

Bursaries and Scholarships


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|  | AUTHORIZED BY | ýilmix ^w m na4 səx ^w k ^w ina7məm Council |
| | EFFECTIVE DATE | 2019-06-07 |
| | DEPARTMENT | Community Services, Education |
| | REVIEW DUE DATE | 2022-06-07 |

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**Policy
2015-20**

| Revision History | | | |
|------------------|-----------------|---|----|
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| Date | Revision | Changes | |
| 2018-12-30 | 2015-20.01 | Content from the WFN Education Bursary and Scholarship policy moved into the new policy template. | |
| 2019-06-07 | 2015-20.02 | Level 2 Approval by Council Resolution #190604-35 given on 2019-06-04 and signed by the Director of Operations on 2019-06-07. | |

Bursaries and Scholarships

1. Policy

stqá?tkʷ4niw̓t sqilxʷ/Westbank First Nation (WFN) is committed to creating a healthy, strong, and vibrant community by supporting WFN Members in reaching their educational and career goals, and inspiring professional capacity as a self-governed nation. WFN bursaries and scholarships recognize WFN students who are successfully pursuing a post-secondary education while maintaining a healthy, balanced lifestyle.

2. Purpose

The purpose of this policy is to outline WFN's obligations under this policy, as well as the eligibility criteria, guiding principals, and process for applying for, and making decisions on, WFN bursaries and scholarships.

3. Scope

This policy applies to Council, Council Committees, WFN Members, and Workers administering this policy and its related governance.

This policy is a review, update, and revision to, and supersedes, WFN Education Bursary and Scholarship Policy 140711 approved by Council Resolution #140317-15 on March 17, 2014 and signed by the Director of Operations on July 14, 2014.

a) Guiding Principles

- i. A WFN Bursary and Scholarship budget must be established annually.
- ii. A Bursary and Scholarship Selection Committee (Selection Committee) must be established if the number of Bursary and Scholarship applications exceeds the number of Bursary and Scholarship awards, and may be established if deemed necessary for other reasons.
 - 1) The Selection Committee must be established to review and make decisions on Bursary and Scholarship applications in accordance with the provisions of this policy, and be comprised of:
 - (a) One (1) WFN Elder,
 - (b) One (1) former post-secondary graduate student; and
 - (c) The Education & Social Development Manager or designate.

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- 2) Be in good academic standing at the post-secondary education institution where they are studying, and demonstrate a high ethical standard of responsibility as a student,
 - 3) Be eligible under the criteria outlined in the Bursary Application (Appendix A) if applying for a WFN Bursary,
 - 4) Be eligible under the criteria outlined in *st'k'wək'wip* the Scholarship Application (Appendix B) if applying for a WFN Scholarship,
 - 5) Complete and submit the appropriate application - Bursary Application (Appendix A) and/or *st'k'wək'wip* Scholarship Application (Appendix B) - by the submission deadline; and
 - 6) Comply with Policy 2015-49 Accounts Receivable Credit, Collections, and Deductions.
- c) In addition to the eligibility criteria outlined in Section 3.b)i. of this policy, WFN Bursary applicants must have a demonstrated financial need.
- d) In addition to the eligibility criteria outlined in Section 3.b)i. of this policy, WFN Scholarship applicants must;
- i. Demonstrate high academic achievement as denoted by grade-point average (GPA); and
 - ii. Have an exceptional education portfolio.

4. Definitions

“st'k'wək'wip” means a metaphor used to describe a responsibility, typically given by one's community, that physically falls on someone to carry out or see through to its end.

“Bursary” means a monetary award based on a demonstration of financial need.

“Four Food Chiefs” means an Okanagan legend that provides an account of the deliberation of the Four Food Chiefs prior to the creation of humans ('the people to be'). The Four Food Chiefs are *səx'kc'x'wipla?* *y'ilmix'w'm skm'xist/Chief* Black Bear, *q'wayq'yt q'wula?x'w nt'ytyix y'ilmix'w'm/Chief* Spring Salmon, *tmx'wula?lx'w y'ilmix'w'm sp'ilm/Chief* Bitterroot, and *nuk'w'cwixtn y'ilmix'w'm siya?/Chief* Saskatoon Berry. Each Chief is representational of a different portion of creation and the story provides teachings on principles of leadership, community, and healthy living.

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“Scholarship” means a monetary award based on a demonstration of merit, suitability for one’s chosen field or research post, and academic achievement.

“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 Education & Social Development Manager is responsible for;
 - i.** Receiving, reviewing, and making decisions on Bursary and Scholarship applications in situations where it is unnecessary to establish a Selection Committee,
 - ii.** Establishing a Selection Committee in accordance with the provisions of Section 3.a)ii. of this policy,
 - iii.** Submitting the request for payment of Bursary and Scholarship awards to Financial Services; and
 - iv.** Ensuring that Bursary and Scholarship award recipients are publicly recognized, in accordance with Section 6. of this policy.
- c)** Financial Services is responsible for maintaining and administering Bursary and Scholarship funds in accordance with Sections 5.a) and 5.b)iii. of this policy.
- d)** Eligible applicants are responsible for completing and submitting their application(s) in accordance with Section 3.b) to 3.d) of this policy.

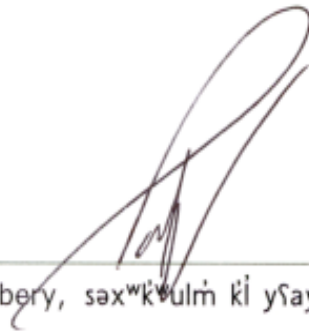
6. Monitoring and Reporting

WFN Bursary and Scholarship recipients must be publicly recognized each year.

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7. Approval

This policy was approved by *yilmixʷm naʔ səxʷkʷinaʔməm*/Council via Resolution of Council #190604-35 on the 4th day of June 2019 and signed by the Director of Operations on the 7th day of June 2019.



Pat Fosbery, *səxʷkʷulm kl yʕayʕat*/Director of Operations

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8. References and Related Authorities

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

[Westbank First Nation Constitution](#)

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

WFN Governance

Policy 2015-49 Accounts Receivable Credit, Collections, and Deductions

Policy 2019-XX Education Program

9. Attachments

Appendix A - Bursary Application

Appendix B - st'k'wək'wip Scholarship Application

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Appendix A-Bursary Application (Page 1)



Westbank First Nation Four Food Chiefs Bursary Information

Westbank First Nation (WFN) recognizes the importance of education in the pursuit of career goals, and to help acknowledge this, WFN awards four (4) bursaries annually, each with a value of \$800, in accordance with Policy 2015-20 Bursaries and Scholarships. Each bursary represents one of the Four Food Chiefs taught about in the legend "How Food Was Given." This legend contains many principles to building healthy communities and each Food Chief represents a specific sector in society. When choosing which bursary to apply for, please select the one that best matches your program of study. Explanations of each bursary are as follows:

səxʷkʷxʷiplaʔ yilmixʷm skrixist Chief Black Bear, Governance Bursary:

Represents: governance, leadership and the selflessness that accompanies these positions within a community.

Programs may include: Leadership, Political Science, History, Law, Title and Rights, Information Technology, Communications, Journalism, English, and Public Administration.

qʷayqʷyt qʷyulaʔxʷ ntytyix yilmixʷm Chief Spring Salmon, Economy Bursary:

Represents: the economic issues in the life of a community. The modern economy mimics the cyclical nature of the salmon's life.

Programs may include: Economic Development, Management, Business & Office Administration, Economics, Entrepreneur Studies, Hospitality and Tourism, Taxation, and Finance.

nukʷcwixtn yilmixʷm siyaʔ Chief Saskatoon Berry, Community Bursary:

Represents: the community. All the different individual families of the community are represented in the individual shoots, leaves, and berries of a Saskatoon bush.

Programs may include: Education, Nursing, Language, Culture, Social Work, Health, Early Childhood Education, Indigenous Studies, Psychology, Social Sciences, and Addictions.

tmxʷulaʔtxʷ yilmixʷm spilam Chief Bitterroot, Land Bursary:

Represents: the land, as that is where it grows, and it is from the land that it gathers its nutrients. It is into the land that the bitterroot retreats to wait until the proper time to reappear.

Programs may include: Civil Engineering, Geographical Information Systems, Environmental and Urban Planning, Forestry, Horticulture, Land Management, Sustainability, and Parks & Recreation.

For More Information: [WFN Community Plan](#), [WFN's Website](#), and "How Food Was Given" by Barbara Marchand.



Eligibility Criteria:

Applicants must:

- Be a WFN Member.
- Be a post-secondary education student currently enrolled in a recognized and accredited public post-secondary institution, private institution that is registered through the Private Career Training Institute Agency British Columbia, or an international post-secondary institution.
- Be in good academic standing at the post-secondary educational institution where they are studying, and demonstrate a high ethical standard of responsibility as a student.
- Demonstrate community involvement and contribution.
- Have a demonstrated financial need.
- Be in compliance with Policy 2015-49 Accounts Receivable Credit, Collections and Deductions.
- Complete and submit the Bursary Application by 4:30 p.m. on August 10 (The deadline is extended to 4:30 p.m. on the next business day if August 10 falls on a weekend or statutory holiday.)

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Appendix A-Bursary Application (Page 2)

| | | | | |
|--|---|---|-----------------|---------------|
|  | <p>Bursary Application To be used in accordance with Policy 2015-20 Bursaries and Scholarships PROTECTED once submitted</p> |  | | |
| Personal Information | | | | |
| Applicant Name: | | | | |
| Mailing Address: | | | | |
| Province: | Postal Code: | | | |
| Birthdate: MM/DD/YYYY | Status Number: | Social Insurance Number (SIN): | | |
| Home Phone No.: | Cell Phone No.: | | | |
| WFN Arrears/Debt?: <input type="checkbox"/> No <input type="checkbox"/> Yes | If Yes, do you have a payment agreement in place? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Academic Information | | | | |
| College/University currently attending: | | | | |
| Address: | <input type="checkbox"/> Public Institution <input type="checkbox"/> Private Institution | | | |
| Program Enrolled in: <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Post-Graduate | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time | | | |
| Length of Program (years): <input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years <input type="checkbox"/> 4 Years | | | | |
| Currently enrolled in year: <input type="checkbox"/> 1st Year <input type="checkbox"/> 2nd Year <input type="checkbox"/> 3rd Year <input type="checkbox"/> 4th Year | | | | |
| Which Four Food Chief does your Program fit under: | | | | |
| <input type="checkbox"/> sex'kc'x'ipla? yilmix'm skmxist/Black Bear (Governance) <input type="checkbox"/> tmx'ula?lx' yilmix'm spiim/Bitterroot (Land) <input type="checkbox"/> nuk'cwixm yilmix'm siya?/Saskatoon Berry (Community) <input type="checkbox"/> q'ayq'yt q'yula?x' ntyiyix yilmix'm/Spring Salmon (Economy) | | | | |
| When do you expect to complete your program (MM/YYYY): | | | | |
| Community Involvement | | | | |
| Organization Name and Activity | Hours per Month | Position Name | From (MM/YYYY): | To (MM/YYYY): |
| | | | | |
| Bursary Application (Cont'd) | | | Applicant Name: | |
| Budget | | | | |



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Appendix A-Bursary Application (Page 3)

| Student Monthly Income | Amount (\$) | Student Monthly Expenses | Amount (\$) |
|---------------------------------|-------------|-----------------------------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Monthly Income(A): | | Total Monthly Expenses(B): | |

Financial Need: (A) \$ _____ - (B) \$ _____ = \$ _____

Required Documentation

- Official College or University transcript including a current proof of enrollment.
- Proof in good standing, not on academic probation, and no outstanding fees.
- Minimum 2.5 GPA in most recent semester.
- One Academic reference letter to comment on your capability and commitment to your studies and career goals (Please include names, telephone numbers, & relationship/position).
- An essay written by you detailing your goals for post-secondary studies, how they fit with the Food Chief you have chosen to apply under, career plans, and summarizing your community involvement. You may also include how your life is changing for better and how you are going to use education to keep moving toward the better.
- A portfolio of additional achievements including, but not limited to awards, recognitions, resume, internship, and committee/boards, etc.

Declaration:

I hereby declare that the information on this application is, to the best of my knowledge, correct and complete. I acknowledge that this information will be used to determine my eligibility for bursaries administered by Westbank First Nation ("WFN") and that WFN retains the right to verify information on my application. If any of the information provided should change, I understand that it is my responsibility to advise WFN in writing of any such changes.

If this application is approved, I will provide WFN with a photo and a brief biographical profile to be published on the WFN website and in other communications.

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

You must submit your application and required documentation by 4:30 p.m. on August 10 to:
 WFN Education Services, 1900 Quail Land, Westbank, BC V4T 2H3 Phone: 250-768-0227
 Fax: 250-768-0528 Email: dclough@wfn.ca
 (The deadline is extended to 4:30 p.m. on the next business day if August 10 falls on a weekend or statutory holiday.)

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Appendix B-st'k'wək'wip Scholarship Application (Page 1)



Westbank First Nation st'k'wək'wip Scholarship Application

Westbank First Nation (WFN) recognizes the importance of education in the pursuit of career goals, personal development, and the building of capacity in our community. To recognize this, WFN is pleased to award the st'k'wək'wip Scholarship, with a value of \$1,500, to one (1) student who displays exceptional academic achievement, a dedication to community contribution, and an overall exceptional academic and professional resume or life experience, in accordance with Policy 2015-20 Bursaries and Scholarships.

The name st'k'wək'wip is a metaphor that describes a responsibility, typically given by one's community, that physically falls on someone to carry out or see through to its end.

Eligibility Criteria:

Applicants must:

- Be a WFN Member.
- Be a post-secondary education student currently enrolled in a recognized and accredited public post-secondary institution, private institution that is registered through the Private Career Training Institute Agency British Columbia, or an international post-secondary institution.
- Demonstrate high academic standing and achievement, with a minimum 3.0 (on a 4.0 scale) grade-point average (GPA) during your most recent semester at the post-secondary educational institution where they are studying.
- Demonstrate a high ethical standard of responsibility as a student.
- Demonstrate community involvement and contribution.
- Have an exceptional education portfolio.
- Be in compliance with Policy 2015-49 Accounts Receivable Credit, Collections and Deductions.
- Complete and submit the st'k'wək'wip Scholarship Application by 4:30 p.m. on August 10 (The deadline is extended to 4:30 p.m. on the next business day if August 10 falls on a weekend or statutory holiday.)

Application Process and Timeline:

Complete the st'k'wək'wip Scholarship Application and attach:

- Your official college or university transcript, including current proof of enrollment.
- Proof that you are a student in good standing, not on academic probation, and without any outstanding fees.
- One academic reference letter to comment on your capability, commitment to your studies, and career goal (include names, telephone numbers & relationship/position).
- An essay written by you outlining your goals for post-secondary studies and career plans, and summarizing your community involvement.
- A portfolio of additional achievements, such as awards, recognitions, resume, internship, and committee/boards.

The st'k'wək'wip Scholarship will be awarded at the WFN Education Services Post-Secondary luncheon held in August of each year.

Acknowledgement to Elder Delphine Derickson for her help with the naming of this scholarship.





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Appendix B-st'k'wək'wip Scholarship Application (Page 2)

Acknowledgement to Elder Delphine Derickson for her help with the naming of this scholarship.

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|  | | st'k'wək'wip Scholarship Application | |  | |
| To be used in accordance with Policy 2015-20 Bursaries and Scholarships PROTECTED once submitted | | | | | |
| Personal Information | | | | | |
| Applicant Name: | | | | | |
| Mailing Address: | | | | | |
| Province: | | | Postal Code: | | |
| Birthdate: MM/DD/YYYY | | Status Number: | | Social Insurance Number (SIN): | |
| Home Phone No.: | | | Cell Phone No.: | | |
| WFN Arrears/Debt? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | If Yes, do you have a payment agreement in place? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Academic Information | | | | | |
| College/University currently attending: | | | | | |
| Address: | | | | <input type="checkbox"/> Public Institution <input type="checkbox"/> Private Institution | |
| Program Enrolled in: <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Post-Graduate | | | | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time | |
| Length of Program (years): <input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years <input type="checkbox"/> 4 Years | | | | | |
| Currently enrolled in year: <input type="checkbox"/> 1st Year <input type="checkbox"/> 2nd Year <input type="checkbox"/> 3rd Year <input type="checkbox"/> 4th Year | | | | | |
| When do you expect to complete your program (MM/YYYY): | | | | | |
| Required Documentation | | | | | |
| <input type="checkbox"/> Official college or university transcript including current proof of enrollment. <input type="checkbox"/> Proof of good standing, no academic probation, and no outstanding fees. <input type="checkbox"/> Minimum 3.0 (on a 4.0 scale) GPA in most recent semester. <input type="checkbox"/> One academic reference letter to comment on your capability, commitment to your studies, and career goals (Please include names, telephone numbers, & relationship/position). <input type="checkbox"/> An essay written by you outlining your goals for post-secondary studies and career plans, and summarizing your community involvement. <input type="checkbox"/> A portfolio of additional achievements including, but not limited to awards, recognitions, resume, internship, and committee/boards | | | | | |
| Declaration: | | | | | |
| <p>I hereby declare that the information on this application is, to the best of my knowledge, correct and complete. I acknowledge that this information <u>will be used</u> to determine my eligibility for scholarships administered by Westbank First Nation (WFN) and that WFN retains the right to verify information on my application. If any of the information I have provided should change, I understand that it is my responsibility to advise WFN, in writing, of any such changes.</p> <p>If this application is approved, I will provide WFN with a photo and a brief biographical profile to be published on the WFN website and in other communications, and I fully release WFN from <u>any and all</u> claims associated with WFN's use of my photo and profile.</p> | | | | | |
| Signature: | | | | Date: | |
| You must submit your application and required documentation by 4:30 p.m. on August 10 to: WFN Education Services, 1900 Quail Land, Westbank, BC V4T 2H3 Phone: 250-768-0227 Fax: 250-768-0528 Email: dcclough@wfn.ca <i>(The deadline is extended to 4:30 p.m. on the next business day if August 10 falls on a weekend or statutory holiday.)</i> | | | | | |