



Lake Cowichan First Nation

EDUCATION POLICY

Education Policy - April 2011

Effective date: _____

Approved by: _____

Date signed: _____

1. Eligibility

Different types of courses/programs are eligible for funding for LCFN members through the education policy/department.

The following are examples of eligible courses/programs that will be considered for funding:

- Those programs that lead to a Certificate, diploma or degree, e.g., Culinary Arts Certificate, Bachelor of Arts (B.A.), Bachelor of Education (B.Ed), Bachelor of Science (B.Sc.), Bachelor of Science in Nursing (B.Sc.N.), Masters of Arts (M.A.) and a Doctor of Philosophy (Ph.D),
- The above must also meet the following criteria:
 - Have secondary level courses as a pre-requisite for entry;
 - Be a minimum of one (2) academic years in length;
 - Have a certificate, diploma or degree awarded when completed;
 - Be an accredited program offered at an accredited institution;
- Post Graduate studies that meet the following criteria:
 - Have a Bachelor's degree as a minimum requirement
 - Have a diploma or certificate awarded.
 - Have a minimum of 75% of their courses recognized as credit toward a degree at a recognized public P/S institution.
- College Preparation. **All new students are required to write an English Assessment. Where the program a student is entering requires the completion of provincial level Math as a pre-requisite for entry, the student is also required to write a Math Assessment**

The number of College Preparation funding months available for students preparing to enter non-science studies shall be eight (8) months and for those students preparing to enter Fisheries, Forestry, Nursing, or General Science studies shall be sixteen (16) months.

The College Preparation studies will be recognised as full time if the student is enrolled in a minimum of three (3) courses. An exception: In the first term only, there is no course load requirement but the student must **enrol** in a study skills course and a writing/composition skills courses at the grade 11 or 12 level.

Law students in the articling year are considered to be fully employed and are not eligible to receive Post Secondary funding.

NOTE: Students in paid practicums or co-operative programs that provide salary or wages will only receive a Post Secondary monthly allowance if it is needed to top up their support to the Post Secondary Allowance level.

2. Seasonal Travel

Funding from the student's home to the closest school in the province with the comparable studies, will be available. It is the student's responsibility to obtain any additional funding needed elsewhere.

Any additional tuition costs and/or seasonal travel funding needed to support studies outside the province will only be available if a student provides documentary proof that comparable studies are not available in British Columbia.

If a student wishes to enrol in a programme in the United States, all approved P/S funding will be calculated in Canadian funds. It will be the student's responsibility to obtain any additional funding needed elsewhere.

3. Length of Funding

Limits

There are limits on the amount of funding available, depending on the programme:

- a) College Preparation: eight (8)
- b) Diploma Programs, e.g. Business, Aquaculture etc.: twenty four (24) months,
- c) Bachelor of Arts, Science: forty (40) months,
- d) Bachelor of Education / Bachelor's of Science in Nursing: forty eight (48) months,
- e) Student's are eligible for two (2) of the following:
 - a. Post Degree Program: eight (8) months
 - b. Law school preparation: three (3) months
 - c. Law Degree: thirty-two (32) months
 - d. Master's Preparation: eight (8) months
 - e. Masters Degree: twenty-four (24) months
 - f. Ph.D preparation: eight (8) months
 - g. Ph.D: thirty-two (32) months

4. Course Load

a. Full Time

Students enrolled in College Preparation or the first year of undergraduate studies, will be considered full time if they are enrolled in a minimum of three (3) courses and/or nine (9) credit/units.

In all funding years following the first one, an undergraduate student will be considered full time if enrolled in a minimum of four (4) courses and/or twelve

(12) credit/units. Funding will include tuition, books, training allowance and seasonal travel, according to the guidelines in Appendix II.

A graduate student in both a qualifying year and their post-graduate studies will be considered full time if enrolled in a minimum of four (4) courses and/or twelve (12) credit/units. Funding will include tuition, books, and living allowance if not employed.

b. Part Time

If a student is registered in less than the above number of courses, he/she will be considered a part time student and funding will usually be limited to support for tuition, books and supplies only.

NOTE: Courses that are being repeated cannot be considered when calculating the course load.

NOTE: When students have received Medical or Compassionate withdrawals from courses and these are core courses, required to complete the diploma / degree requirements, they can be repeated and can be considered when calculating the course load. However the repeat tuition will not usually be paid. Exceptional circumstances can be considered.

5. Withdrawals

Withdrawals will only be permitted if the following conditions are met:

- The LCFN Administrator must be notified and the situation must be discussed.
- A medical reason supported by a physicians note indicating the severity of the illness and potential length.
- Compassionate withdrawals will also be considered when the person is a direct family member.

6. Application Procedure

All students must have their completed applications into the LCFN office by May 31st of each year. Incomplete applications will not be accepted and will be returned to the student. When there is sufficient time, the applications will be returned to the student with suggested changes.

The application package must include:

- A completed and signed Education Application and Student Funding Agreement,
- For new students, a photocopy of the student's completed college or university application, showing clearly the programme applied for.

- For continuing students, a photocopy of the student's registration details (continuing students transferring to a new school must also include a photocopy of the application to the school),
- For new students, a copy of the student's English assessment test results (and Math assessment results, if the programme requires it)
- For continuing students, a photocopy of the most recent college/university grades,
- From students entering the second year of U/T studies, very specific academic goals and timeline to degree, and
- From students entering third year of U/T studies, a copy of the "Record of Degree Completion Requirements" from the school's counselling department.

7. Approval

As the funding for Post Secondary is limited and is expected to be more limited in the future, applications which meet the basic requirements in 1.1, in terms of program eligibility, will not be automatically approved. Among the other factors that may be considered are:

- The past academic and employment record of the student,
- The commitment of the student to the programme of studies,
- The value of the student's training to the community, and
- The commitment of the student to bring the training back to the community.

8. Minimum Grades

For students to receive continuing P/S funding, a minimum "C" grade average or grade point average (GPA) of 2.00 must be maintained. The grade point average is calculated using the institutions grading criteria.

a. Submission of Grades

All students are asked to have a term's grades into the office no later than the end of the month following the end of the term. Students in courses that are longer than four (4) months in length are asked to send in interim progress reports on the same schedule.

b. Probation & Suspension of P/S Funding

A student will be placed on probation if his/her GPA drops below 2.00 and funding suspended if he/she fails half or more of his/her courses. As a

condition of probation, a monthly report from each instructor showing the student's progress and attendance or an interim report, part way through the term, may have to be sent in.

c. Conditions of Probation

- Funding will be on a month-to-month basis and will be dependent on receiving the monthly reports. Failure to send in reports or reports of continuing failure or absences will result in funding being suspended.
- The probation will last one four (4) month term.
- If the student does not pass all courses with a C grade or better during the probation term P/S funding will usually be suspended.
- Students who are on probation during the semester directly preceding the summer session or were on probation during their most recent semester of studies funded shall not be funded for the more intense summer term. With passing grades, they will be supported in the following fall term.

9. Reapplying for Funding

Students, whose funding has been suspended in the past, may reapply for P/S support. A student, whose P/S support has been suspended because of failing grades and/or unsuccessful probation, will be required to complete four courses and or twelve credit/units in a four (4) month term with a minimum grade of C (2.0), at the university transfer level, before P/S funding can again be considered.

Before students re-apply, they are encouraged to examine the reasons why they were not successful and to deal with the reasons.

The P/S Advisor and Counsellor are available to assist. The students, when reapplying, will be expected, in the letter with the application and during the interview, to provide specific reasons why they will be more successful in their studies.

Students who are reapplying for funding shall not be funded for the more intense summer term. They will be supported in the following fall term.

10. Funding Amounts

Unit Type	Monthly Rate
Single Student	
Living on Own	850

Living with Parent	700
Single Parent	
1 Dependant Child	1,190
2 Dependent Children	1,400
3 Dependent Children	1,595
4 Dependent Children	1,665
5 Dependent Children	1,735
6 Dependent Children	1,805
Married/Common-Law – Dependent Spouse	1,190
1 Dependant Child	1,400
2 Dependent Children	1,595
3 Dependent Children	1,665
4 Dependent Children	1,735
5 Dependent Children	1,805
6 Dependent Children	1,875
Married/Common-Law – Employed Spouse	775
1 Dependant Child	1,125
2 Dependent Children	1,350
3 Dependent Children	1,595
4 Dependent Children	1,665
5 Dependent Children	1,735

6 Dependent Children	1,805
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For students with family sizes above those listed in the rate table, \$70/month for each additional dependent will be added.

11. Bursaries

For LCFN members that are in grades K-12 and receive honour roll or merit roll acknowledgment will receive a financial bursary in the amount of:

- \$50 for grades 1 – 5
- \$100 for grades 6 – 8
- \$150 for grades 9 – 12

Students receiving a passing grade on their final report card will also receive a \$50 contribution from the LCFN Grades K – 5; \$75 for grades 6 – 8; and \$100 for grades 9 – 12.