an Academic Counsellor must provide Education Plan of Program outlining courses needed
- Include all your previous transcripts
- Letters of reference from community member, teacher or leader including previous certificates or other supporting documents when reapplying for funding
- List of possible employment agencies, show job shortage in area of career
- Record of volunteer work in chosen career
- Acceptance letter from University/Institute into approved Program/Courses
- Provide program description or course outline with costs
- Complete a budget for the semester (form attached)
- Fully complete requirements (application will be filed until all information is included)
- Start and end dates of intended program

### **A written or verbal approval from Education Coordinator/Education Director is given on PSE Application**

- Once approved interview will be conducted either by telephone or in person to review all documents ie: PSE application and PSE Policy
- If additional information is requested such as: Banking information (Void Cheque) ID, etc., Adams Lake Band Education will advise student

**EDUCATION PLANNER – APPENDIX B**

Name: \_\_\_\_\_ Diploma or Degree: \_\_\_\_\_

Semester 1		Semester 2	
Course	Credit Hours	Course	Credit Hours

Year   2  

Semester 3		Semester 4	
Course	Credit Hours	Course	Credit Hours

Year   3  

Semester 5		Semester 6	
Course	Credit Hours	Course	Credit Hours

*(4 or 5 Year Student: Registration form required & meeting with Academic Counsellor)*

**POST-SECONDARY EDUCATION FINCIANCIAL Planning – APPENDIX C**

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	<b>Requesting</b>	<b>Approved</b>
<b>Tuition fees</b>	\$ _____	\$ _____
<b>Books</b>	\$ _____	\$ _____
<b>Supplies</b>	\$ _____	\$ _____
<b>Accommodations</b>	\$ _____	\$ _____
<b>Food</b>	\$ _____	\$ _____
<b>Transportation</b>	\$ _____	\$ _____
<b>Clothing</b>	\$ _____	\$ _____
<b>Entertainment</b>	\$ _____	\$ _____
<b>Sundries</b>	\$ _____	\$ _____

**Finances Available**

	<b>Amount</b>	<b>Your budget</b>
<b>Savings</b>	\$ _____	\$ _____
<b>Income from work</b>	\$ _____	\$ _____
<b>Parents contribution</b>	\$ _____	\$ _____
<b>Spouse contribution</b>	\$ _____	\$ _____
<b>Family Allowance</b>	\$ _____	\$ _____
<b>Income Tax</b>	\$ _____	\$ _____
<b>Bursaries/grants</b>	\$ _____	\$ _____
<b>Band Sponsorship</b>	\$ _____	\$ _____
<b>Other Sponsorship</b>	\$ _____	\$ _____
<b>Can. Student Loan</b>	\$ _____	\$ _____
<b>Employ. Insurance</b>	\$ _____	\$ _____
<b>Income Assistance</b>	\$ _____	\$ _____
<b>Other income</b>	\$ _____	\$ _____

<b>Estimated expenses</b>	\$ _____
<b>Minus finances available</b>	\$ _____
<b>Equals amount you should need</b>	\$ _____
<b>To budget for your education</b>	

**Please note that as of 2006 – T4A may be issued to Revenue Canada of all Post-Secondary Education living allowance, tuition and books and other income.**

**\*Please attach copy of Bursary/Grant**

**STUDENT AGREEMENT – APPENDIX D**

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I, \_\_\_\_\_ do hereby agree to the following terms and met the conditions prior to applying for financial assistance for Post-Secondary Education from the Adams Lake Band.

1. I have taken the necessary steps prior to applying for funding which are attached (PSE form 2.3)
2. I understand that I am to attend classes on a regular basis. Satisfy all course requirements, pass all courses and maintain grade point average 2.5 = (C+)
3. I understand that subject to the discretion of the Adams Lake Band Education Department, I will be denied further Post-Secondary Education Financial Assistance when I do not meet and maintain the requirements outlined;
4. I understand that I will submit all official transcripts of my marks to the Adams Lake Band Education Dept. to receive funding for the next semester; (an interim letter/report is acceptable if required before next semester start dates)
5. I understand, in the event, that I receive funding under false pretences; I agree to repay the full amount of funding received from Adams Lake Band Education Funds. This includes: withdrawing from courses, dropping out, failing courses, or not completing courses;
6. I understand that my application for assistance is subject to the availability of Post-Secondary Education funding from AANDC; may include funding at minimum funding or partial funding.
7. In the event of funding availability, from Adams Lake Band, Education Coordinator will make recommendations and file letters of support for alternate funding;
8. I agree with the eligibility for Post-Secondary Education financial assistance program criteria as outlined.
9. That all enquiries or requests outside the approved sponsorship shall be done in writing;
10. That all financial enquiries are directed to Education Coordinator only through email, fax or telephone call. All authorizations are done by Education Coordinator.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Post-Secondary Institute:** \_\_\_\_\_

**Education Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WAIVER FORM – APPENDIX E**

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I, \_\_\_\_\_ have read and understood the Post-Secondary policies and procedures as written and

And hereby authorize \_\_\_\_\_ (Name of Institute) to release information on my progress, attendance and enrolment status (transcripts) by the Education Co-ordinator of the Adams Lake Band.

This consent shall be cancelled only by written request by student.  
This consent form can be transferable to any institute that I am enrolled in and sponsored financially by the Adams Lake Band Education Program.

And hereby authorize the Adams Lake Band–Education Department to have access to “alternate” funding agencies such as ASETS, HRDC –EI program, for aboriginal specific programs, Transitions and Student Loan Application and approvals.

And the Adams Lake Band to access statistical information from my file providing confidentiality of my application is protected.

(May also have to sign Consent to Release information Waiver form from University enrolled in).

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness to signature

\_\_\_\_\_  
Date

**PSE Living Allowance guidelines - upon written approval for full time student – APPENDIX F:**

a. <b>SINGLE STUDENT</b>	\$590.00
• Living at home	
b. <b>SINGLE STUDENT</b>	\$975.00
c. <b>STUDENT WITH</b>	
• Spouse	\$975.00
• 1 dependent	\$1150.00
• 2 dependents	\$1330.00
• 3 dependents	\$1505.00
• Add \$50.00 for each dependent	
d. <b>SINGLE PARENT WITH</b>	
• 1 dependent	\$1345.00
• 2 dependents	\$1505.00
• 3 dependents	\$1655.00

No amendments after September of each year - All funding is based on INAC contribution and availability