



Community. Leadership. Pride.

Post-Secondary Education Sponsorship

**Policy
2015-17**

	AUTHORIZED BY	ȳilmix ^w m nał səx ^w k ^w ina?məm/Chief and Council
	EFFECTIVE DATE	2021-08-10
	DEPARTMENT	Community Services, Education & Social Development
	REVIEW DUE DATE	2024-08-10

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Revision History			
Entry ID	600967	Total Number of Pages	
Date	Revision	Changes	
1998-09-02	01	WFN Post Secondary Education Policy & Guidelines approved by Council as presented by the Education Coordinator.	
2002-03-12	02	WFN Post-Secondary Education Student Support Program presented to Council and apparently approved by Council.	
2011-08-15	03	WFN Policy Manual Post Secondary Education approved by Council Resolution #110815-15 and signed by the Director of Operations.	
2021-08-10	04	Approved by Council Resolution #210809-01 on August 9, 2021 and signed by the səx ^w k ^w ulm' k' yçayçat (Director of Operations) on August 10, 2021.	



Post-Secondary Education Sponsorship

1. Policy

The n̄x̄wiltən/education of Members is essential to the continued success of the stqá?tk̄w̄+niw̄t sqilx̄w̄/Westbank First Nation (WFN) ḥcwixtn/community because education plays a key role in raising up leaders within the community. Post-secondary education sponsorship allows Members greater access to post-secondary education so they may acquire the qualifications and skills needed to pursue a career, become economically self-sufficient, and contribute to the success of WFN self-government.

2. Purpose

The purpose of this Policy is to outline the eligibility and selection criteria, limits, eligible and ineligible expenses, and appeal process of post-secondary education sponsorship, to ensure a fair, responsible, and accountable sponsorship process.

3. Scope

This Policy applies to ýilmix̄w̄m naḥ s̄x̄w̄k̄w̄ina?m̄m/Chief and Council, s̄x̄w̄k̄w̄ul̄m /Workers responsible for administering this Policy and related governance instruments, and Members applying for, or receiving, post-secondary education sponsorship.

Members only may apply for post-secondary education sponsorship.

Members receiving Short Term Disability Insurance or Long Term Disability Insurance are, in most cases, ineligible for post-secondary education sponsorship. There may be situations where in-occupation accommodations are not possible and exceptions may be made, allowing for a change in career due to functional limitations.

a) Eligibility Criteria

To be eligible for post-secondary education sponsorship, applicants must:

- i. Be registered for naqs/one (1) of the following levels of post-secondary education:
 - 1) Level 1 - Adult Basic Education.
 - 2) Level 2 - Community college certificate.



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- 3) Level 3 – Community college diploma program.
 - 4) Level 4 - Undergraduate university degree, including a specialty program such as, but not limited to, a Bachelor of Art degree and a Teacher Education program.
 - 5) Level 5 - Post-graduate or professional degree program such as, but not limited to, masters, doctoral, medicine, or dentistry program.
- ii. Submit to Education & Social Development, on or before míktú?tin/May 15 of each year, a completed Application for Post-Secondary Education Sponsorship (Appendix A), including all documents required as a part of the application.
 - iii. Be in Good Academic Standing and not on Academic Probation,
 - iv. Be in compliance with Policy 2015-49 Accounts Receivable; and
 - v. Be in compliance with the provisions of this Policy and related governance instruments.
- b) Sponsorship Limits**
- i. Students who have completed a certain level of education under Section 3.a)i. of this Policy are ineligible to be sponsored further for a lower level program.
 - ii. Students who change academic programs more than once will be ineligible for post-secondary education sponsorship for one (1) year, after which they will be required to meet with an Education & Social Development səx^wk^wu^lm to discuss a new education plan.
 - iii. Sponsorship for Level 1 post-secondary education is limited to a maximum of one and a half (1.5) years of sponsorship.
 - iv. Sponsorship for a certificate program under Level 2 post-secondary education is limited to a maximum of nəqspi^ltk/one (1) year of sponsorship, or as defined by their Post-Secondary Institution.
 - v. Sponsorship for a diploma program under Level 3 post-secondary education is limited to a maximum of ?as^lspi^ltk/two (2) years of sponsorship.



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- vi. Sponsorship for Level 4 post-secondary education is limited to a maximum of six (6) years of sponsorship.
 - vii. Sponsorship for Level 5 post-secondary education is limited to:
 - 1) One (1) of each type of post-graduate or professional degrees such as, but not limited to, only one (1) master's degree and only one (1) doctoral degree per applicant,
 - 2) A maximum of two and a half (2.5) years of sponsorship; and
 - 3) Sponsorship for tuition, textbooks, and supplies only, if the successful applicant is being sponsored for a second post-graduate program. For example, PhD students are not eligible for a living allowance.
 - viii. Post-secondary education sponsorship is limited to a maximum of *tiḡḡ* *ḡiyáḡnx^w*/eight (8) months during an academic year, or as defined by their Post-Secondary Institution.
 - ix. Post-secondary education sponsorship for Full-Time *qipcm*/spring or summer courses is limited to;
 - 1) Programs that run through *siyaḡtən*, *ḡḡ^wḡḡ^wtán*, *nal ḡ^wiḡḡ^wiḡtán*/June, July, and August,
 - 2) Courses that are only offered during spring/summer; or
 - 3) Courses required by the *scḡáḡmáyaḡ*/student to graduate on the timeframe of their education plan.
- c) Employed Applicants**
- i. Applicants employed by WFN must;
 - 1) First use their professional development funding, if available, to fund their post-secondary education, applying for post-secondary education sponsorship only at such time that their professional development funding has been exhausted; and
 - 2) Provide a letter of support from their supervisor as part of their application under Section 3.a)ii. of this Policy that;



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- (a) Indicates their supervisor approves their education leave or part-time education, in accordance with the provisions of the WFN Personnel Policy; and
 - (b) Indicates their supervisor approves of them using their WFN professional development funding to fund their post-secondary education; or
 - (c) Explains why their supervisor denies approval of the use of WFN professional development funding to fund their post-secondary education.
 - ii. Applicants who are employed full-time or receiving employment insurance are ineligible to receive a living allowance as part of post-secondary education sponsorship.
- d) **Selection Criteria**
 - i. Education & Social Development selects applicants for post-secondary education sponsorship in June of each year, based on:
 - 1) The amount of money budgeted for post-secondary education sponsorship; and
 - 2) The following order of priority:
 - (a) First Priority: Full-Time and Part-Time Continuing Students who are currently sponsored under this Policy, have successfully completed all courses, or who have completed at least one (1) year of studies, and will continue to take course(s) toward the completion of their certificate, diploma, or degree.
 - (b) Second Priority: Students who have graduated from high school in the current year and have been accepted into a Post-Secondary Institution.
 - (c) Third Priority: New applicants for sponsorship.
 - ii. Applicants not selected for sponsorship will be placed on a wait list.
 - iii. Applicants will be notified, in writing, of the status of their application at the address indicated on their Application for Post-Secondary Education Funding (Appendix A).



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e) Eligible and Ineligible Expenses and Allowances

- i.** Eligible expenses and allowances are outlined in Post-Secondary Education Sponsorship Levels (Appendix B.)
- ii.** Students attending private or international Post-Secondary Institutions will be sponsored at the same tuition rate as charged by the Canadian institution nearest to the student's place of residence which offers a comparable program at the time of application.
- iii.** Students attending a study abroad program must register, and confirm approval, for the program with the Post-Secondary Institution they are currently attending. The study abroad program must be accredited through its sponsoring Post-Secondary Institution and transferrable to Canada. Students are responsible for paying any costs not covered under this Policy or Policy 2015-04 Educational Cultural Exchange Allowance.
- iv.** Equipment or mandatory materials required by students enrolled in programs such as, but not limited to, trades, nursing, or architecture programs, will be considered on a case-by-case basis, conditional upon the student submitting to Education & Social Development, an outline of the program and a list of the required equipment and materials.
- v.** Tutoring services are eligible for sponsorship conditional upon the following provisions:
 - 1)** Avenues for accessing tutoring services at no cost to WFN have been exhausted, since many institutions provide tutors for First Nation students as part of their services; and
 - 2)** Education & Social Development has approved the expense.
- vi.** Ineligible expenses include, but are not limited to:
 - 1)** Annual designations fees and required courses,
 - 2)** Medical and dental fees, unless mandatory by the Post-Secondary Institution,
 - 3)** Parking passes,
 - 4)** Deferred examinations or rewrites,



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- 5) Course extensions costs, including living allowance for the same,
 - 6) Office equipment such as, but not limited to, computers, printers, Ipads, other electronics, and printer ink; and
 - 7) Software programs, including antivirus programs.
- f) Changes in Academic, Educational, or Personal Status**
- i. The Senior Manager, Education & Social Development must review the files of students who have been placed on Academic Probation at the end of each Semester to;
 - 1) Review funding previously approved; and
 - 2) Determine if the student will receive an Academic Penalty.
 - ii. Students who are on Academic Probation will not be guaranteed sponsorship by virtue of changing their program of studies or Post-Secondary Institution.
 - iii. Subject to Section 3.b)ii. of this Policy, students who request to change academic programs and still receive sponsorship under this Policy must;
 - 1) Be in good academic standing,
 - 2) Complete a new Post-Secondary Individual Education Plan (Appendix C); and
 - 3) Meet with an Education & Social Development səx^wk^wu^lm to confirm eligibility for sponsorship.
 - iv. Students who withdraw from their program must submit a completed Post-Secondary Education Withdrawal form (Appendix D) to Education & Social Development at least ʔasíl skʔacíws/two (2) weeks prior to withdrawing, and comply with the institution's withdrawal deadline and procedures.
 - v. Students who withdraw from one or more courses must communicate immediately with Education & Social Development to determine eligible sponsorship expenses and allowances.
 - vi. Students whose living situation changes, including, but not limited to, the number and age(s) of their Dependent(s), must immediately report the



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change(s) to Education & Social Development by email, letter, speaking personally with an Education & Social Development səx^wk^wuim by telephone, or in person. For clarification, leaving a voice mail message is not considered to be notification.

g) Appeals

- i. Students have the right to appeal decisions regarding post-secondary education sponsorship.
- ii. The Senior Manager, Education & Social Development or designate, upon receipt of an appeal, must review and discuss the appeal with the student in an attempt to resolve the dispute.
- iii. If the appeal is not resolved to the student's satisfaction, the student may submit their appeal, in writing, to the Director of Community Services. The written submission must provide a full explanation of the reason(s) for the appeal.
- iv. The Senior Manager, Education & Social Development, must prepare a report for the Director of Community Services, which includes, but is not limited to;
 - 1) Copies of the student's transcripts and attendance records; and
 - 2) Any correspondence between WFN and the student relating to the appeal.
- v. Within ʔupn̄kst uʔ mus/fourteen (14) days of receiving the appeal under Section 3.g)iii. of this Policy, the Director of Community Services must attend a meeting with the Senior Manager, Education & Social Development and the student to discuss the appeal and report.
- vi. The decision of the Director of Community Services is final.

4. Responsibilities

- a) yí səx^wk^winmaʔm̄/Council is responsible for establishing an annual budget as part of the annual budgeting process in order to ensure the commitment to this Policy on a best efforts basis including, but not limited to, considering and making decisions on the Post-Secondary Education Funding Levels (Appendix B) recommended by the Senior Manager, Education & Social Development.



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- b) The xatus kí i? sqlaw/Director of Finance or designate is responsible for preparing the budget under Section 4.a) of this Policy, in consultation with the Senior Manager, Education & Social Development.
- c) The Director of Community Services is responsible for making decisions on appeals related to post-secondary education sponsorship, in accordance with the provisions under Section 3.g) of this Policy.
- d) The Senior Manager, Education & Social Development or designate is responsible for;
 - i. Assisting in the preparation of the budget under Section 4.a) of this Policy, including making recommendations on funding levels,
 - ii. Receiving, reviewing, and making decisions on, Applications for Post-Secondary Education Sponsorship (Appendix A), in accordance with the provisions of this Policy and related governance,
 - iii. Notifying applicants at the earliest opportunity;
 - 1) If their submitted application is incomplete; and
 - 2) Of the status of their application, in accordance with Section 3.d)iii. of this Policy,
 - iv. Reviewing student files in accordance with Section 3.f)i. of this Policy,
 - v. In accordance with the provisions of this Policy, making best efforts to encourage and support Members in their post-secondary educational pursuits including, but not limited to, those who have been placed on Academic Probation,
 - vi. Making decisions on tutoring services, in accordance with Section 3.e)v. of this Policy,
 - vii. Receiving, reviewing, and seeking to resolve issues associated with student appeals, in accordance with the provisions under Section 3.g) of this Policy; and
 - viii. Preparing the Post-Secondary Education Sponsorship Annual Report (Appendix E) in accordance with Section 5. of this Policy.



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- e) Students applying for, and receiving, sponsorship under this Policy are responsible for;
 - i. Adhering to the requirements and provisions under this Policy and related governance,
 - ii. Registering in the courses needed to fulfill their desired post-secondary education,
 - iii. Seeking out post-secondary education funding from other sources such as, but not limited to, scholarships, bursaries, and grants,
 - iv. Pursuing their post-secondary education in a manner that ensures, to the best of their ability, the success of their post-secondary education including, but not limited to;
 - 1) Securing the advice of counsellors at their Post-Secondary Institution for course selection, registration, and admission,
 - 2) Maintaining Good Academic Standing,
 - 3) Submitting transcripts to Education & Social Development after each completed Semester; and
 - 4) Demonstrating responsibility including, but not limited to, good communication, and a commitment to their personal development to achieve their education and career goals in a timely manner; and
 - v. Immediately reporting to the Senior Manager, Education & Social Development or Designate, any changes to their academic, educational, or personal status that may affect their eligibility for post-secondary sponsorship.

5. Monitoring and Reporting

The Senior Manager, Education & Social Development or designate must;

- a) Monitor student files, in accordance with the provisions under Section 3.f)i. of this Policy; and
- b) Provide the *ȳĩlmix^wm siya?*/Chief Saskatoon Berry Committee with the Post-Secondary Education Sponsorship Annual Report (Appendix E) by the end of August of each year.



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6. Definitions

“Academic Penalty” means a penalty of one (1) year without WFN post-secondary education funding.

“Academic Probation” means the period during which a student’s academic performance is monitored because of a failure to remain in Good Academic Standing. Academic Probation is normally assessed at the end of each Semester by the Post Secondary Institution.

“Academic Year” means a minimum period of ᑭasíl/two (2) Semesters with an approximate duration of eight (8) months.

“Adult Basic Education” means education designed to complete high school graduation requirements, upgrade high school marks, complete pre-requisites for college or university programs or courses, develop one’s reading, writing and math skills, or improve one’s career opportunities.

“Continuing Student” means a student whose enrollment in a Post-Secondary Institution has neither lapsed nor been cancelled.

“Dependent” means a person living on a full-time basis in the same residence as the student, who is dependent on the student, and is under the age of ᑭupńkst uł tímł /eighteen (18) years or is disabled.

“Full-Time” means registered in kaᑭłís/three (3) courses or a minimum of ǎǎńhut/nine (9) credits in a student’s area of study for each of the fall and winter Semesters, or in two (2) courses or a minimum of łaqńkst/six (6) credits during the spring or summer Semester.

“Good Academic Standing” means to be in good academic standing at the secondary or Post-Secondary Institution where they are studying, as defined by that institution. Academic standing is normally assessed at the end of each Semester and reflected on the transcript provided by the secondary or Post-Secondary Institution.

“Immediate Family” means spouse (including a common-law spouse), parent, parent-in-law, brother, sister, child (including adopted child or one living with you as your child), grandparent, grandchild, aunt, uncle, niece, nephew, or any spouse of an Immediate Family member.

“Long Term Disability Insurance” means funds resulting from an insurance policy that protects an employee from loss of income in the event that he or she is unable to work due to illness, injury, or accident for a long period of time.



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“Part-Time” means registered in at least one (1) course with a minimum of three (3) credit hours.

“Permanent Residence” means the address of the place named on a person’s identification and identified, for taxation purposes, as one’s normal and primary place of residence.

“Post-Secondary Institution” means an institution recognized by a province that grants degrees, diplomas, certificates, and college preparatory courses including, but not limited to, educational institutions affiliated with, or delivering, accredited post-secondary programs by arrangement with a Post-Secondary Institution.

“Semester” means part of an Academic Year, as defined by the Post-Secondary Institution, and usually mus/four (4) months in duration.

“Short Term Disability Insurance” means funds resulting from an insurance policy that protects an employee from loss of income in the case that he or she is temporarily unable to work due to illness, injury, or accident.

7. Cultural Context

a) Cultural Context of Policy

Learning has always been a central theme in traditional syilx culture. For centuries prior to first contact, the syilx learned to live in harmony with the world around them. Knowledge was handed down in the form of captík^w/mythical stories containing vital information about history, politics, governance, biology, geography, sociology, psychology, religion, architecture, culture and all other areas of life. These stories contain numerous layers of information, principles and wisdom for living and solving the challenges of life. This practice was significantly disrupted during the era of residential schools when children were separated from their families and community and prohibited from speaking their language or practicing their culture. In contrast to this unfortunate chapter of syilx history, WFN places extreme importance on proactively encouraging, supporting, and participating in the education of its Members in order to help them attain their personal educational goals and full education potential while embracing who they are as individuals and as syilx people.



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b) Cultural Context of Definitions

míktú?tin (May) Moon of sunflower seeds (*smúk^wa?xm* means sunflower).

səx^wk^wuím (Worker) The literal translation of *səx^wk^wuím* is “the person responsible for” (*səx^w*) “to work, fix, or create (*k^wuím*). The root of *səx^wk^wuím* comes from *k^wíncutn*, the word for “Creator”. WFN’s Workers are, in a sense, creators, working to create important and valuable programs, services, and tools, and to solve issues as they arise, in order to ensure a productive, excellent, and fruitful government and community. The word also denotes value. Originating from the Creator, WFN’s Workers have inherent value and are to be treated as such - by their supervisors, colleagues, and clients.

səx^wk^wuím k^wí yʕayʕat (Director of Operations) The Director of Operations is the Worker who is over (*k^wí*) everyone (*yʕayʕat*). Through their team of managers and directors, they oversees all WFN’s Workers.

siya?tən (June) Moon of Saskatoon berry (*siya?* means Saskatoon berry).

stqá?tk^w+niwt sqilx^w (Westbank First Nation) The people (*sqilx^w*) living where wind blows (*niwt*) and forms swamps or puddles alongside a large lake (*stqá?tk^w+niwt*). Being a windy area, the winds would wash along the shore creating puddles which would either seep into the land, creating wet, marshy areas or wash back into the lake.

xatus k^wí i? sqlaw (Director of Finance) Leader (*xatus*) of the (*k^wí i?*) financial well-being (*sqlaw*).

ǰ^wi?ǰ^wi?tán (August) Moon of sharp grass (*ǰ^wi?ǰ^wi?t* means grass that is sharp enough to cut you).

ǰ^wílmix^wm naʔ səx^wk^wina?məm (Chief and Council) The Chief of WFN has been chosen by the people to be the overall manager or leader (*ǰ^wílmix^wm*) of WFN. This leadership position is one of servanthood and self-sacrifice. *ǰ^wílmix^wm*’s willingness to lead by example through lifestyle, experience, and wisdom sets the example for *səx^wk^wina?məm* – the other members of Council - who have also been chosen by the people to be responsible for (*səx^w*) working (*k^w*) to oversee things (*ina?məm*). In seeking to lead well, *ǰ^wílmix^wm naʔ səx^wk^wina?məm* are dependent on each other’s willingness to sacrifice for the good of others. Traditionally, *səx^wk^wina?məm* were those chosen to oversee



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hunting and fishing or to serve as a sort of enforcer of community laws but the term has now been broadened to incorporate the oversight of government. “na†” is simply the ḡsyilxcḡ term for “and”.

ḡilmix^wm siya? (**Chief Saskatoon Berry**) The Food Chief of all things growing on land. siya? signifies community and embodies the notion of strength that results from being in one place for extended generations. siya? represents all individuals and families working together to create a healthy, prosperous, and independent WFN community.

yí sǎx^wk^wínma?ḡ (**Council**) Those who have been chosen by the people to be responsible for (sǎx^w) working (k^w) to oversee things (ínma?ḡ). Traditionally, yí sǎx^wk^wínma?ḡ were chosen to oversee hunting and fishing or to serve as policeman but the term has now been broadened to incorporate the oversight of government.

†ǎx^w†ǎx^wtán (**July**) Moon of choke cherry (†ǎx^w†ǎx^w means choke cherry.)

?asəl ?upḡkst ə† čílkst (**Twenty-five [25]**) Two (?asíl) tens (?upḡkst) and (ə†) five (čílkst).

?upḡkst u† mus (**Fourteen [14]**) Ten (?upḡkst) and (u†) four (mus).

?upḡkst u† tím† (**Eighteen [18]**) Ten (?upḡkst) and (u†) eight (tím†).



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8. Approval

The səx^wk^wulm̓ k̓l̓ yʕayʕat/Director of Operations approved this Policy on the 10th day of ǰ^wiʔǰ^wiʔtán/August, 2021.

Simon Melanson səx^wk^wulm̓ k̓l̓ yʕayʕat/Director of Operations



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9. References and Related Authorities

[Westbank First Nation Constitution](#)

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

[WFN Strategic Plan 2019/2022](#)

WFN Governance

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

[Policy 2015-04 Educational Cultural Exchange Allowance](#)

[Policy 2015-49 Accounts Receivable](#)

[Policy 2019-03 Education Program](#)

10. Attachments

Appendix A - Application for Post-Secondary Education Sponsorship

Appendix B - Post-Secondary Education Sponsorship Levels

Appendix C - Post-Secondary Individual Education Plan

Appendix D - Post-Secondary Education Withdrawal

Appendix E - Post-Secondary Education Sponsorship Annual Report

Appendix F - Student Information Release Form

Appendix G - Acceptance of Post-Secondary Sponsorship and Promissory Note


Appendix H - Electronic Funds Transfer (EFT) Authorization Agreement

Appendix I - Post-Secondary Education Sponsorship Travel Allowance Request



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Appendix A - Application for Post-Secondary Education Sponsorship (page 1)

 <p>Application for Post-Secondary Education Sponsorship Education and Social Development, 1900 Quail Lane, Westbank, B.C. V4T 2H3 Phone: 250-768-0227 Fax: 250-768-0528</p> <p><i>To be completed by Members applying for post-secondary education sponsorship in accordance with Policy 2015-17 Post-Secondary Education Sponsorship</i></p>			
PART A – STUDENT PROFILE			
Last Name	First Name	Middle Initial(s)	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (YYYY/MM/DD)	Social Insurance Number	Status Number	
Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-time Employment Organization:	Employed Insurance (EI): <input type="checkbox"/> Yes <input type="checkbox"/> No	Disability Benefits: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: <input type="checkbox"/> Short Term <input type="checkbox"/> Long-Term	
Current Phone Number	Permanent Phone Number	Email	
Permanent Address	City	Province and Postal Code	
Address While Attending School	City	Province and Postal Code	
Mode of Housing:			
<input type="checkbox"/> WFN Housing <input type="checkbox"/> College/University Residence	<input type="checkbox"/> Private (Own) <input type="checkbox"/> Private (Rent)	<input type="checkbox"/> With Parent(s)/Guardian(s) <input type="checkbox"/> Other: _____	
Number of Dependents Residing with Applicant (Please list below):			
Dependent	Age and Date of Birth	Relationship	
Name of Next of Kin	Relationship	Phone Number	

The personal information on this form is collected under section 2 of the Access to Information Act and the Freedom of Information Act. The information will be used to evaluate and process Post-Secondary Education Funding applications. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 250-768-0227.



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Appendix A - Application for Post-Secondary Education Sponsorship (page 2)

Address		City		Province and Postal Code	
Banking Information					
For direct deposit purposes, the following items must be attached with this application: (See <i>Instructions for Completing the Application for Post-Secondary Education Sponsorship</i> for further explanation).					
<input type="checkbox"/> Void cheque or bank information statement; and <input type="checkbox"/> Electronic Funds Transfer (EFT) Authorization Agreement.					
PART B – EDUCATION PROFILE					
Previous Education and Training paid by WFN Education					
Name of Institution	Location	Program Completed (Y/N)	Year of Completion	Certificate/Diploma/ Degree Received	
Reason for Not Completing					
Post-Secondary Institution Information (please specify the institution you have been accepted to)					
Name of Institution		Address		Advisor/Registrar	
Phone Number		Email Address			
Student #	Studying: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Winter		
Program / Course Name		Major/Minor		Length of Program	
Start Date:		Completion Date			
PART C – REQUIRED DOCUMENTS					
The following documents must be submitted with this application: (See <i>Instructions for Completing the Application for Post-Secondary Education Sponsorship</i> for further explanation).					
<input type="checkbox"/> Letter of Intent <input type="checkbox"/> Proof of Acceptance/Registration <input type="checkbox"/> Student Information Release Form (Appendix F) <input type="checkbox"/> Medical / Dental Waiver		<input type="checkbox"/> Post-Secondary Individual Education Plan (Appendix C) <input type="checkbox"/> Acceptance of Post-Secondary Sponsorship and Promissory Note (Appendix G) <input type="checkbox"/> EFT Authorization Agreement (Appendix H) <input type="checkbox"/> Void Cheque or Bank Information Statement <input type="checkbox"/> Supervisor's Letter of Support, if employed by WFN, as per S.3.c)i.2) of the Policy			

The personal information on this form is collected under section 15 of the Westbank First Nation Freedom of Information and Protection of Privacy Law 2018. The information will be used to evaluate and process Post-Secondary Education Funding applications. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 250-769-4999.



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Appendix A - Application for Post-Secondary Education Sponsorship (page 3)

PART D - ACKNOWLEDGMENT, DECLARATION, AND SIGNATURES	
<p>By submitting this application form, along with all required documents, I understand, acknowledge, and declare that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The information provided by me within this application is, to my knowledge, complete and correct, and given in order to substantiate my entitlement to post-secondary education sponsorship. I recognize and acknowledge that any falsehoods knowingly reported on this application may jeopardize my eligibility for post-secondary education sponsorship. <input type="checkbox"/> I will advise Education & Social Development of any change to my course load, marital status, family size, or other circumstances that may affect my eligibility for post-secondary education sponsorship. <input type="checkbox"/> I accept responsibility for satisfying the academic or training requirements of the Post-Secondary Institution for which I receive post-secondary education sponsorship. <input type="checkbox"/> I will be responsible for managing any post-secondary education funds received from WFN to the best of my ability. <input type="checkbox"/> I authorize Education & Social Development to disclose any information contained within this application to such source or any such reporting agency, in order to verify or confirm the information. <input type="checkbox"/> Post-secondary education sponsorship obtained from WFN under false pretenses or misrepresentation may result in serious consequences up to, and including, disqualification from all post-secondary education sponsorship and prosecution under the Criminal Code of Canada. 	
Signature of Student:	Date:
Signature of Parent/Guardian <i>(if applicant is under 19 years of age)</i> :	Date:
Signature of Witness:	Date:

The personal information on this form is collected under section 15 of the Westbank First Nation Freedom of Information and Protection of Privacy Law 2018. The information will be used to evaluate and process Post-Secondary Education Funding applications. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 250-769-4999.



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Appendix A - Application for Post-Secondary Education Sponsorship (page 4)




Office Use Only		
Date Received by WFN:		
Student CC# Code		
<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Undergraduate (i.e. Bachelor degree, first professional degree, university type certificate or diploma) <input type="checkbox"/> Post-Graduate (i.e. Licence graduate, Masters degree and qualifying year, PhD and qualifying year, earned Doctorate, graduate level certificate or diploma) <input type="checkbox"/> Other (i.e. Adult Basic Education Upgrade / Courses shorter than one year)		
Required Submissions		
<input type="checkbox"/> Letter of Intent <input type="checkbox"/> Proof of Acceptance/Registration <input type="checkbox"/> Student Information Release Form (Appendix F) <input type="checkbox"/> Medical / Dental Waiver	<input type="checkbox"/> Post-Secondary Individual Education Plan (Appendix C) <input type="checkbox"/> Acceptance of Post-Secondary Funding and Promissory Note (Appendix G) <input type="checkbox"/> EFT Authorization Agreement (Appendix H) <input type="checkbox"/> Void Cheque or Bank Information Statement <input type="checkbox"/> Supervisor's Letter of Support, if employed by WFN	
<input type="checkbox"/> This application is recommended for the following post-secondary education funding:		
Student status	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
<input type="checkbox"/> Tuition Allowance		
<input type="checkbox"/> Living Allowance		
<input type="checkbox"/> Textbooks, Materials, and Supplies Allowance		
<input type="checkbox"/> This application is denied post-secondary education funding for the following reasons:		
Signature of Senior Manager, Education & Social Development:		Date:

The personal information on this form is collected under section 15 of the Westbank First Nation Freedom of Information and Protection of Privacy Law 2018. The information will be used to evaluate and process Post-Secondary Education Funding applications. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 250-769-4999.



Post-Secondary Education Sponsorship

Appendix A - Application for Post-Secondary Education Sponsorship (page 5)

	<p>Instructions for Completing the Application for Post-Secondary Sponsorship Funding</p> <p>Education & Social Development, 1900 Quail Lane, Westbank, B.C. V4T 2H3 Phone: 250-768-0227 Fax: 250-768-0528</p>
IMPORTANT INFORMATION TO KNOW BEFORE FILLING OUT YOUR APPLICATION	
<ul style="list-style-type: none"> <input type="checkbox"/> Read Policy 2015-17 Post-Secondary Education Sponsorship. <input type="checkbox"/> The Application for Post-Secondary Education Sponsorship must be fully completed and submitted on or before May 15. <input type="checkbox"/> Applicants must complete all sections of the application form and submit all required documents with it in order for the application to be considered complete. Failure to provide this information may result in delays in processing, notification, and funding. <input type="checkbox"/> Once Education & Social Development staff have processed your application, they will notify applicants, in writing, at the address provided on the application form. <input type="checkbox"/> If you have any questions or require assistance completing any part of your application, contact the Senior Manager, Education & Social Development at the contact information above. 	
PART A – STUDENT PROFILE	
This part provides WFN with your basic personal information including, but not limited to, your housing arrangements, Dependents, and banking information for deposit of funds.	
PART B – EDUCATION PROFILE	
This part provides WFN with your education and training received to date and post-secondary education plans.	
PART C – REQUIRED DOCUMENTS	
<p>Letter of Intent Provide a letter of intent that demonstrates your commitment to clearly defined education goals and that outlines your plans for the timeframe for which you are requesting post-secondary education sponsorship. Your letter of intent must include your name, current level of education, intended program(s) of study, whether you will be studying as a Full-Time student or Part-Time student (see Definition section of Policy 2015-17 Post-Secondary Education sponsorship), length of time it will take to reach your goals, and any other details pertaining to your commitment to your post-secondary education.</p> <p>Post-Secondary Individual Education Plan (Appendix C) This document provides WFN with the full details of your future educational plans, including course titles and descriptions, number of credits per course, cost per credit, and the financial commitment required to meet your educational goals.</p> <p>Proof of Acceptance/Registration Provide proof of your acceptance or registration from the Post-Secondary Institution for which you are applying for post-secondary education sponsorship.</p> <p>Student Information Release Form (Appendix F) This legal document provides WFN with your permission to access your student records from the</p>	



Post-Secondary Education Sponsorship

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Appendix A - Application for Post-Secondary Education Sponsorship (page 6)

PART C – REQUIRED DOCUMENTS (Continued)
<p>Registrar’s Office. Access to your student records is required for funding purposes, and, on occasion, to verify and confirm that you are attending your classes and adhering to a desired academic standard.</p>
<p>Acceptance of Post-Secondary Funding and Promissory Note (Appendix G) This legal document outlines your contractual obligations. Read the document carefully before signing your name and submitting it with your application. If you are under nineteen (19) years of age, your parent or guardian must also sign the promissory note. A witness to the signatures must also sign the promissory note.</p>
<p>Student EFT Authorization Agreement (Appendix H) This agreement authorizes WFN to direct payments electronically to the bank account specified on the agreement.</p>
<p>Medical / Dental Waiver This document waives acceptance of the medical/dental plan offered by the Post-Secondary Institution on the basis that WFN Members have a medical/ dental plan available through WFN and the Indigenous Services Canada Non-Insured Health Benefits Program. Applicants who fail to provide this form to Education & Social Development are responsible for costs billed to WFN for the applicant’s participation in the Post-Secondary Institution’s medical/dental plan.</p>
<p>Void Cheque or Bank Information Statement A void cheque or a bank information statement will provide WFN with accurate banking information for depositing funds to the accounts of individuals funded under this Policy. Bank information statements may be obtained from your financial institution.</p>
<p>Supervisor’s Letter of Support, if employed by WFN This letter, and its required content, is referenced in Section 3.c)(i.2) of the Policy.</p>
PART D - ACKNOWLEDGMENT, DECLARATION, AND SIGNATURES
<p>The Application for Post-Secondary Education Sponsorship is a legally binding document. Applicants are therefore encouraged to make sure they thoroughly understand Policy 2015-17 Application for Post-Secondary Education Sponsorship and that the information contained in their application is, to the best of their knowledge, a true representation of the facts.</p>



Post-Secondary Education Sponsorship

Appendix B - Post-Secondary Education Sponsorship Levels (page 1)

Post-Secondary Education Sponsorship Funding Levels		
<i>Tuition Allowance</i>		
Amount approved by the Senior Manager, Education & Social Development under the provisions of Policy 2015-17 Post-Secondary Education Sponsorship.		
<i>Living Allowance¹</i> <i>Intended to cover costs such as, but not limited to, food, shelter, daily transportation, parking, daycare, rental costs, and contingencies.</i>	<i>Per Month</i>	<i>Maximum Duration²</i>
Full-Time student living at home with their parent(s) or guardian(s).	\$850.00	9 months ³
Full-time student living in their own home, rental accommodation, or student residence, or with their employed spouse.	\$1200.00 ⁴	9 months ³
WFN employee who requires a practicum placement to complete their program and who lives in their own home, rental accommodation, student residence, or with their employed spouse.	\$1200.00	For the duration of their practicum
Part-Time students	Ineligible for a living allowance	
<i>Additional Living Allowance for Dependents⁵</i> <i>Full-Time students only</i>	<i>Per Month</i>	<i>Maximum Duration²</i>
For each dependent child under five (5) years of age.	\$150.00	9 months ³
For each dependent child five (5) years of age or over.	\$50.00	9 months ³
<i>Textbooks, Materials, and Supplies Allowance</i> <i>Intended to cover costs such as, but not limited to, books, tools, and safety equipment and clothing.</i>	<i>Per Semester</i>	<i>Yearly Maximum</i>
Full-Time students	\$600.00	\$1,200.00
Part-Time students	\$300.00	\$600.00
Students enrolled in specialized or trades programs	Considered on a case-by-case basis	

¹ Students receiving social assistance will have the gross amount of the social assistance deducted from the living allowance. All living allowances are in Canadian funds only.

² The duration of support will accord with the official length of program as defined by the post-secondary institution in which the student is enrolled, up to the maximum amount allowable.

³ Students who take a full course load during summer Semester, in addition to a full course load during the regular school year may be eligible for an additional living allowance.

⁴ Students residing in WFN rental housing will have their rent deducted from the monthly living allowance and paid directly to WFN Housing.

⁵ A custodial parent may be required to produce a copy of a court writ to prove legal residence of their dependents.



Post-Secondary Education Sponsorship

Appendix B - Post-Secondary Education Sponsorship Levels (page 2)

Post-Secondary Education Sponsorship Funding Levels (Continued)			
Travel Allowance⁶			
<i>Students seeking a travel allowance must submit a completed Post-Secondary Sponsorship Travel Allowance Request (Appendix I) to the Education & Social Development Manager</i>			
Status of Student Seeking Travel Allowance	Vehicle	Other (Airplane⁷, Bus)	Yearly Maximum
Student living away from their Permanent Residence in order to attend a Post-Secondary Institution	\$0.54 per kilometre ⁸	At cost	2 Round Trips ⁹
Student registered in special or Post-Graduate Degree programs who must attend a program or course that is: a) Between two (2) and ten (10) days in duration; and b) Located more than one hundred (100) kilometres from the student's Permanent Residence.	\$0.54 per kilometre ¹⁰	At cost	As needed

⁶ All travel allowances are in Canadian funds only.

⁷ The highest level of airfare paid is economy level.

⁸ WFN pays vehicle mileage to and from the student's Permanent Residence and school residence only.


⁹ WFN will pay for additional trips if a death or serious illness occurs in the student's Immediate Family.

¹⁰ WFN pays vehicle mileage to and from the student's Permanent Residence and the course location only.



Post-Secondary Education Sponsorship

Appendix C - Post-Secondary Individual Education Plan (page 1)

Post-Secondary Individual Education Plan			
 WESTBANK FIRST NATION		Education & Social Development, 1900 Quail Lane, Westbank, B.C. V4T 2H3 Phone: 250-768-0227 Fax: 250-768-0528	
		<i>To be completed by Members as part of the Application for Post-Secondary Education Sponsorship, in accordance with Policy 2015-17 Post-Secondary Education Sponsorship</i> Protected when submitted	
Full Name of Student:			
ACADEMIC ADVISOR			
Name:		Email:	
Phone:		Notes:	
COURSE DESCRIPTIONS (program outline can be submitted instead of course outline)			
YEAR ONE			
Course Name(s), Number(s), and Description(s)	Cost per Credit	# of Credits	Total Cost of Course
TOTAL COST FOR YEAR ONE			



Post-Secondary Education Sponsorship

Appendix C - Post-Secondary Individual Education Plan (page 2)

YEAR TWO			
Course Name(s), Number(s), and Description(s)	Cost per Credit	# of Credits	Total Cost of Course
TOTAL COST FOR YEAR TWO			

YEAR THREE			
Course Name(s), Number(s), and Description(s)	Cost per Credit	# of Credits	Total Cost of Course
TOTAL COST FOR YEAR THREE			



Post-Secondary Education Sponsorship


Appendix C - Post-Secondary Individual Education Plan (page 3)

YEAR FOUR			
Course Name(s), Number(s), and Description(s)	Cost per Credit	# of Credits	Total Cost of Course
		TOTAL COST FOR YEAR FOUR	



Post-Secondary Education Sponsorship


Appendix D - Post-Secondary Education Withdrawal

Post-Secondary Education Withdrawal		
 <p>Education & Social Development, 1900 Quail Lane, Westbank, B.C. V4T 2H3 Phone: 250-768-0227 Fax: 250-768-0528</p> <p><i>To be completed by students who have been approved for post-secondary education sponsorship under Policy 2015-17 Post-Secondary Education Sponsorship but are withdrawing from, or choosing not to return to, post-secondary education.</i></p> <p style="text-align: center;">Protected when submitted</p>		
IMPORTANT INFORMATION		
<p><i>In accordance with Policy 2015-17 Post-Secondary Education Sponsorship, this form must be submitted to Education & Social Development at least two (2) weeks prior to withdrawing if you wish to be considered for future funding.</i></p>		
STUDENT INFORMATION		
Full Name of Student:		
Post-Secondary Institution:		
Phone Number:	Email:	Student Number:
REASON(S) FOR WITHDRAWAL		
<input type="checkbox"/> Break / Overwhelmed <input type="checkbox"/> Family Crisis <input type="checkbox"/> Employment	<input type="checkbox"/> Academic Standing <input type="checkbox"/> Maternity Leave <input type="checkbox"/> Medical Leave	<input type="checkbox"/> Other (please specify):
INTENDED LENGTH OF BREAK		
<input type="checkbox"/> One Term <input type="checkbox"/> One Academic Year <input type="checkbox"/> Permanently		
REQUIRED DOCUMENTS		
<p>If your withdrawal from post-secondary education is due to medical issues, you must submit a medical certificate with this withdrawal form.</p>		
ACKNOWLEDGMENT AND SIGNATURE		
<p>By submitting this withdrawal form, I affirm that the facts set forth in it are true and complete. I understand that it is my responsibility to contact the Post-Secondary Institution to complete my withdrawal. I further understand that by notifying the Senior Manager, Education & Social Development at least two (2) weeks prior to withdrawing from post-secondary education, I may remain in good standing to reapply for post-secondary education sponsorship in the future:</p>		
Signature of Student:		Date:
OFFICE USE ONLY		
Comments:		
Signature of Senior Manager, Education & Social Development:		Date:




Post-Secondary Education Sponsorship

Appendix E - Post-Secondary Education Sponsorship Annual Report



Post-Secondary Education Sponsorship Annual Report

Community. Leadership. Pride.



Reporting Year: Annual Budget: Total \$ Funded This Fiscal Year:

To be completed by the Senior Manager, Education & Social Development or designate, submitted to the *nuk'cwixtn yilmix'm siya?*/Chief Saskatoon Berry Committee by *siya?tan*/June 30 of each year, and then forwarded to *yilmix'm nak sax'kwina?məm*/Chief and Council by the Chief Saskatoon Berry Committee.

(e.g. 2018-19 2019-20 2020-2021) →	Previous Year	Previous Year	Current Year
A. Total number of applications for post-secondary education sponsorship			
B. Of this total, number of applications for full-time programs			
C. Total number of applications approved for sponsorship			
D. Number of applications approved for full-time programs			
E. Number of certificates and diplomas sought			
F. Number of undergraduate degrees sought			
G. Number of Post-Graduate Degrees sought			
H. Number of other (e.g. adult basic education upgrade)			
I. Number of graduations			
J. Number of withdrawals			
K. Number of Continuing Students			
L. Number of high school students transitioning to post-secondary			
M. Number of new applicants approved for funding			
Additional information for <i>yilmix'm nak sax'kwina?məm</i> :			
Senior Manager, Education & Social Development Signature & Date:			
<i>nuk'cwixtn yilmix'm siya?</i> /Chief Saskatoon Berry Committee Chair Signature & Date:			



Post-Secondary Education Sponsorship

Appendix F - Student Information Release Form


STUDENT INFORMATION	
Full Name of Student	Student Number
Phone Number	Email
Address	City
Province	Postal Code
Post-Secondary Institution	
INFORMATION RELEASE AUTHORIZATION	
<p>I hereby authorize the Post-Secondary Institution to release:</p> <p><input type="checkbox"/> Transcripts</p> <p><input type="checkbox"/> Confirmation of registration</p> <p><input type="checkbox"/> Attendance records</p> <p>To: Education & Social Development 1900 Quail Lane, Westbank, B.C., V4T 2H3 Telephone: 250-768-0227 Fax: 250-768-0528</p>	
STUDENT SIGNATURE	
Signature of Student:	Date:



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Appendix G - Acceptance of Post-Secondary Sponsorship and Promissory Note

 <p style="text-align: center;">Acceptance of Post-Secondary Education Sponsorship and Promissory Note Education & Social Development, 1900 Quail Lane, Westbank, B.C. V4T 2H3 Phone: 250-768-0227 Fax: 250-768-0528 <i>To be completed by students accepting post-secondary education sponsorship under Policy 2015-17 Post-Secondary Education Sponsorship.</i></p>	
STUDENT INFORMATION	
Full Name of Student: _____	
PERIOD OF FUNDING	
From: _____	To: _____
ACCEPTANCE AND PROMISSORY NOTE	
<p>By accepting post-secondary education sponsorship from Westbank First Nation (WFN) for the period noted on this acceptance form and promissory note, I hereby acknowledge that if I do not comply with the provisions under Policy 2015-17 Post-Secondary Education Sponsorship, my sponsorship will be jeopardized.</p> <p>I acknowledge and agree that if I:</p> <ul style="list-style-type: none"> ➤ Withdraw from academic post-secondary course(s) without submitting a withdrawal form to Education & Social Development at least two (2) weeks prior to withdrawing from the course(s), ➤ My course load drops below the minimum number of courses required to meet the expenses and allowance funding requirements, ➤ Fail to achieve Good Academic Standing for the course(s) sponsored by WFN, ➤ Change my program without notifying and meeting with Education & Social Development, ➤ Collect living allowance while not attending courses or program; or ➤ Fail to respond and communicate with Education & Social development on education matters; <p>I must serve an Academic Penalty as outlined below:</p> <ul style="list-style-type: none"> ➤ One (1) year without post-secondary education sponsorship from WFN 	
STUDENT DECLARATION:	
<input type="checkbox"/> I declare and affirm that the information provided by me on this application form is, to my knowledge, complete and correct, and given in order to substantiate my entitlement to post-secondary education sponsorship. I recognize and acknowledge that any falsehoods knowingly reported on this application form may jeopardize my eligibility for post-secondary education sponsorship.	
<input type="checkbox"/> I agree to advise the Westbank First Nation Education & Social Development of any change in my course load, financial status, marital status, family size, or other circumstances that may affect my eligibility for benefits.	
<input type="checkbox"/> I authorize the Westbank First Nation Education Department to disclose any information in this application to such source or any such reporting agency, in order to verify or confirm the information.	
SIGNATURES	
Student: _____	Date: _____
Parent/Guardian (if applicant is under 19 years of age): _____	Date: _____
Witness (must be 19 years of age or older): _____	Date: _____
Witness Address: _____	Witness Occupation: _____



Post-Secondary Education Sponsorship

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Appendix H – Electronic Funds Transfer (EFT) Authorization Agreement

STUDENT ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION AGREEMENT



Student Information

First Name:

Last Name:

Student Address:

Student Email:

Scan and email the completed form and voided cheque to: sp@wfn.ca
 Or mail the completed form to:
 Westbank First Nation
 301-515 Highway 97 South
 Kelowna, BC V1Z 3J2

Questions?
 Email: sp@wfn.ca or call (250) 769-4999 and ask for Accounting Dept.

Authorization

I (we) here by authorize Westbank First Nation (WFN) to direct payments electronically to the bank account specified here. I (we) acknowledge that the origination of the EFT transactions to my (our) account must comply with the provisions of Canadian law. This authorization agreement is effective as of the effective date above and is to remain in full force and effect until WFN has received notification of its termination. I (we) agree to submit an updated EFT Authorization Agreement Form to WFN for the cancellation of this agreement or to make any changes to the information provided within this agreement.

Printed Name :

Signature:

Phone # **Date:**

Banking Information Please attach a voided check -
 MANDATORY

Type of Account: Checking Savings

Bank Name :

Bank Address:

Transit No.: **Institution No.:**


Account No.:



Post-Secondary Education Sponsorship

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Appendix I - Post-Secondary Education Sponsorship Travel Allowance Request

 Post-Secondary Education Sponsorship Travel Allowance Request	
<p><i>To be completed by students wishing to obtain a travel allowance under Policy 2015-17 Post-Secondary Education Sponsorship.</i></p> <p>Submit to Education & Social Development Department once completed.</p> <p>1900 Quail Lane, Westbank, B.C. V4T 2H3 Phone: 250-768-0227 Fax: 250-768-0528</p>	
STUDENT INFORMATION	
Name	
Address while attending Post-Secondary Institution	
Name of Post-Secondary Institution	
Period (dates) you will be attending the Post-Secondary Institution	
PURPOSE OF TRAVEL <i>(see permanent residence definition)</i>	
<input type="checkbox"/> Travel to Post-Secondary Institution for beginning of educational program (one way) <input type="checkbox"/> Travel home to Permanent Residence during Christmas break (and return) <input type="checkbox"/> Travel home to Permanent Residence at end of educational program (one way)	
MODE OF TRAVEL	
<input type="checkbox"/> Personal vehicle	\$0.54 per kilometer x _____ kilometers = \$
<input type="checkbox"/> Bus	\$
<input type="checkbox"/> Airplane	\$
<input type="checkbox"/> Ferry (1 way)	\$
Total Costs	\$
SIGNATURES	
Student	Date
Senior Manager, Education & Social Development	Date
PAYMENT	
Code: 01-2-104000-65221-E	Mode of Payment: Direct Deposit