



TAKU RIVER TLINGIT  
First Nation



# Post-Secondary Education Funding Policy







TAKU RIVER TLINGIT  
First Nation



Education Department  
PO Box 203, Atlin BC  
V0W 1A0

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## 1 INTENT OF POLICY

This Policy establishes the mandate and boundaries of the Taku River Tlingit Post-Secondary Education Program. It spells out regulations and procedures under which the program will operate. This policy plays a critical role in the administration of the Post-Secondary Education Program in that it provides direction, dictates codes of behavior, defines expectations, and asserts priorities.

## 2 OBJECTIVES OF TRTFN POST-SECONDARY PROGRAM

The objective of the Post-Secondary Student Support Program is to sponsor students who are citizens of the Taku River Tlingit First Nation to gain access to Post-Secondary Education. The goal of the program is to graduate students with the qualifications and skills which are needed to pursue individual careers, and to contribute to the achievement of First Nations self-government and economic self-reliance.

The program provides financial support to students for tuition and living allowance while in training. This document outlines the criteria to be met by students to qualify for sponsorship, the areas, and levels of financial support available through the program, and the limits and duration of support entitled to qualified students.



### 3 DEFINITIONS

**Academic institution** - is an accredited post-secondary institution which receives most of its funding from federal and provincial governments.

**Distant education** - the acquirement of knowledge and skills through mediated information and instruction by means of correspondence, satellite relay and/or study guides.

**TRT Citizen** - a person who is a member of the Taku River Tlingit First Nation and whose name has been entered on the band list.

**Affiliated Member** - a status First Nations individual who is affiliated with TRT but does not have Band Membership. Affiliated Members are not eligible for PSE support through the Band but are encouraged to apply for PSSSP/UCEPP funding through the BC Association of Aboriginal Friendship Centres at 250-388-5522 or [education@bcaafc.com](mailto:education@bcaafc.com).

**Dependent(s)** - any child or children who relies on the student for support and is living full-time with that student.

**Full time student** - a student who in each term or semester takes a minimum of four credit courses or the equivalent hours.

**Part time student** - a student who takes less than four credit (4) courses each term or semester.

**Post-secondary education (PSE)** - means a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent is a prerequisite.

**Program of studies** - includes all post-secondary programs, at least one academic year in duration, leading to a certificate, diploma, or degree. programs e.g., pre-law; programs of less than one academic year which are prerequisites to post-secondary programs of at least one academic year in duration are also included.

**Wait list** - a wait list of four (4) students will be created each year. Students whose names appear on the wait list will be notified as spaces become available. This selection of students only occurs if a currently sponsored student withdraws from his/her studies. If students on the wait list are not sponsored, they must re-apply.

## 4 ADMINISTRATION

The Education Department is mandated by Chief and Council to administer the Taku River Tlingit PSE Assistance Program.

First Nation members seeking PSE funding will be provided a copy of these Guidelines. Funding applicants must submit their applications in accordance with these Guidelines. The PSE Committee will review completed applications and assess whether they meet the terms and requirements set out in these Guidelines. The PSE Committee will advise applicants as to whether their application for sponsorship has been approved as soon as possible.

Where an application is not approved and the applicant wishes to appeal the decision, they may follow the appeal process set out in these Guidelines.

**All enquiries about the PSE program should be directed to:**

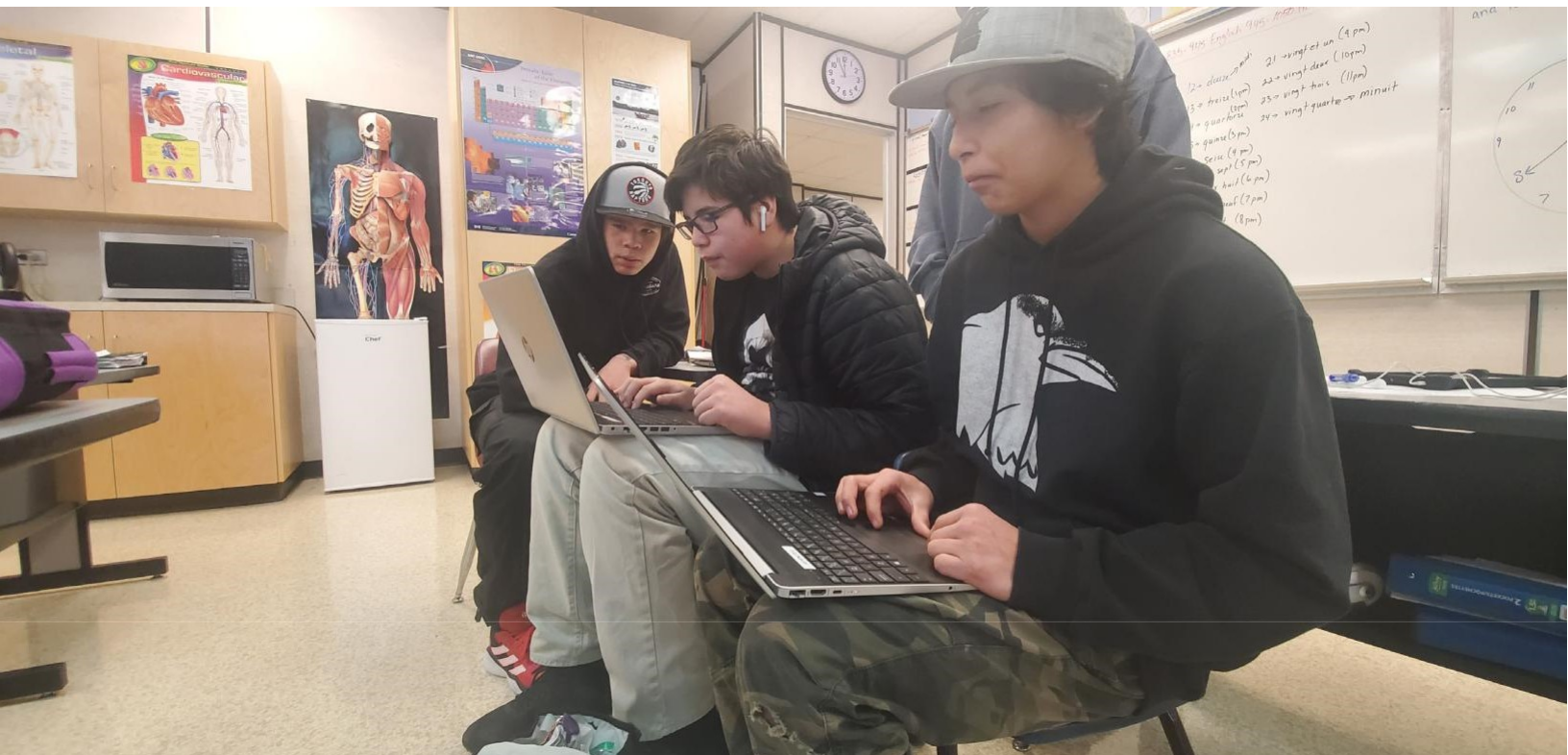
Simone Schneider, TFLC Coordinator *or*  
Dr. Jorge Llaca, Education Manager

**Address:**

19 Taku Drive, PO Box 203,  
Atlin BC V0W 1A0

**Phone:** 250-651-7739

**Email:** [education@gov.trtfn.com](mailto:education@gov.trtfn.com)



## 5 GENERAL GUIDELINES

### **To be eligible for post-secondary funding, the following criteria apply:**

The applicant must be a Taku River Tlingit citizen.

The applicant must complete a Post-Secondary Funding Application Form, attached to this policy as Appendix A. Please refer to the section on “Student Eligibility” for more information on what is required as a part of the application.

If the application is incomplete, the student will be contacted, or the application will be returned to the student.

If debt is currently owed to TRTFN by the applicant, the applicant will be required to repay this debt before being considered for further funding.

If the applicant is a continuing student or a student graduating from secondary school, the applicant will be required to be a student in good standing.

If the applicant is enrolled in a trade program at a recognized college, sponsorship will be supported to complete all levels required including apprenticeship.

## 6 STUDENT RESPONSIBILITIES

Students must maintain satisfactory academic standing. Where a student does not maintain satisfactory academic standing, his or her funding may be suspended or terminated, or the student may be placed on funding probation.

Students must submit to the Taku River Tlingit First Nation all pertinent documents demonstrating the student’s enrollment and progress in his or her program of study, including: admission letter, course timetables, official transcripts, progress reports, etc. Registration enrollment documents indicating course titles and credit allocation must be submitted prior to the commencement of classes.

Students are responsible for registering for courses as required by the post-secondary institution and must provide a copy of their registration to the Education Department. Late registration fees are the responsibility of the student.

Students must inform the Education Department of any changes in their enrollment status from full-time to part-time student in advance of any such change, as this will affect the student’s eligibility for certain types of assistance (e.g., travel and living allowance).

Students who intend to drop or add courses must notify the Education Department in advance of any such change. Course selection is very important for determining funding eligibility, and students may be required to reimburse the First Nation for courses dropped without a valid reason. Students adding courses may be eligible for additional funding assistance.

Students are responsible for ensuring that the funding received is used for the intended educational expenses, as set out in these Guidelines.

A student must pay back any monthly living allowance provided to him or her where the student does not attend or quits his or her program of study after receiving the living allowance.





## 7 STUDENT ELIGIBILITY

The Taku River Tlingit First Nation can only provide funding support for eligible students as described in these local operating guidelines.

Eligible students are members of the Taku River Tlingit First Nation, who are enrolled in an eligible program offered at an eligible institution, as described in section 4 of the National Program Guidelines (*Post-secondary Student Support Program and University and College Entrance Preparation Program: National Guidelines 2023 to 2024* / <https://www.sac-isc.gc.ca/eng/1669220942347/1669220960430#a4> ) and maintain satisfactory academic standing.

The Post-Secondary Funding Application form must be complete, and must include program, course descriptions, proof of acceptance or registration, and the signed Post-Secondary Academic Records Release Form before a decision of acceptance can be made.

### 7.1 Membership

Registered Members of Taku River Tlingit First Nation are eligible for sponsorship for their education, which may include tuition, books, living allowance and travel.

### 7.2 Priority List

A priority list will be established at the beginning of the fiscal year by the Education Department to assist with determining who will receive funding. The priority list will normally be established using the following criteria:

#### **Continuing Students**

Students who have attended post-secondary institutions on a full-time basis and have successfully completed all courses of their program.

#### **Graduating students**

Students who have graduated from a Secondary School with a Dogwood certificate or who have equivalent training or education.

#### **Returning Students**

Students who have previously attended a post-secondary institution but, for academic or personal reasons, had to interrupt their education for a period of more than one semester.

#### **Part-time Students**

## 8 SELECTION COMMITTEE

The selection Committee is responsible for reviewing completed Post-Secondary application packages using the criteria outlined in the Post-Secondary Policy.

The committee will select students for sponsorship depending on budget and will select and rate students for the wait list. The selection committee will include the following members:

**Education Director**  
**Education Manager**  
**School Teacher**

The selection committee will meet in early/mid August to review the applications for Post Secondary funding. Letters of acceptance or non-acceptance will be sent to applicants no later than one week after the review process.

## 9 APPLICATION

The Post-Secondary Funding Application Form is a legal document. The applicant understands that by signing this document they are making a sworn declaration that all statements contained in the document are true and complete. If an applicant is found to have made a false statement, serious consequences, such as disqualification from all funding, and legal prosecution, may be pursued.

## 10 HOW TO APPLY

Obtain an application package by contacting the TRT Education Department at 19 Taku Drive, PO Box 203, Atlin BC V0W 1A0, or visit: <https://trtfn.com/education-funding-application/> .

The application package contains forms that must be completed and returned to the Education Office by mail or electronically to [education@gov.trtfn.com](mailto:education@gov.trtfn.com) .

## 11 APPLICATION DEADLINES

For classes that start in September and January, the application deadline is **May 31<sup>st</sup>**.

## 12 APPLICATION PACKAGE

The application must be fully complete with every question being answered. Applicants must complete all information on the form. Failure to provide sufficient information may result in delays in funding being made available. Once the application has been processed and approved, the applicant will be notified, in writing, at the address indicated on the application form.



## 13 ELIGIBLE EXPENSES AND LIMITS OF ASSISTANCE

Taku River Tlingit First Nation receives limited PSE funding from Indigenous Services Canada for the delivery of Post-Secondary Funding. This funding may be below the level required to support all eligible students and may not be sufficient to cover 100% of approved students' costs to attend PSE programs. In the event that there are more applications for funding than that which is available, selection of applicants will be based on the order of priority in section 7.2. Funding must be expended according to eligibility guidelines as shown in these local operating guidelines and cannot be provided for previous years.



## 13.1 Eligible expenses

Generally, the Taku River Tlingit First Nation may cover any of the following expenses:

**Tuition and mandatory student fees such as laboratory fees.**

**Books and supplies.**

**Living allowances.**

**Travel allowances.**

Sponsorship is subject to available funding. Students are responsible for ensuring that they pursue other sources of funding if the Taku River Tlingit First Nation PSE funding does not meet their financial needs.

### 13.1.1 Tuition and mandatory fees

Taku River Tlingit First Nation will pay approved tuition amounts directly to the post-secondary institution upon receiving an invoice from that institution.

**Maximum tuition paid per semester is as follows:**

- I. Undergraduate -certificate, diploma, and bachelor programs: \$4,000 per semester
- II. Graduate or PhD programs: \$8,000 per semester

### 13.1.2 Books and supplies

Full-time and part-time students are eligible to receive assistance for books and supplies that are required for their program of study.

Full-time students will receive an allowance of \$500 for books and supplies at the beginning of each school semester.

Part-time students must submit documentation that indicates the required books and supplies for their courses. No book or supply expenses will be reimbursed to part-time students without the original paid receipts. Part-time students will not be reimbursed more than \$500 per semester for books.

### 13.1.3 Travel allowance

Full-time sponsored students are eligible to apply for travel assistance and are expected to use the most economical means of travel possible. Students wishing to apply for travel assistance must submit a request for such support along with their funding application form, on or before the application deadline. The following applies:

Full-time sponsored students may be eligible for one (1) round trip per academic year to the student's permanent place of residence from the nearest Canadian Post-Secondary

Institution which offers the least expensive comparable program that offers the program of studies selected by the student, up to a maximum of \$500. Approved travel is determined based on budget availability.

### 13.2 Limits of assistance

Post-Secondary Education funding is meant to assist eligible registered Taku River Tlingit citizens who pursue Post-Secondary Programs that are at least one academic year in length. The duration of sponsorship must align with the official length of a program as defined by the Post-Secondary Institution.

Program Levels:

- **Diploma or Certificate Programs**
- **Undergraduate University Programs**
- **Advanced or Professional Degree Programs/Master Programs**
- **Doctoral Programs**

Part-time students are only eligible to receive assistance for tuition, compulsory fees and the actual cost of required books and supplies.

Post-Secondary funding cannot be provided for the following:

- **Application/registration fees**
- **School/program/course assessment fees**
- **Late registration or late de-registration fees**
- **Medical and/or dental fees**
- **Parking**
- **Deferred examinations or rewrites**
- **Clothing**

## 14 SUMMER PROGRAMS

May-August courses will only be funded if required, and if funding is available. Priority will be given to students who were enrolled during the previous September-April academic year. The student must fill out an application form, supported by required documentation. The deadline for submission of the application is February 28th. The student must be enrolled as a full-time student.

## 15 TERMINATION OR SUSPENSION OF FUNDING

***The Taku River Tlingit First Nation may terminate funding granted to an eligible student in accordance with these Guidelines for any of the following reasons:***

The student makes a misrepresentation or false statement on his or her Application Form.

The student's academic status changes from full-time to part-time without the student first notifying the Education Department.

The student withdraws from or changes his or her Program of Study without first notifying the Education Department.

The student withdraws from the Post-Secondary Institution.

The student is successful, without good reason, in fewer than 60 or 75% of the courses in which the student is registered.

The student does not maintain satisfactory academic standing at a Post-Secondary Institution in accordance with these Guidelines.

The student is in breach of his/her Student Contract and has not taken acceptable steps to rectify that breach.

Where a student has his/her funding suspended in accordance with these Guidelines, the student must work with the Taku River Tlingit Education Department and take all necessary steps to rectify the breach that caused the suspension of funding. Once steps have been taken to the satisfaction of the Education Department, the student's funding may be reinstated.

Where a student has had their funding terminated in accordance with these Guidelines, they will not be eligible for further financial assistance unless and until the student repays the full amount of the funding provided to the student to the Taku River Tlingit First Nation.

Where a student repays the full amount, they will be in satisfactory academic standing with the First Nation PSE Financial Assistance Program and may apply for funding in accordance with these Guidelines.



## 16 APPEAL PROCESS

Where a student believes they have been unfairly denied access to post-secondary education funding opportunities by the Taku River Tlingit First Nation, and is convinced that the local or national program guidelines are not being fairly applied to their situation, the student has the right of appeal in accordance with the following process:

- I. The student must discuss the recommendation with the Education Department in an attempt to resolve any disagreement that may have arisen in respect of the recommendation, including disagreements regarding the application process or interpretation of a provision of the Guidelines.
- II. Where the student and Education Department are unable to resolve the disagreement, the student may file a formal written Appeal Letter, including all relevant documents, with the Education Committee of the First Nation within 20 days of the funding decision. The Appeal Letter must clearly state the reason for the appeal.
- III. The Education Committee will review and respond to the Appeal Letter within 10 business days.
- IV. If the Education Committee rejects the Appeal, the student has the option of forwarding their Appeal Letter to the Appeal Committee.
- V. The Appeal Committee will review the Appeal and all related documents and information. The student will be notified in writing of the date and time of the Appeal Committee meeting at which the student's Appeal will be presented. The student will have the option of being present or having a representative there on their behalf. The student appellant should present their position directly to the Appeal Committee if attending the meeting in person. All attempts to accommodate the student to present their case will be made.
- VI. The appeal will then be reviewed by the Appeal Committee and a decision that is consistent with the 2021-2022 National Program Guidelines will be made. The decision will be final and carried out as soon as possible.

## APPENDIX A: APPLICATION PACKAGE

### Post-Secondary Funding Application

#### Checklist for the complete application package

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Only complete funding applications, submitted as ONE COMPLETE PACKAGE, will be processed. The following checklist itemizes the requirements for a complete application. Please INITIAL each item below

**Read the “Taku River Tlingit First Nation Post Secondary Education Program Policy” and understand the student responsibilities & sponsorship requirements.**

**Completed Funding Application Form**

**Signed Academic Records Release Form**

**Copy of Status Card (front & back)**

**Prior school transcripts from Grade 12 (or equivalent) onward, including diplomas and certificates achieved (Original documents only - photocopies are not acceptable this item does not apply to continuing students who were sponsored last year by TRTFN**

*this item does not apply to continuing students who were sponsored last year by TRTFN*

**Official letter of acceptance from a Public Post Secondary Institution continuing students supply a Confirmation of Enrollment**

**Submitted on or before the deadline: **May 31st for Fall/Winter semesters****

**Please complete and return entire application package to Taku River Tlingit First Nation, attention Education Department.**

## APPENDIX B: STUDENT SUPPORT FUNDING AMOUNTS

<b>Funding Category</b>	<b>Full-Time Student</b>	<b>Part-Time Student</b>
<b>Tuition/mandatory fees</b>	actual fees, up to a maximum of \$4,000 per semester for undergraduate programs / \$8,000 per semester for graduate or PhD programs	actual fees, up to a maximum of \$4,000 per semester for undergraduate programs / \$8,000 per semester for graduate or PhD programs
<b>Books/supplies</b>	book allowance of \$500 per semester	reimbursement of student's purchase of required books/supplies, up to a maximum of \$500 per semester (original receipts must be provided)
<b>Living allowance</b>	monthly living allowance per Appendix C	no living allowance
<b>Travel allowance</b>	reimbursement of one round-trip from home to educational facility per school year, to a maximum of \$500	no travel allowance



**APPENDIX C: CURRENT LIVING ALLOWANCE RATES**  
**(2023-24 SCHOOL YEAR)**

*Rates are determined by the Taku River Tlingit First Nation in accordance with needs and priorities.*

<b>Categories of Full-Time Student</b>	<b>Monthly Allowance</b>
Single Student	\$1,500
Single Student with: 1 Dependent 2 Dependents 3 Dependents Each additional child	\$1,700 \$1,850 \$2,000 \$ 100