


*Gitwangak Education Society
Post-Secondary Handbook
And
Application for Support*



*Prepared by Deborah Bright
Education Coordinator
Revised November 2009*

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Gitwangak Education Society

PO Box 280

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Dear Student,

Congratulations on reaching the first step of your educational goals! By now you have decided to further your education and acquire the necessary skills it takes to make your personal dreams a reality.

As your education coordinator, it will be my pleasure to assist you on reaching your goals. This package was designed to best inform you of the sponsorship process and requirements, as well as to give you the opportunity to apply for sponsorship through the Gitwangak Education Society.

Please remember, it is up to you to decide where you want to go and who you want to become; so don't lose sight of your dreams. I encourage you to follow your career goals and we will be here to help you on your way!

If you need any assistance, or have questions about applying to a Post-Secondary institution or acquiring funding, please contact me.

Best Wishes,

Debbie Bright
Education Coordinator
grbright@gitwangak.ca

Post-Secondary Sponsorship Requirements

The Post Secondary Student Support Program is designed to assist registered band members to acquire college, university, and professional qualifications

To be eligible, you must:

- Be a status Gitwangak Band Member;
- Have met college or university entrance requirements and have been accepted for enrolment in a program of studies at a post secondary institution;
- Submit a letter of intent stating your career and educational goals employment trends and job availability;
- Why you are interested in this career field
- Submit a **Completed** application form which will include the following information which is provided by your Post-Secondary institution:
 - Your program outline
 - Tuition cost
 - Books and Supplies cost
 - Cost of any special equipment or expenses required for your program
- Submit your Grade 12 Transcripts
- Submit your acceptance letter from your chosen institution

**ALL DOCUMENTATION MUST BE SUBMITTED BY
MAY 30TH
TO BE CONSIDERED FOR SPONSORSHIP!**

TIMELINE FOR APPLYING FOR POST-SECONDARY SPONSORSHIP

November-December:

Time to send your application(s) for admission to the college or university of your choice.

December-January:

Students apply to the Gitwangak Education Society for Post-Secondary Sponsorship.

February-March:

Remember this is the start of the last semester of high school! So don't miss any days and DO YOUR VERY BEST! You may, at this time, get a letter of acknowledgement from a post secondary institution stating that you need additional paperwork submitted before you can get your acceptance letter.

April-May:

Don't forget that May 30th is the deadline for all paperwork to be handed in to the Gitwangak Education Society to be considered for funding! Continue working hard and remember to study for those final exams!

June:

Study for your final exams and make sure you are well prepared for them!

July:

By the middle of July, you will be receiving your final Grade 12 transcripts from the Ministry of Education. As soon as you have them, you must forward a copy to me for our records, and so that I can ensure the institution of your choice also has them.

TYPES OF POST-SECONDARY SPONSORSHIP

FULL-TIME STUDENTS

In order to qualify for full-time sponsorship status, you must be registered at a post secondary institution in at least 4 three –credit courses for each semester.

The Gitwangak Education Society will cover the expenses for the following:

Tuition & Fees- The GES will pay all tuition and fees as indicated on your submitted application. Authorization will be sent to your institution to bill us.

Book & Supplies- The GES will authorize the bookstore at your post secondary institution to bill us for the expense of your required books and supplies. We do not cover any additional item other that is required.

Living Allowance- Sponsored students receive a monthly living allowance, which is set by “rates for Resourcing Monthly Allowance Schedule”. This is directly deposited into your bank account on the 27th of each month. The living allowances are expected to cover your normal daily living expenditures such as food, lodging, and daily travel. Your living allowance is not expected to cover personal debts incurred before or during your attendance at college or university.

Tutoring-At times, First year students may find that they need a tutor. This is covered, provided that they inform me of the name, address, and phone number of the tutor. The rate we normally pay is \$20/hour.

Travel-For Students that have to relocate to an institution that is far away from home, they are allowed 2 round trips per year. This is commonly utilized for Christmas holiday, summer, or family emergencies.

Part-time Students

Students who are enrolled in part-time studies are only eligible for tuition, fees, and required textbooks. No living allowance is given.

POST-SECONDARY STUDENT RESPONSIBILITIES

As a post secondary student, you are responsible for the outcome of your education. The following list may help you to keep on track and ensure your success.

YOU ARE RESPONSIBLE TO:

Do everything possible to ensure your educational needs are being met in a positive and effective manner

Provide any correspondence to the education coordinator in a timely, manner

Provide your current mailing address, phone number, marital status and bank information to the education coordinator when requested

Notify education coordinator of any changes in your program in writing

Provide written notice of course program withdrawal (must be before withdrawal deadline)

Maintain a full course load as outlined in the Post-Secondary policy

Maintain the minimum grade point average in their program according to the program policies or the post secondary institution's program guidelines.

Notify the education coordinator in writing by the end of April of your academic plans for the following September.

Provide course registration forms to the education coordinator at the beginning of each semester.

GITWANGAK EDUCATION SOCIETY POST-SECONDARY SUPPORT POLICY

1. The Gitwangak Education Society determines funded students based on their educational status. The priority for funding is as follows:
 - Continuing students have priority based on academic achievement, attendance and progress with a minimum of a 2.0 grade point average (C+) or higher, with a minimum of four (4) complete courses in the previous semester.
 - Graduating students with a Dogwood Certificate
 - Adult new students. Applicants living on Gitwangak reserve will be given first consideration for funding.
2. Students who do not complete High School but qualify for Trade Programs may apply for funding if one of the pre-requisites is Grade 12
3. Students under the age of 19 qualify for grade school and or Adult Basic Education (ABE) not Post-Secondary programs.
4. Students must be on the Gitwangak Band List to apply for funding (subject to provisions listed in #1). Also, must provide the Gitwangak Education Society with a copy of current Status Card.
5. Undergraduate Programs will be funded to a maximum of five (5) years with a 2.0 (C+) grade point average. Any student not achieving a 2.0 (C+) grade point average will be subject to a review by the Gitwangak Education Society Board of Directors, or a designate of the Board of Directors as to whether or not funding will continue. Students cannot switch majors after the second year.
6. The Post-Secondary Budget is what determines the amount of students funded each year. Indian and Northern Affairs Canada regulates the budget.
7. Upon graduation or completion of a Bachelor Degree, a student is no longer eligible for funding unless they wish to pursue a Master's Degree. To qualify for funding for a Master's Degree, a student must work for 2 years.
8. Adult Basic Education (ABE) does not qualify as a Post-Secondary program and is therefore not eligible for funding.
9. All necessary forms, registration, acceptance letter(s), and applications for funding are mandatory, and should be received prior to June 20th of each funding year.
10. Misuse of funds will ultimately result in cancellation of monthly support and may jeopardize any future funding. The definition of Misuse of funding includes:
 - A. Not providing accurate and current marital and/or dependant information
 - B. Collecting Post-Secondary funding after withdrawing from studies
 - C. Not complying with the Gitwangak Education Society terms of funding

11. Students qualify for an achievement incentive grant that has attained a 3.0 (B+) grade point average or higher on a year to year basis. There are also strategic studies scholarships at the commencement of the 2nd year of a Bachelors Program. Students completing the Master's Program are eligible for a Post Graduate Incentive.
12. Appeal Procedure: a student who wished to appeal decisions regarding non- sponsorship, or discrepancies with sponsorship may do so in writing to:

Gitwangak Education Society
Attention: Debbie Bright-Education Coordinator
PO Box 280
Kitwanga, BC V0J-2A0

A copy of the appeal should also be forwarded to:

Amanda Zettergreen-Administration and the Gitwangak Education Society Board of Directors.

All pertinent correspondence and documentation must accompany your appeal letter. The person appealing has the right to have support in the form of an advisor or advocate if and when a meeting is required.

Appeal Process:

- We Endeavour, to the best of our ability, to provide a fair and equitable process of appeal.
- A written appeal, including a complainant's concerns, must be forwarded to the Gitwangak Education Society's Education Coordinator and Administrator.
- An Appeal Committee will be appointed to deal with appeals that arise.
- Upon receiving the appeal, a decision will be made as soon as practical.

Emergency Contingency Funding:

- In the event of a death or illness the immediate family (father, mother, brother, sister), full time students are eligible to receive one trip at the rate appropriate for travel.
- Process: a written letter of request must be forwarded to the Gitwangak Education Society's Education Coordinator and Administrator

**Gitwangak Education Society
Application for Post Secondary Funding**

PERSONAL INFORMATION

Full Name			
Current mailing address			
Address while your attending school			
Telephone		Your DOB	
Band number	536	Your Email	
Spouse Name		Employed?	
Family unit size			
Dependants <small>*Use an extra page for additional dependants.</small>	1.	DOB	
	2.	DOB	
	3.	DOB	
	4.	DOB	

PROGRAM INFORMATION

Program		
Institution		
Start Date		
Length of Program		
Courses per Semester		
Summer Semester	Books	Tuition
Winter Semester	Books	Tuition
Spring Semester	Books	Tuition
Total		

STUDENT WAIVER:

I, _____, do hereby permit the Gitwangak Education Society permission to contact the above noted institution to inquire about all aspects of my education. Please provide the Gitwangak Education Society with all requested material and information as they are the educational sponsor for my schooling.

Signed: _____ Date: _____

Student Information Release Form

Student Name: _____

Institution Name: _____

Student Number: _____

I, _____ hereby authorize the Gitwangak Education Society – Education Coordinator, _____, to obtain student information regarding my academic status from the above named institution. This includes inquiries regarding attendance, fees, academic planning, and any other pertinent student information. I authorize the Gitwangak Education Society Education Coordinator to contact appropriate school officials for copies of my records and status, as needed.

Student Signature

Date

Academic History

Please list all previous training and education:

School Name	Location	Dates Attended:		Achievement Obtained/Year	Sponsored by Gitwangak Education Society?
		From:	To:		

Student Banking Information:

(Please do not complete the following until you have received Gitwangak Education Society's Letter of Sponsorship.)

Name of Student: _____

Name of Bank: _____

Account Number _____

Transit Number: _____

Branch Number: _____

Bank Address: _____

Bank Phone: _____

- **Please make sure your account is active.**

You may also photocopy a void cheque and fax to the Education Coordinator at (250)849-5607 with your active account information. All Banking information is held in strict confidence.

Cheques are directly deposited on the 27th of each month. Your first cheque will be deposited during the 3rd week of August, which is for the month of September.

Appeal Process

- We Endeavour, to the best of our ability, to provide a fair and equitable process of appeal.
- A written appeal, including a complainant's concerns, must be forwarded to the Gitwangak Education Society's Education Coordinator and Administrator.
- An Appeal Committee will be appointed to deal with appeals that arise.
- Upon receiving the appeal, a decision will be made as soon as practical.

Emergency Contingency Funding

- In the event of a death or illness the immediate family (father, mother, brother, sister), full time students are eligible to receive one trip at the rate appropriate for travel.
- Process: a written letter of request must be forwarded to the Gitwangak Education Society's Education Coordinator and Administrator

**Gitwangak Education Society
Post-Secondary Support Agreement**

Name:	GES Student Number:
Date:	Funding Year:
Program:	Institution:

This agreement is between _____, herein known as the **Student**, and the Gitwangak Education Society, herein known as **GES**.

The purpose of this agreement is to make the GES Post-Secondary Support Program more effective, and compliant with the Federal regulations.

1. The GES has illustrated all implications, responsibilities, and expectations of the Student for the current funding year.
2. The GES has also illustrated their implications, responsibilities, and expectations to the Student for the current funding year.
3. The Student has thoroughly read the GES Post-Secondary funding handbook, and understands all policies and procedures.
4. The GES may at random, or as a probationary requirement, request an interim report from the Student or their Post-Secondary Institution.
5. The Student has submitted all mandatory documents to the GES prior to June 20th of the funding year.
6. The Student understands the implications of Misuse of funds as described in the GES Post-Secondary Support handbook, and will contest to them.

I agree to these conditions,

Student

Post-Secondary Coordinator

Date

Application Package Checklist:

- Completed Application for Post-Secondary Sponsorship Form
- Letter of Intent
- Signed and Dated Terms of Sponsorship/Student Declaration
- Copy of Indian Status card (**both sides** – required)
- Signed and Dated Student Information Release Form
- Letter of Acceptance/Confirmation of Registration (or expected date of notification _____)
- List of Program Tuition/Fees (Printed from website or faxed from institution)
- List of Texts/Supplies Cost (Printed from website or faxed from school/bookstore)
- Transcripts of Fall/Winter/Spring Semester