

Educational Cultural Exchange Allowance



Community. Leadership. Pride.

Policy
2015-04

	AUTHORIZED BY	ýłmixʷm nał səxʷkʷinaʔməm Council
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	DEPARTMENT	Community Services, Membership Services
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Revision History			
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2019-03-22	2015-04.01	Conversion of Educational Cultural Exchange policy into new format. Drafting of revision commenced.	
2019-06-07	2015-04.02	Approved by Council Resolution #190604-33 on June 4, 2019 and signed by the Director of Operations on June 7, 2019.	

1. Policy

It is of fundamental importance to the overall quality of life that every **stqá?tk^w4niw^t sqilx^w**/Westbank First Nation (WFN) Member achieve the best educational and employment opportunities and outcomes. As a government, WFN must ensure its Members have access to a suite of services that support **the achievement of those outcomes.** WFN's Educational Cultural Exchange Allowance provides financial assistance to Member students wanting to participate in international and domestic educational cultural exchange programs.

2. Purpose

The purpose of this policy is to outline the educational cultural exchange allowance available and the eligibility criteria for accessing it under this policy.

3. Scope

This policy applies to **yílmix^wm na4 səx^wk^wina?məm**/Council, eligible Members, and Workers responsible for administering this policy.

This policy is a review, update, and revision to, and supersedes, the Educational Cultural Exchange policy approved by Council Resolution, and signed by the **səx^wk^wulm^t kⁱ y᠑ay᠑at**/Director of Operations, on January 22, 2007.

Monetary funds cited in this policy are in Canadian dollars.

a) Exchange Allowance Parameters

- i. The Educational Cultural Exchange (Exchange) allowance is available only for Exchange programs where the total cost for an individual's participation exceeds four hundred dollars (\$400.00), as evidenced in a letter from the educational institution hosting the Exchange.
- ii. An Exchange allowance consists of a maximum of fifty percent (50%) **of the applicant's overall cost of participation** outlined in the letter required under Section 3.a)i. of this policy.
- iii. The total lifetime maximum for Exchange allowances available to each eligible Member is one thousand and five hundred dollars (\$1,500.00).
- iv. Members obtaining an Exchange allowance must agree to share information about the Exchange in accordance with Section 6. of this policy.

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- b) Eligibility Criteria
 - i. To be eligible for an Exchange allowance, an applicant must be;
 - 1) A Member,
 - 2) Currently enrolled in, and attending, an educational institution; and
 - 3) Seeking funding for an Exchange program that has an academic component.
 - ii. Students requesting an Exchange allowance must submit a completed Application for an Educational Cultural Exchange Allowance (Appendix A), including additional documentation specified on the application, to the Membership Services Manager.

4. Definitions

“Educational Cultural Exchange” (Exchange) means a student exchange program designed for students wishing to participate in an international or domestic educational cultural exchange, that has an academic component and offers an opportunity to enrich their personal experience, knowledge, and skills, through learning about the history and culture of another country or indigenous group, and contributes to their educational goals, objectives, and academic studies and enhances their global perspective.

“**Worker**” means any employee, volunteer, contractor, client, or other visitor who performs tasks on behalf of WFN at any WFN workplace.

5. Responsibilities

- a) Council is responsible for establishing an annual budget and setting aside funds in order to ensure the commitment to this policy, on a best efforts basis, as part of the annual budgeting process.
- b) The Membership Services Manager or designate is responsible for;
 - i. Receiving, reviewing, and making decisions on, Applications for an Educational Cultural Exchange Allowance (Appendix A),
 - ii. Notifying the applicant if their Application for an Educational Cultural Exchange Allowance (Appendix A) is approved or declined,
 - iii. Forwarding to Financial Services for payment, a request for payment of an Exchange allowance, in accordance with the provisions of this policy, to successful applicants; and
 - iv. Upon the conclusion of the Exchange, facilitating the sharing of the applicant’s Exchange experience.

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- c) Financial Services is responsible for processing the payment requested under Section 5.b)iii. of this policy.
- d) Eligible Members are responsible for;
 - i. Submitting an Application for an Educational Cultural Exchange Allowance (Appendix A) in accordance with Section 3.b)ii. of this policy; and
 - ii. If approved, sharing their experience in accordance with Section 6. of this policy at the conclusion of their Exchange.

6. Monitoring and Reporting

Upon returning from the Exchange, the student must provide a presentation to the Membership on the experiences, knowledge, and skills they obtained through the Exchange and how those experiences, knowledge, and skills will contribute to their educational goals, objectives, and academic studies.

7. Approval

This policy was approved by **yilmixʷm naʔ səxʷkʷinaʔməm**/Council Resolution #190604-33 on the 4th day of June, 2019 and signed by the Director of Operations on the 7th day of June 2019.



Pat Fosbery, **səxʷkʷulm̓ ʔl̓ yʔayʔat**/Director of Operations

8. References and Related Authorities

[Westbank First Nation Constitution](#)

[Westbank First Nation Self-Government Agreement](#)

[WFN Government Strategic Plan 2016-2019](#)

WFN Governance

[Policy 2015-01 Governance Instrument Creation, Review, and Approval](#)

Policy 2019-XX Education Program

9. Attachments

Appendix A–Application for an Educational Cultural Exchange Allowance


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Appendix A – Application for an Educational Cultural Exchange Allowance

 Application for an Educational Cultural Exchange Allowance <i>To be completed by students wishing to obtain an Educational Cultural Exchange Allowance in accordance with Policy 2015-04 Educational Cultural Exchange Allowance</i> Protected when submitted	
Student Information	
Last Name:	First & Middle Names:
Address:	
Phone Number:	Email:
Status Number:	
Educational Institution enrolled in:	
Educational Cultural Exchange (Exchange) Information	
Purpose of the Exchange:	
Personal goals and objectives related to the Exchange:	
Please attach a letter from your educational institution that confirms your participation in the Exchange and the cost for your participation.	
Acknowledgment and Signature(s)	
I acknowledge that by accepting an Educational Cultural Exchange allowance, I agree to, upon returning from the Exchange, provide a presentation to the Membership on the experiences, knowledge, and skills obtained through the Exchange and how they will contribute to my educational goals, objectives and academic studies.	
Signature of Applicant:	Date:
Signature of Parent/Guardian (if applicant is a minor):	Date: