

TOQUAHT NATION GOVERNMENT

EDUCATION AND TRAINING SUPPORT POLICY



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PURPOSE

The purpose of this policy is to provide support for all Toquaht citizens in the pursuit of their educational goals.

Under the Toquaht Nation Constitution, our citizens have:

- The right to the wealth of our traditional territory and a sound economic foundation.
- The right to equal employment opportunities within the Toquaht Nation.
- The opportunity to pursue a livelihood within Toquaht lands.
- The opportunity to contribute to the progress and development of the Toquaht Nation.
- The opportunity to achieve their fullest potential as individuals.

In this spirit, the Toquaht Nation's goal is to bring citizens home to a thriving community. We work to create economic opportunities for our citizens – ideally within Toquaht *hahuthli*, governance structures and economic development initiatives – and to create paths to employment through education so that Toquaht citizens may exercise their rights, seize opportunities, and achieve their fullest potential.

The Toquaht Nation adopts this education support policy based on these values effective April 1, 2023.

For more information contact: education@toquaht.ca.

PART 1 – ELIGIBILITY

To be eligible to apply to the Toquaht Nation for education and training funding, individuals must be:

- An individual on the Toquaht Nation *Citizen Register* in accordance with the *Toquaht Nation Citizenship Act*.

To be eligible to apply for funding does not mean that funding is approved or guaranteed.

Funding approval is subject to available budget.

Furthermore:

- Students in multi-year programs must re-apply annually for funding.
- Students must maintain satisfactory grades and general compliance with this policy.

PART 2 – POST-SECONDARY PREPARATION

Good high school grades do not always represent the English and math skills required to be successful in post-secondary studies. Assessments provide a more accurate reflection of a student's skills, help them recognize when upgrading may be beneficial, and help ensure success in future studies.

Before admitting new or first-time students, many colleges and universities require them to write an English assessment, math assessment, or other program-specific assessment to ensure they are ready for their studies.

2.1 Assessment Fees Covered

The Toquaht Nation will reimburse Toquaht citizens for assessment writing fees, with proof of purchase provided. Alternatively, Toquaht can cover the fee up-front by providing payment directly to an institution.

Contact Toquaht's Education Coordinator for more information.

2.2 Assessments

- a. If a student's assessments demonstrate grade 12 proficiency and they have been accepted into an accredited institution, the Toquaht Nation may fund them. If a student is new to post-secondary studies, their first funded term will be on probation (see section 10.5 for more information on probationary periods). If the student demonstrates success and consistent attendance of scheduled classes, the student will be removed from probation.
- b. If a student's assessments do not demonstrate grade 12 proficiency but they have been accepted into an accredited institution, the student is *strongly encouraged* to enroll in a post-secondary preparation program, which the Toquaht Nation may fund (see section 3.3 for more information on post-secondary preparation programs).
- c. The Toquaht Nation may fund the student's post-secondary preparation program according to this policy (see section 3.3 for more information on post-secondary preparation programs).

2.3 Post-Secondary Preparation Support

Some students who are preparing for a post-secondary program may not have the prerequisites necessary for immediate consideration for a particular program. Post-secondary preparation support is available to students addressing these barriers to the furthering of their education.

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- a. The number of post-secondary preparation funding months available for students preparing to enter studies is eight (8) months.
- b. Rare exceptions may be considered in some circumstances at the discretion of the Director of Community Services (e.g., student illness; individual program requirements; or recommendation of an academic advisor).

Post-secondary preparation studies will be recognized as full-time if the student is enrolled in a minimum of three (3) courses. An exception may be made at the discretion of the Director of Community Services if a student is accessing professional tutoring services, or at the recommendation of an academic advisor.

PART 3 – ELIGIBLE PROGRAMS

The following courses and programs are eligible to be funded under this policy:

- Short-term Certificate Programs
- Adult Basic Education (ABE)
- Post-Secondary Preparation Programs
- Trades and Applied Technology
- Certificates, Diplomas, and Undergraduate Programs
- Graduate Degrees
- Youth Support Grade 12 Completion (16-18 years old)

As described in section 4.0, courses and programs must be offered at a designated institution to qualify for funding.

3.1 Short-term Certificate Programs

A short-term certificate program is a program of 160 hours or less that leads to a certificate (e.g., Foodsafe, Serving It Right, SVOP, First Aid, Safety Courses, Driver's Education).

In some cases, the Nuu-chah-nulth Employment and Training Program (NETP) can fund short-term certificate programs. Toquaht citizens are asked to contact NETP to determine if NETP can cover any costs. If not eligible, the citizen must provide proof of their inquiry to NETP and can then apply to Toquaht for funding.

Toquaht citizens can apply to have short-term certificate program tuition, fees, books and supplies, and reasonable travel expenses funded. For funding short certificate program travel expenses, Students will be reimbursed as per the *Citizen Travel for Approved Toquaht Business Policy*.

Toquaht citizens can only apply for living allowance to take short certificate programs if the program will be more than one week (full-time) in length. A Toquaht citizen cannot receive funding for a short-term certificate program more than once per calendar year, unless the program is delivered in modules, or the citizen can demonstrate need through employment opportunities. If that's the case, the citizen can apply more than once, but funding is based on a first come, first serve, and subject to the budget availability.

Funding applications for short-term certificate programs can be submitted at any time and will be processed on a first come, first serve basis until funding is exhausted. Funding is not guaranteed.

Please use the Education and Training Support Application Package in Appendix A to apply.

3.2 Adult Basic Education (ABE) and Post-Secondary Preparation

An individual that is 18 or older can enroll in Adult Basic Education, which is for adults who want to:

- Obtain a high-school graduation certificate (the “Adult Dogwood”).
- Complete prerequisite courses needed for further study.
- Prepare for employment.
- Refresh their skills and confidence for work or further studies.
- Reach a personal goal.

If an individual is 18 or older and does not hold a Dogwood Diploma, they can take Adult Basic Education courses that lead to an “Adult Dogwood” for free through a local school district. As such, the Toquaht Nation will not fund tuition fees or books and supplies for Adult Basic Education.

However, Toquaht citizens can apply for living allowance if they are enrolled in Adult Basic Education courses that lead to an Adult Dogwood. ABE students that receive living allowance must have their ABE instructor(s) provide proof to Toquaht at the end of each month that they are still enrolled in ABE courses and are consistently attending classes.

Living allowance applications for ABE courses can be submitted at any time and will be processed on a first come, first serve basis until funding is exhausted. Funding is not guaranteed.

3.3 Youth Agreements

Toquaht citizens aged 16 to 18 years old may also be supported to complete grade 12 if they are under a Ministry of Children and Family Development Youth Agreement. Other circumstances may be considered at the discretion of the Director of Community Services.

3.3 Post-Secondary Preparation

A new or first-time student may wish to enroll – or may be required, to enroll – in a post-secondary preparation program to prepare for success in their post-secondary studies.

If the student is required to take post-secondary preparation, the program must be for a minimum of 3 months. During this time, Toquaht encourages students to take study and writing skills, and computer skills courses.

Toquaht citizens may apply to have post-secondary preparation course tuition, student fees, and books, and supplies funded. Full and part-time students are eligible to apply for living allowance.

3.4 Trades and Applied Technology

Toquaht citizens may apply to have trades and/or applied technology tuition, student fees, books, and supplies funded. Full and part-time students are eligible to apply for living allowance.

3.5 Certificates, Diplomas and Undergraduate Degrees

Toquaht citizens can apply to have a college or university certificate, diploma or undergraduate degree's tuition and student fees, and books and supplies funded. Full and part-time students are eligible to apply for living allowance. Unpaid practicum students are eligible for tuition, fees, supplies, and living allowance.

Please note that students completing a paid co-operative term are considered fully employed and are not eligible to receive Toquaht post-secondary funding during that time.

3.6 Graduate Degrees

Toquaht citizens can apply to have a graduate degree's tuition and student fees, and books and supplies funded. Full and part-time students are eligible to apply for living allowance. Graduate students will be evaluated for living allowance eligibility on a case-by-case basis, determined by program specifics.

Please note that law students in their articling year are considered fully employed and are not eligible to receive Toquaht post-secondary funding.

3.7 Additional Undergraduate Degrees

In some circumstances, students who have already been funded for and successfully obtained an undergraduate degree (e.g., bachelor's degree) can apply for additional funding to complete a secondary undergraduate degree.

In addition to an Education and Training Support Application Package (Appendix A), the student must submit a detailed letter outlining why they want to complete a second undergraduate degree. The letter must include:

- Evidence that the employment opportunities with the first undergraduate degree are very poor or would be greatly improved by the second degree.

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- Evidence that the employment opportunities and benefits of an additional undergraduate degree are strong.
- Funding provided for the second undergraduate degree may be deducted from potential future post-secondary funding available from Toquaht (e.g. for a graduate degree).

Note: Funding requests for an additional undergraduate degree will only be considered if surplus dollars are available in the fiscal year's post-secondary education budget.

3.8 Distance Education

Distance education is eligible for tuition and under some circumstances may qualify for living allowance. Additional accountability measures may be introduced depending upon the individual student's circumstances. It is preferred and recommended that whenever possible, students take courses in a classroom environment. Distance education generally allows for greater flexibility and for students to work while studying, therefore living allowance will be assessed on a case-by-case basis.

3.9 Tuition Deposit

Many schools now require registration or tuition deposits before students can register for classes. At many schools, these deposits are not refundable.

If a student does not begin classes or does not continue during the next term for which registration or tuition deposits have been paid, the amount paid shall be noted in the student's file and will be recovered from any future Toquaht program funding support.

PART 4 – DESIGNATED INSTITUTIONS

A designated institution is one that is recognized by a provincial or territorial government, has passed quality assurance tests, and is authorized by the government to grant certificates, diplomas, or degrees.

4.1 Public Institutions Within BC and Canada

A list of designated institutions in BC can be found at: <https://myeqa.bceqa.ca/apply/staff/report/ListDesignatedInstitutions.action> or by going to www.gov.bc.ca and searching “EQA Designated Institutions” (EQA stands for Education Quality Assurance).

A list of designated institutions in Canada can be found at: <http://www.cic.gc.ca/english/study/study-institutions-list.asp>

4.2 Private Institutions Within BC and Canada

The BC provincial government’s Private Training Institutions Branch regulates designated private institutions. A list of designated private institutions in BC can be found at <https://www.privatetraininginstitutions.gov.bc.ca/students/pti-directory> or by exploring www.privatetraininginstitutions.gov.bc.ca.

Programs offered at a designated private institution are eligible for funding under Toquaht’s Education and Training Support Policy, as long as at least 75% of that institution’s courses are transferrable to a publicly funded institution.

Costs at private institutions are typically much higher than costs at publicly funded institutions. Therefore, as per section 7.2 of this policy, funding for students attending private institutions may be based on rates for comparable programs at publicly funded institutions in BC.

4.3 Foreign Institutions

If a student enrolls in a foreign institution, the student must provide evidence that it is recognized in Canada as a designated institution.

Costs to attend foreign institutions are typically much higher than costs at publicly funded institutions in Canada. Therefore, as per section 7.2 of this policy, funding for students attending foreign institutions may be based on rates for comparable programs at publicly funded institutions in BC. Funding will be provided and calculated in Canadian dollars. Students cannot apply for travel assistance to move to foreign countries. As an alternative, students are *strongly encouraged* to explore exchange programs through publicly funded institutions in BC or Canada to save on costs.

PART 5 – FULL-TIME AND PART-TIME STATUS DETERMINATION

The institution the student is enrolled in will assign them full-time or part-time status based on the number of courses they are enrolled in. Toquaht reserves the right to request proof of registration and/or proof of full or part-time status (as determined by their institution) at any time.

5.1 Full-Time Status

Although institutions determine full-time status in a variety of ways, Toquaht considers the following as full-time:

- a. **Adult Basic Education:** a minimum of three (3) courses per term.
- b. **Post-Secondary Preparation:** a minimum of nine (9) credits per term.
- c. **Trades and Applied Technology:** a minimum of twelve (12) credits per term; summer term: a minimum of six (6) credits per term or as indicated by the institution.
- d. **Certificate, Diploma or Undergraduate Degree:** a minimum of twelve (12) credits per term; summer term: a minimum of six (6) credits per term.
- e. **Graduate Degree:** a minimum of four (4) courses or twelve (12) credits per term.

5.2 Part-Time Status

If a student is enrolled in fewer courses than the guidelines listed above, they are considered to be a part-time student. The number of credits a part-time student is enrolled in will be used to determine their living allowance.

5.3 Students with Disabilities

The Toquaht Nation encourages all Toquaht citizens to reach for their educational goals. If a Toquaht citizen has a disability, certain exceptions can be made to help ensure their educational success.

Toquaht defines a disability using the *Accessible Canada Act* definition: any impairment, including a physical, mental, intellectual, cognitive, learning, communication, or sensory impairment — or a functional limitation — whether permanent, temporary, or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society.

5.3.1 Full-Time Status for Students with Disabilities

A student with a disability will be considered a full-time student if they are enrolled in:

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- a. **Adult Basic Education:** a minimum of two (2) courses per term.
- b. **Post-Secondary Preparation:** a minimum of six (6) credits per term.
- c. **Trades and Applied Technology:** a minimum of nine (9) credits per term.
Summer term: a minimum of three (3) credits per term.
- d. **Certificate, Diploma or Undergraduate Degree:** a minimum of nine (9) credits per term. Summer term: a minimum of three (3) credits per term.
- e. **Graduate Degree:** a minimum of nine (9) credits per term.

5.3.2 Part-Time Status for Students with Disabilities

If a student with a disability is enrolled in fewer courses than listed in 5.3.1, they will be considered part-time. The number of credits a part-time student is enrolled in will be used to determine their living allowance. See section 6 for more information on Living Allowance Eligibility.

5.4 Funding

Both full and part-time students can apply for funding support for tuition and student fees, books, and supplies, and living allowance.

See section 6 for more information on Living Allowance Eligibility.

PART 6 – LIVING ALLOWANCE

6.1 Living Allowance Eligibility

Both full and part-time students are eligible to apply for living allowance.

6.2 Determining Living Allowance

A student requesting living allowance support must submit a Basic Needs Assessment Form (Appendix B). At Toquaht’s discretion, a student may be asked to produce their most recent T4 or tax assessment for themselves and their spouse (if applicable). Toquaht students who have a spouse supporting them financially may not be eligible for living allowance.

A student will be assigned a living allowance allocation based on:

- The information provided in their Basic Needs Assessment Form.
- The Living Allowance Matrix found in section 6.4.

Students whose living arrangements have changed may be required to resubmit the Basic Needs Assessment Form.

6.3 Monthly Living Allowance

Living allowance is available for upgrading, trades, and undergraduate, students enrolled in a full-time or part-time program as defined in this policy. Graduate students will be evaluated for living allowance eligibility on a case-by-case basis, determined by program specifics.

6.3.1 Living Allowance Intended Coverage

Living allowance is intended to cover costs related to shelter (or room & board), food, utilities, and personal care items.

6.4 Living Allowance Rates (full-time)

Living Allowance Rates					
Combined Student/Spousal Income	Up to \$19,999	\$20,000 to \$29,999*	\$30,000 to \$39,999*	\$40,000 to \$49,999*	\$50,000 to \$74,999*
Single					
Living on own	\$1,900	\$1,600	\$1,300	\$1000	\$700

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Families					
1 dependent	\$2,000	\$1,700	\$1,400	\$1,100	\$800
2 dependents	\$2,100	\$1,800	\$1,500	\$1,300	\$900
3 dependents	\$2,200	\$1,900	\$1,600	\$1,400	\$1,000
4 dependents	\$2,300	\$2,000	\$1,700	\$1,500	\$1,100
5 dependents	\$2,400	\$2,100	\$1,800	\$1,600	\$1,200
6 dependents	\$2,500	\$2,200	\$1,900	\$1,700	\$1,300

- Students with a combined household income of \$75,000 or greater will not be eligible for living allowance.
- If the end of a student's term / courses extends into part of a month, their living allowance will be prorated.
- A spouse is someone the student has lived with in a marriage-like relationship, sometimes called common-law, for at least one year.
- Dependent children must be living with the student, be already supported by student, and be under the age of eighteen. For students with family sizes above those listed in the rate table, \$100/month for each additional dependent will be added.
- Please note that students may be required to provide a copy of their spouses (if applicable) and their own most recent T4 or tax assessment, and any other documentation that demonstrates proof of income.
- Students enrolled in a full-time program for a short period of time (e.g., a two-week fulltime program) may be eligible for a pro-rated living allowance based on a weekly rate.

6.4.1 Living Allowance for Part-time and Working Students

Students who are attending school part-time or who are employed may still be eligible to receive living allowance. If a student is attending school part-time, it is assumed that they can work part-time as well. All students may work while going to school to support their income.

Students will be allowed up to \$400 per month of gross income without deductions from their living allowance. After this \$400 incentive, students will be deducted dollar for dollar from their gross income in calculating their living allowance. Students who are working will be required to report their earnings on their monthly check in reports. TNG may ask for pay remittance stubs from their employers.

Example:

A single student living on their own would qualify for \$1,900 for a living allowance. If they worked and made \$400, their living allowance would remain unchanged. If they made \$500, then their living allowance would be reduced by \$100 to \$1,800.

6.5 Child Support

A child for whom a student is paying court-ordered child support cannot be claimed as a dependent.

6.6 Additional Dependents

The only dependents that can be added to a student's post-secondary funding after funding approval are newborn children or those who have been unexpectedly taken into care by the student due to unforeseen circumstances.

6.7 Adult and Elderly Dependents

Spouses with no income who are living with the student can be claimed as dependents only if there are dependent children in the home under the age of six.

If a spouse is designated as disabled, they may be claimed as a dependent even if there are no children in the household under the age of six.

Elders with low fixed income (under \$40,000) who are living with an adult student may be claimed as dependents.

6.8 Textbooks

The cost of the textbooks will be paid directly to the school whenever possible. In rare situations, the student can be reimbursed for the actual costs of their textbooks upon producing an itemized receipt. Students are asked to provide the Education Coordinator with a projected estimated budget each academic year for their textbooks.

6.9 Childcare Subsidy

The cost of childcare is not available through this program. Students will be assisted in applying to other agencies for childcare funding.

6.10 Relocation Travel

Students and dependents who must move to another community to attend post-secondary school may be eligible to receive support for costs of moving. Relocation

travel support of \$300 will be provided if the student must move from home to another community to attend school. Funding, if required, will also be available for one return trip for school interviews and assessments tests when the student is first applying to school as per the TNG Citizen Travel for Approved Toquaht Business Policy.

When a student sets up a long-term residence in the school community, the relocation travel funding will no longer be available.

6.11 Daily Travel and Parking

To assist full-time students with the costs of travelling from their residence to their school, the cost of a monthly transit passes may be provided upon request.

A student traveling temporarily to either a short-term certificate program or while in transition before moving may qualify for travel support and will be paid according to the TNG Citizen Travel for Approved Toquaht Business Policy.

Parking passes may also be eligible for reimbursement. All reimbursements for parking must be accompanied by a receipt. Parking tickets or fines are not eligible for reimbursement.

6.12 Damage Deposits

A damage deposit is available on a one-time basis. The student will keep the refund and use it for future deposits. A maximum of one month's rent is available for a damage deposit.

A damage deposit for rental accommodation is available when a student must move for educational purposes. Additional funding up to the maximum amount of the new rental agreement will be available if an increase occurs in a student's future damage deposits. The process for applying is:

- a. Send in a copy of the rental agreement to amount required or,
- b. Send in a copy of the damage deposit receipt when paid.

6.13 Special Clothing & Equipment

Special clothing or equipment may be required for some programs (e.g., nursing, trades). A letter from the school, detailing specific needs and approximate costs is required. The letter must state that the clothing/equipment/supply is a mandatory course requirement. This letter should be included with the application.

6.14 Special Contingencies

Special expenses such as those for field trips or practicums that are required parts of a

student's program may be eligible for sponsorship. A letter from the school stating that the trip is a required part of the program, detailing the expenses, must be provided.

6.15 Computer Hardware and Software

Post-secondary and trades students in a full-time program may apply on a case-by-case basis for consideration of software or hardware computer purchase support. Eligible students will receive a one-time allowance for this purpose. Decisions will be made based on the nature of the program and its demand for computer software and hardware.

6.16 Additional Living Allowance Considerations

For the purposes of living allowance support:

- a. A graduate student writing their thesis will be considered a full-time student for a maximum of eighteen (18) months, and during this time they are eligible to receive monthly living allowance support. If their thesis takes more than 18 months and they still need living allowance, they must seek approval from Toquaht, which may be granted on a case-by-case basis.
- b. Students in paid practicums or co-op positions that provide wages will only receive living allowance if it is required to “top up” their monthly income to the equivalent of Toquaht’s allocated living allowance. For example, if a student’s monthly living allowance from Toquaht is typically \$800 but their paid practicum provides them with \$500 in monthly wages, the student will only receive \$300 in living allowance from Toquaht for that month.
- c. Law students in their articling year are considered to be fully employed and are not eligible to receive Toquaht post-secondary funding or living allowance.

PART 7 – FUNDING LIMITS

7.1 Maximum Length of Funding

Funding limits are determined in part by the type of program a student is registered in. The following are the general lengths of time that a student is eligible for funding. If an unusual circumstance leads a student to feel they need more time to complete their studies, they must contact the Toquaht Nation to discuss their needs:

- a. Adult Basic Education**
 - i. Until completion certificate is obtained.
- b. Post-Secondary Preparation**
 - i. Full-time: one academic year.
 - ii. Part-time: the number of courses required for one academic year of study.
- c. Certificate or Diploma Programs**
 - i. Full-time: the length of time it should take to complete the program when enrolled in full-time studies, as defined by the institution.
 - ii. Part-time: the number of courses required to complete the program, as defined by the institution.
- d. Undergraduate Degrees**
 - i. Full-time: the length of time it should take to complete one undergraduate degree when enrolled in full-time studies, as defined by the institution.
 - ii. Part-time: the number of courses required to complete one undergraduate degree, as defined by the institution.
- e. Graduate Degrees**
 - i. Full-time: the length of time it should take to complete one graduate degree when enrolled in full-time studies, as defined by the institution.
 - ii. Part-time: the number of courses required to complete one graduate degree, as defined by the institution.

Part time students who repeatedly change programs will only be funded for the length of time it takes to complete the courses in one program.

Toquaht will not provide funding for courses that a student must repeat, unless the student has been approved by both their institution and Toquaht for medical or compassionate withdrawal (see section 9.0 for more information on Dealing With The Unexpected). At Toquaht's discretion, in unusual circumstances it may pay for one repeat course for a student.

7.2 Funding Limits at Foreign and Private Institutions

Costs at foreign and private institutions are typically much higher than costs at publicly funded institutions. At Toquaht's discretion, funding for students attending foreign and private institutions may be based on rates for comparable programs at accredited public institutions.

PART 8 – STUDENT INTEGRITY

New students will be required to meet with the Education Coordinator prior to commencing studies to discuss their student integrity agreement so that they will fully understand the expectations and obligations for being funded.

8.1 Toquaht Nation Government Integrity Act

As a self-governing First Nation, the Toquaht Nation strives to provide transparent and accountable governance to our citizens. The *Toquaht Nation Government Integrity Act* lays out principles of honesty, integrity, and regard for the common good of all Toquaht citizens. In turn, we expect these principles to be upheld by all Toquaht citizens and students.

8.2 Student Integrity Agreement

Students who successfully receive post-secondary funding from the Toquaht Nation are required to sign and submit a Student Integrity Agreement (Appendix D). In doing so, the student agrees to all terms and conditions of this policy.

If a student does not abide by the terms of their Student Integrity Agreement or this policy:

- a. Their funding may be suspended, altered, or discontinued for up to 2 years.
- b. They may be required to reimburse sponsorship funds in full to Toquaht.
- c. Other financial benefits from the Toquaht Nation may be withheld or deducted from the amount owing to the Toquaht Nation.
- d. In some cases, the student may be permitted to complete a “term on own” in lieu of financial reimbursement to Toquaht.
- e. If a student engages in fraudulent behaviour, their funding will be immediately suspended and possibly discontinued for up to 2 years.

8.3 Fraudulent Behaviour

If a student engages in fraudulent behavior, their funding will be immediately suspended. They may be put on probation, or their funding may possibly be discontinued for up to 2 years. Fraudulent behaviours include, but are not limited to:

- Falsifying information, records, progress reports and forms.
- Failing to report changes to enrolment or changes to academic program in accordance with policy.
- Failing to report accurate attendance information.
- Lying, plagiarism or cheating.

8.4 Attendance

Students must consistently attend all classes as scheduled that the Toquaht Nation funds.

8.5 Performance

The Toquaht Nation reserves the right to request proof of academic standing from students at any time.

Students that do not meet course requirements or Toquaht’s minimum grades requirement laid out in 10.5.1 may be placed on probation, may be eligible to receive financial support for tutoring, or may have their funding suspended.

8.5.1 Minimum Grades

Students funded by Toquaht must maintain a minimum overall “C” grade average or grade point average of 2.00.

Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Point Value	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0

8.5.2 Submitting Grades to Toquaht

- a. Students must submit their unofficial grades to Toquaht at the end of each term, and no later than the 15th of the month following the end of the term. Students can obtain or print off their unofficial grades from their institution’s online student service center, typically free of charge.
 - January 15: Students that have just finished a fall semester (September-December) must submit their grades to Toquaht by January 15.
 - May 15: Students that have just finished a winter semester (January-April) must submit their grades to Toquaht by May 15.
 - July 15: Students that have just finished a spring semester (April-June) must submit their grades to Toquaht by July 15.
 - Sept. 15: Students that have just finished a summer semester (May-August) must submit their grades to Toquaht by September 15.
- b. Students enrolled in a course that is more than 4 months long must submit their exam and/or paper scores at the end of that course’s first term (in place of a

course grade). At the end of the course's final term, the student must submit the course's final grade.

- c. Students being funded under probation must provide a monthly progress report (Appendix E) to Toquaht by the 10th of each month. Failure to submit a report will result in immediate funding suspension.

8.6 Student Communication with Toquaht

8.6.1 Current Contact Information

A student is required to always provide Toquaht with their up-to-date contact information, including:

- Mailing address
- Physical address
- E-mail address
- Cell phone or telephone number
- Banking information

8.6.2 Notifying Toquaht of Changes to Academic Program

Students must notify Toquaht of any changes to their program or academic plans within 5 school days of making the change.

In some cases (e.g. dropping a course), the student is required to communicate with Toquaht ahead of time. If they fail to do so, their funding may be immediately suspended, and they may be required to reimburse funds to Toquaht before they are eligible to receive further funding. See section 9.0 for more information on dealing with the unexpected.

PART 9 – DEALING WITH THE UNEXPECTED

9.1 Cultural Support, Counselling, and Tutoring

Cultural support is available to Toquaht students who are attending educational programming. The Education Coordinator will work with students to provide supports in their places of learning that are appropriate for their needs.

Students are encouraged to meet with advisors at their campus Indigenous centre, when available. Students should connect with the Toquaht Education Coordinator if they need advice on how to access supports in the regions where they are studying.

Funds for tutoring are available. If a student wishes to access a tutor, they may refer themselves to a professional tutor. Students should speak to the Toquaht Education Coordinator for assistance in arranging tutoring that meets their individual needs.

9.2 Psychoeducational Assessments

If the student has a reason to believe that they have a learning disability and this claim is supported by the student's professors, clinical counsellor, health practitioner, or other school faculty members involved with education support, Toquaht will pay for the student to have a psychoeducational assessment to support the student in their learning.

Toquaht will pay up to \$1,800 for a psychoeducational assessment, however; the student may be asked to apply for funding through outside sources such as through Student Aid BC for their Learning Disability Assessment Bursary.

9.3 Failing a Course

Toquaht recognizes that some students may struggle with the requirements and workloads of post-secondary studies. *Toquaht encourages all students to notify Toquaht when they first begin to experience challenges or feel they are struggling. We can help to support your success.*

If a student fails a course, or throughout a term score lower than a "C" on any paper or exam, they must immediately notify the Toquaht Nation. The student may be eligible to receive financial support for tutoring.

If a student fails a course due to an unusual circumstance, they must notify Toquaht immediately and, at Toquaht's discretion, may be funded to repeat the course. This may only happen once.

If a student fails a class and does not notify the Toquaht Nation or submits fraudulent proof of grades, their funding may be immediately suspended, they may be put on probation, or their funding may be discontinued for up to 2 years.

9.4 Dropping a Course

Toquaht recognizes that some students may have to drop a course for various reasons. If a student wishes to drop a course that is being funded by Toquaht, the student is required to discuss this with Toquaht first.

If a student:

- a. Drops one or more courses without first discussing it with Toquaht, their post-secondary funding support may be suspended, they may be put on probation, or their funding may be discontinued for up to 2 years.
- b. Drops one or more courses late in the semester and the institution does not provide full or partial reimbursement, the student may be responsible to reimburse Toquaht for costs incurred. Amounts owed to Toquaht by the student may be deducted from the student's monthly living allowance or other financial benefits from the Toquaht Nation.
- c. Drops one or more courses, resulting in their status being reduced to part-time, and they do not notify the Toquaht Nation immediately and continue to collect living allowance, their post-secondary funding support will be suspended and may be discontinued for up to 5 years.

Exception:

A student will not be penalized if they drop a course within the first two weeks of the start of an academic term if:

- The student drops the course early enough that the institution reimburses 100% of fees paid by the Toquaht Nation or are transferable to another course that supports their education program,

OR

- Toquaht has not yet paid for the course or its books and supplies,

AND

- Dropping the course will not affect the student's allocated living allowance.

9.5 Tutoring

Students that are failing a class or have scored lower than a “C” on any paper or exam may be eligible to apply for tutoring funds. To do so, they must submit a Tutor Support Form (Appendix F) to Toquaht, which includes their tutoring plan.

Once approved, Toquaht will reimburse up to \$50/hour of tutoring and may fund a maximum of \$600 per academic term or up to \$400 per summer term.

Toquaht also encourages students to utilize free drop-in sessions that some classes offer or speak with academic advisors in their department.

9.6 Probation and Suspension

9.6.1 Probation

If a student’s overall Grade Point Average (GPA) drops below the minimum “C” grade average as required by section 10.5.1, they will be placed on probation.

- a. Academic Probation will last for a minimum of one term.
- b. A student on probation must submit monthly progress reports (Appendix E) to Toquaht on the 10th day of each month.
- c. If a student fails to send in a monthly progress report by the 10th day of each month that they are on probation, their funding will be immediately suspended

9.6.2 Suspension of Funding

- a. If a student on probation does not pass all courses with a minimum “C” grade average as required by section 8.5.1, their post-secondary funding may be suspended.
- b. If a student fails half or more of their courses in an academic term, their funding for that program will be suspended. If a student’s funding is suspended, they are encouraged to contact Toquaht to discuss potential solutions (e.g. tutoring, post-secondary preparation).

9.6.3 Re-applying for Funding After Suspension

- a. Students whose funding has been suspended for fraudulent behavior, dishonesty, or non-compliance with the terms of this Education and Training Support Policy may not apply for funding again for a minimum of 2 years from the time of their suspension. If they successfully receive funding again in the future, they will be on probation for their first year back in school.

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- b. Students whose funding has been suspended under section 9.6.2 due to poor academic performance are eligible to re-apply for funding. If successfully awarded funding again, that student will be placed on probation for one year.
- c. Before students re-apply, they are strongly encouraged to assess the reasons that they were not successful in earlier studies, and to deal with those reasons. Toquaht staff members are available to assist. Students that are re-applying must describe what has changed, and their strategies to ensure success in future studies.
- d. Students who have dropped out may be required to pay back any funding received that they were not eligible to receive (i.e., living allowance, forfeited course fees). Students may pay Toquaht directly or have a portion or all of future payments (in any program) garnished to pay the funds back.

9.7 Medical and Compassionate Withdrawal

Toquaht recognizes that unexpected life-changes (such as the discovery of an illness or the death of a family member) may restrict a student's ability to continue in their program or continue at the same level of workload. Toquaht will make every attempt to support students who are going through difficult situations.

In significant circumstances, students are eligible for a maximum of one academic year of medical or compassionate withdrawal. Students must contact Toquaht within one month of becoming aware that their studies will be impacted.

If a student needs to withdraw for more than one academic year, the student must re-apply for post-secondary funding again in a future year.

9.7.1 Medical Withdrawal Documentation

If a student must withdraw for personal medical reasons, they must provide the following documentation to Toquaht as soon as possible:

- a. Proof that the student has discussed their medical withdrawal with their institution (e.g. a letter or e-mail of support from an academic advisor).
- b. Proof of withdrawal from courses at their institution for medical reasons.
- c. A letter from a certified medical examiner or clinical counsellor:
 - Confirming that the student's condition was unexpected, and how it impacts the student's ability to be successful in school.
- d. A letter from the student clearly outlining:
 - How their ability to be successful in school has been impacted.
 - When the student first became aware of the medical condition.

- What the student has done to minimize impact on their education (if applicable).

9.7.2 Compassionate Withdrawal Documentation

If a student is experiencing significant challenges in their life (e.g. the death of a family member) and wishes to withdraw for compassionate reasons, they must provide the following documentation to Toquaht as soon as possible, and within 2 weeks of the challenging time having begun:

- a. A letter from the student explaining the specific circumstances for the request, and any relevant documentation.
- b. Documentation from the student's institution demonstrating their withdrawal on compassionate grounds.

9.7.3 Toquaht Support of Medical and Compassionate Withdrawal

The decision to support a medical or compassionate withdrawal is reviewed on a case-by-case basis. Toquaht will review the documentation submitted by the student and will contact the student within five (5) days to discuss their withdrawal.

9.7.4 Returning to School After Medical or Compassionate Withdrawal

When a student is prepared to return to school after a medical or compassionate withdrawal, if it is within the same academic year, you must fill out the Return to Funding After a Medical/Compassionate Withdrawal Form Appendix I and return it to the Education Coordinator.

If it a student wishes to return in a later academic year, they must re-apply with the Education and Training Support Application Package found in Appendix A.

PART 10 – POST-SECONDARY FUNDING APPLICATIONS

10.1 How to Submit Funding Applications

Information related to Education and Training Support Applications can be submitted in a variety of ways:

In-person: Toquaht Nation Administration – 1971 Peninsula Rd., Ucluelet

E-mail: Education Coordinator – education@toquaht.ca

Mail: Education Coordinator
Toquaht Nation
PO Box 759
Ucluelet, BC, V0R 3A0

Fax: 250-726-4403, Attn: Education Coordinator

Note: If an applicant submits by fax, it is the **applicant's responsibility to call the Toquaht Nation at 1-877-726-4230 and ensure the fax was successfully received and received on time.*

Applicants should use the Education and Training Support Application Checklist found in Appendix A to ensure they have submitted all required information. *Incomplete applications will require students to complete before deadlines.* Applications may be reviewed after deadlines but may not be approved.

10.2 Entrance Opportunities and Application Deadlines

There are two opportunities for students to apply for post-secondary studies each academic year:

September 1

- Funding application due Feb 28.
- Supplemental information due July 15.

January 1

- Funding application due September 30.
- Supplemental information due October 31.

Due to Toquaht's financial processes and responsibilities, students are strongly encouraged to apply for funding soon as possible, even if their academic plans are not yet finalized. This helps us assure appropriate funding levels for each year. All payment should be delivered to the Education Coordinator prior to deadline.

10.2.1 September 1 Entrance Application Deadlines

By February 28 at 4:30pm, all September 1 entrance applicants must submit their Education and Training Support Application Package (Appendix A) to Toquaht's Education Coordinator, which includes:

- Education and Training Support Application Form (Appendix A)
- Basic Needs Assessment Form (Appendix B)
- Application Form to Attend a Private or Foreign Institution (if applicable) (Appendix H)
- Student Integrity Agreement (Appendix D)

By July 15 at 4:30pm, September 1 entrance applicants must submit the following supplemental information to Toquaht:

- New students:
 - An acceptance letter from a designated program or institution (if not yet available, then explain why and submit as soon as possible).
 - Any assessment results required by a program or institution.
 - Proof of their course registration details.
 - Confirmation from their institution of the total cost of tuition, student fees, and books.
 - A sponsorship form from their institution, and their institution's bookstore.
 - A direct deposit form from their banking institution or their banking details.
- Continuing students:
 - Proof of their course registration details.
 - Proof of their most recent college/university grades.
 - If transferring to a new institution, an acceptance letter from that institution.
 - If transferring to a new institution, confirmation from the new institution of the total cost of tuition, student fees, and books.
 - If transferring to a new institution, a sponsorship form from their new institution, and their institution's bookstore.

Students must notify Toquaht Nation immediately of any address or banking information changes to ensure no disruptions to funding payments.

Applicants should use the Education and Training Support Application Checklist found in Appendix A to ensure they have submitted all required information.

10.2.2 January 1 Entrance Application Deadlines

By August 31 at 4:30pm, all January 1 entrance applicants must submit their Education and Training Support Application Package (Appendix A) to Toquaht's Education Coordinator, which includes:

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- Education and Training Support Application Form (Appendix A)
- Basic Needs Assessment Form (Appendix B)
- Application Form to Attend a Private or Foreign Institution (if applicable) (Appendix H)
- Student Integrity Agreement (Appendix D)

By October 31 at 4:30pm, January 1 entrance applicants must submit the following supplemental information to Toquaht:

- New students:
 - An acceptance letter from a designated program or institution (if not yet available, then explain why and submit as soon as possible).
 - Any assessment results required by a program or institution.
 - Proof of their course registration details.
 - Confirmation from their institution of the total cost of tuition, student fees, and books.
 - A sponsorship form from their institution, and their institution's bookstore.
 - A direct deposit form from their banking institution or their banking details.
- Continuing students:
 - Proof of their course registration details.
 - Proof of their most recent college/university grades.
 - If transferring to a new institution, an acceptance letter from that institution.
 - If transferring to a new institution, confirmation from the new institution of the total cost of tuition, student fees, and books.
 - If transferring to a new institution, a sponsorship form from their new institution, and their institution's bookstore.

Students must notify Toquaht Nation immediately of any address or banking information changes to ensure no disruptions to funding payments.

Applicants should use the Education and Training Support Application Checklist found in Appendix A to ensure they have submitted all required information.

10.3 Summer Classes

New or first-time post-secondary students cannot begin their studies during the summer term. They must apply for September 1 entrance or January 1 entrance, as described in section 10.2.

Continuing students that wish to take summer classes can indicate so on their annually submitted Education and Training Support Application Package (Appendix A).

10.4 Approval Dates and Deadlines

September 1 Entrance Applicants

- May 15: Applicants will receive written notification by email from Toquaht about their application status: complete, incomplete, list of required documents, approved conditionally, approved, or denied and the reason for denial.
- August 1: Toquaht will notify successful September 1 entrance applicants in writing by e-mail to confirm successful funding approval

January 1 Entrance Applicants

- Sept. 15: Applicants will receive written notification by email from Toquaht about their application status: complete, incomplete, list of required documents, approved conditionally, approved, or denied and the reason for denial.
- Dec. 1: Toquaht will notify successful January 1 entrance applicants in writing by e-mail to confirm successful funding approval.

10.5 Probationary Periods

Students under probationary periods must submit monthly progress reports. Failure to submit a report will result in immediate funding suspension.

- a. As per section 2.2(a) of this policy, if a student is new to post-secondary studies, their first term will be funded under probation.
- b. Students who fail courses, do not complete courses, or are not consistently attending schedules classes may be place on probation.

10.6 Late Applications

As per section 6.2 of this policy, there are two opportunities for students to begin postsecondary studies each academic year:

September 1 Entrance

- Funding application due February 28.
- Supplemental information due July 15.

January 1 Entrance

- Funding application due August 31.

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- Supplemental information due October 31.

Despite these deadlines, Toquaht may accept late Education and Training Support Funding Applications. Funding is not guaranteed. Toquaht will review late applications after all other applications that were submitted on time have been reviewed and decided upon. Once this has been completed, funding approval may be granted and is subject to adequate budget resources.

10.7 Conditions of Probation

- a. Funding will be on a month-to-month basis and will be dependent on monthly report submission. Failure to send in reports, continued poor progress, or unexcused absences will result in sponsorship suspension.
- b. The probation will last one four (4) month term or at discretion of Education, Trades and Employment Manager.
- c. If the student does not pass all courses with a “C” grade or better during the probation term, funding will be suspended.
- d. Additional accountability measures may be introduced, depending on individual students’ circumstances.

PART 11 – APPEALS

If a Toquaht citizen's Education and Training Support Application has been denied, they may appeal to the Director of Community Services for a review of the decision by submitting an Education and Training Support Decision Appeal Form (Appendix C).

If the appeal is determined to be legitimate, the citizen's Education and Training Support Application and Education and Training Support Decision Appeal will go forward to the Director of Operations for review.

11.1 Illegitimate Appeals

If the Director of Community Services determines the appeal is illegitimate, the appeal is denied.

An example of an illegitimate appeal: A student has committed fraudulent behavior as defined in section 8.3 and their eligibility to apply for funding has been suspended for 2 years. Despite this, they have re-applied for funding, and it has been denied. The student submits a Education and Training Support Decision Appeal Form to the Director of Community Services, and it is determined an illegitimate appeal.

11.2 Legitimate Appeals

If the Director of Community Services determines the appeal is legitimate, it will go forward to the Director of Operations for review.

An example of a legitimate appeal: A student submits a Education and Training Support Application past the deadlines laid out in 10.2.1 or 10.2.2. Their application is denied because it was submitted late. The student submits a Education and Training Support Decision Appeal Form to the Director of Community Services and points out that under section 10.6 of this policy, Toquaht may accept late applications to be reviewed after all other applications that were submitted on time have been reviewed and decided upon. The Director of Community Services determines it is a legitimate appeal, and it will therefore go forward to the Director of Operations for review.

11.3 Director of Operation's Decision Final

The Director of Operations will review the appeal and either deny the Education and Training Support Application or approve it (pending the submission of supplemental information).

The Director of Operation's decision is final for that academic year. If denied, citizens can re-apply for funding in a future year.

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Appeals will be reviewed within 2 weeks of submission and the citizen will be notified of the final decision.

APPENDIXES

Appendix A: Education and Training Support Application Package

Toquaht Nation Government Education and Training Support Application Form

Applicant Background Information

Full Legal Name:	
Preferred Name:	
Birthday:	
Mailing Address:	
Phone Number	
E-Mail Address:	
SIN #:	
Status # (if applicable):	

Do you have a documented disability*? Yes No

If yes, is it: Long-Term Short-Term Learning

* If you have a documented disability, submit documentation along with this form.

Educational History

Provide your educational history beginning with the most recent.

Institution:	
Location (Town/City):	
Dates Attended:	
Program:	
Level Obtained:	
Toquaht Funded?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Institution:	
Location (Town/City):	
Dates Attended:	
Program:	
Level Obtained:	
Toquaht Funded?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Institution:	
Location (Town/City):	
Dates Attended:	
Program:	
Level Obtained:	
Toquaht Funded?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Proposed Academic Plan

I am a: New/First-Time Student Continuing Student Returning Student

Eligible program I am applying for:

- | | |
|---|---|
| <input type="checkbox"/> Short Certificate Program*
<input type="checkbox"/> Post-Secondary Preparation Program
<input type="checkbox"/> Trades and Applied Technology
<input type="checkbox"/> Certificate or Diploma | <input type="checkbox"/> Undergraduate Degree
<input type="checkbox"/> Graduate Degree
<input type="checkbox"/> Additional Undergrad Degree |
|---|---|

* Citizens can apply for funding for Short Certificate Programs at *any time*. If applying for a Short Certificate Program, attach proof that you have corresponded with the Nuuchahnulth Employment and Training Program (NET-P) and confirm how much, if any, of the costs NET-P may be able to cover. See section 3.1 of Toquaht's Education and Training Support Policy for more information.

If applying for anything other than a Short Certificate Program, **applicants must enter their studies on either September 1 or January 1**. If that is the case, select one of the following:

<input type="checkbox"/> SEPTEMBER 1 ENTRANCE
• Application due February 28
• Supplemental information due July 15

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OR

<input type="checkbox"/> JANUARY 1 ENTRANCE
<ul style="list-style-type: none"> • Application due August 31
<ul style="list-style-type: none"> • Supplemental information due Oct. 15

Proposed Institution:	
Location (Town/City):	
Institution Mailing Address:	
Program:	
Program Length:	
Start/Finish Dates:	
Year Applying For:	
Full-Time or Part-Time:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Number of credits enrolled in:	
Semesters Applying For:	<input type="checkbox"/> Sept-Dec <input type="checkbox"/> Jan-April <input type="checkbox"/> May-Aug
Estimated Tuition Fees:	
Estimated Student Fees:	
Estimated Textbook Cost:	

Is this a Private or Foreign Institution?* Yes No

* If so, submit an Application Form to Attend a Private or Foreign Institution (Appendix H). See section 4.2 and 4.3 of Toquaht's Education and Training Support Policy for more information.

Are there any circumstances which may affect your attendance or full participation in school? Yes No

If you answer yes: please describe in detail:

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What is your short-term goal?

--

What is your long-term goal?

--

Please list any other potential funding sources (e.g. parents, student loan, scholarships, grants, bursaries):

Potential Source:	
Potential Amount:	
Length of Funding:	

Potential Source:	
Potential Amount:	
Length of Funding:	

Potential Source:	
Potential Amount:	
Length of Funding:	

Have you ever been suspended from Toquaht or Nuu-chah-nulth Tribal Council funding, or placed on probation due to poor grades?

Yes No

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If so, what month/year were you suspended? _____

If so, what have you done since that time to ensure you will be more successful in future studies?

I confirm that the information above is complete and accurate.

Applicant Name:

Applicant Signature:

Date:

Toquaht Nation Government Education and Training Support Application Checklist

Entrance Opportunities and Application Deadlines

There are two opportunities for students to begin post-secondary studies each academic year:

September 1

- Funding application due February 28
- Supplemental information due July 15

January 1

- Funding application due August 31
- Supplemental information due October 15

Checklist

Funding Application Checklist (due February 28 or August 31):

- Post-Secondary Funding Application (Appendix A)
- A Basic Needs Assessment Form (Appendix B)

Supplemental Information Checklist (due July 15 or October 15):

- New students:
 - An acceptance letter from a designated program or institution (if not yet available, then explain why and submit as soon as possible).
 - If applicable, an Application Form to Attend a Private or Foreign Institution (Appendix H).
 - English assessment results, along with any other assessment results (e.g. Math) required by a program or institution.
 - Student Integrity Agreement (Appendix D).
 - Confirmation from your institution of the total cost of tuition, student fees, and books.
 - A sponsorship form from your institution, and the institution's bookstore (if applicable).
 - A direct deposit form from your banking institution.
- Continuing students:
 - Proof of your course registration details.
 - Proof of your most recent college/university grades.
 - If transferring to a new institution, an acceptance letter from that institution.

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- If transferring to a new institution, confirmation from the new institution of the total cost of tuition, student fees, and books.
- If transferring to a new institution, a sponsorship form from their new institution, and their institution's bookstore (if applicable).
- Student Integrity Agreement (Appendix D).

Appendix B: Basic Needs Assessment Form

**Toquaht Nation Government
Basic Needs Assessment Form**

Applicant Background Information

Full Legal Name:	
Status # (if applicable):	
Marital Status (Check One):	<input type="checkbox"/> Single student living at home with parents <input type="checkbox"/> Single student living away from home <input type="checkbox"/> Single Parent – no dependents <input type="checkbox"/> Single Parent – with dependent(s) <input type="checkbox"/> Common-law/Married Student <input type="checkbox"/> Common-law/ Married Student – with dependent(s) <input type="checkbox"/> Common-law/Married Student and dependent spouse <input type="checkbox"/> Common-law/Married Student with dependent spouse and children

Household Income

Are you employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Annual Income:	
Is your spouse employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spouse's Annual Income:	

Dependent* Information

Full Legal Name	Relationship to Applicant	Birthday (MM/DD/YY)

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* For all dependents (e.g. an unemployed spouse, an unemployed/dependent Elder, or people under the age of 18 who live in your house and are financially dependent upon you) listed above, attach documentation or explanation showing proof of relationship.

Needs Assessment

Provide your estimated monthly costs for the duration and location of the academic year you are applying for:

Rent (Include name of City):	
Household Groceries:	
Hydro (Utilities):	
Internet:	
Phone Bill:	
Transit:	
Childcare (if applicable)*:	
Other (explain):	

* Single parents or students with an employed spouse can apply for a monthly maximum of \$1150 per child for childcare costs. Students with a dependent spouse cannot have childcare costs covered. If requested childcare, provide a monthly quote from your childcare provider. Not that childcare costs will be paid directly to the childcare provider.

I confirm that the information above is complete and accurate.

Applicant Name:

Applicant Signature:

Date:

Appendix C: Education and Training Support Decision Appeal Form

**Toquaht Nation Government
Education and Training Support Decision Appeal Form**

Date Submitted: _____

Full Legal Name:	
Preferred Name:	
Status # (if applicable):	

Why was your Education and Training Support Application denied?

Why do you believe your application was wrongfully denied? Please describe in detail:

Is there any other information or documentation you are submitting regarding this appeal?

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Citizen Declaration:

I declare that the information given on this form is correct and complete to the best of my knowledge.

I understand that if I knowingly give information that is false, I may be liable to prosecution and will be required to repay any assistance received. Also, if I knowingly give information that is false, it may result in disqualification for any future requests for financial assistance from the Toquaht Nation.

Applicant Name:

Applicant Signature:

Date:

Toquaht Nation Office Use Only
Reviewed by (Director of Community Services):
Legitimate Appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No
Rationale:
Reviewed by (Director of Operations), if applicable:
Appeal Approved or Denied? <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Rationale:
Date:

Appendix D: Student Integrity Agreement

Toquaht Nation Government Student Integrity Agreement

As a self-governing First Nation, the Toquaht Nation strives to provide transparent and account governance to our citizens. The *Toquaht Nation Government Integrity Act* lays out principles of honesty, integrity, and regard for the common good of all Toquaht citizens. In turn, we expect these principles to be upheld by all Toquaht citizens and students.

I, _____, will:

- Attend all classes regularly.
- Maintain a minimum “C” grade average, or 2.0 grade point average (GPA).
- Will immediately notify the Toquaht Nation if I fail a course or score lower than a “C” (2.0 GPA) on any paper or exam.
- Submit my grades to Toquaht at the end of each term, and no later than the 15th of the month following the end of the term.
- If I am placed on probation, I will provide a monthly progress report to Toquaht on the last day of each month.
- Provide Toquaht with my up-to-date contact information at all times.
- Respond to Toquaht in a timely manner at all times.
- Notify Toquaht of any changes to my program or academic plans within 5 school days of making the change.
- If I wish to drop a course, I will discuss it with Toquaht first.
- Immediately notify Toquaht if I drop a course without their consent.
- Comply with everything laid out in Toquaht’s Education and Training Support Policy.

I will not:

- Engage in fraudulent behaviour.
- Cheat.
- Violate the terms of Toquaht’s Education and Training Support Policy.

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I have read and understand the above and agree to these conditions and requirements.
I understand that failure to fulfill these conditions and requirements may result in my
funding being immediately suspended or discontinued.

Applicant Name:

Applicant Signature:

Date:

Appendix E: Monthly Progress Report Form

**Toquaht Nation Government
Monthly Progress Report Form**

Full Legal Name:	
Preferred Name:	
Status # (if applicable):	

Month/Year: _____

I am on:

- Probation
 Probationary Acceptance

Courses enrolled in this term:

Have you attended every class this month?

- Yes
 No

If no, why not?

What steps are you taking to ensure you do well at school?

Have you scored lower than a "C" on any exam or paper this month?

- Yes*
 No

* If yes, please contact Toquaht's Education Coordinator to discuss the possibility of tutoring support.

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Citizen Declaration:

I declare that the information given on this form is correct and complete to the best of my knowledge.

I understand that if I knowingly give information that is false, I may be liable to prosecution and will be required to repay any assistance received. Also, if I knowingly give information that is false, it may result in disqualification for any future requests for financial assistance from the Toquaht Nation.

Applicant Name:

Applicant Signature:

Date:

Toquaht Nation Office Use Only	
Reviewed by (Director of Community Services):	
Date:	

Appendix F: Tutor Support Form

**Toquaht Nation Government
Tutor Support Form**

Full Legal Name:	
Preferred Name:	
Status # (if applicable):	

Are you failing a class, or have you scored lower than a “C” on any paper or exam in a course(s)?

- I’m failing a class
- I scored lower than a “C” on a paper or exam

What course or subject(s)?: _____

How much tutor support are you applying for?*: \$ _____

What is your proposed tutoring plan (e.g. frequency, length)?:

Who is your proposed tutor?

Name: _____

Phone Number: _____

E-Mail Address: _____

* Toquaht will reimburse up to \$50/hour of tutoring and may fund a maximum of \$600 per academic term or up to \$400 per summer term.

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Reimbursement will be provided when the student submits receipts. Alternately, the Toquaht Nation may be able to pay fees directly to the tutor. Contact Toquaht's Education Coordinator to discuss.

Citizen Declaration:

I declare that the information given on this form is correct and complete to the best of my knowledge.

I understand that if I knowingly give information that is false, I may be liable to prosecution and will be required to repay any assistance received. Also, if I knowingly give information that is false, it may result in disqualification for any future requests for financial assistance from the Toquaht Nation.

Applicant Name:

Applicant Signature:

Date:

Appendix G: Full Calendar of Important Dates and Deadlines

January 15:	Students that have just finished a fall semester (September-December) must submit their unofficial grades to Toquaht by January 15.
February 28:	Applicants for September 1 entrance must submit the following to Toquaht by January 31 at 4:30pm: a Post-Secondary Application Package (Appendix A[1]). See section 6.2.1 for more information on September 1 Entrance Application Deadlines.
April 15:	Applicants receive written and e-mail confirmation from Toquaht that their September 1 entrance application has been received on time.
May 15:	Applicants receive written and e-mail notification from Toquaht if their September 1 entrance application has been denied or tentatively approved (pending the submission of supplemental information due by July 15). See section 6.2.1 for the list of supplemental information to submit.
May 15:	Students that have just finished a winter semester (January-April) must submit their unofficial grades to Toquaht by May 15.
July 15:	Applicants for September 1 entrance must submit all supplemental information by July 15 at 4:30pm. See section 6.2.1 for the list of supplemental information.
July 15:	Students that have just finished a spring semester (April-June) must submit their unofficial grades to Toquaht by July 15.
August 1:	Toquaht notifies successful September 1 entrance applicants in writing and by e-mail to confirm: <ul style="list-style-type: none"> • Successful funding approval • Living allowance amount (if applicable)
August 31:	Applicants for January 1 entrance must submit the following to Toquaht by September 1 at 4:30pm: a Post-Secondary Application Package (Appendix A[1]). See section 6.2.2 for more information on January 1 Entrance Application Deadlines.
Sept. 5:	Applicants receive written and e-mail confirmation from Toquaht that their January 1 entrance application has been received on time.
Sept. 15:	Students that have just finished a summer semester (May-August) must submit their unofficial grades to Toquaht by September 15.
Sept. 20:	Applicants receive written and e-mail notification from Toquaht if their September 1 entrance application has been denied or tentatively approved (pending the submission of supplemental information due

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	by October 15). See section 6.2.2 for the list of supplementation information.
October 15:	Applicants for January 1 entrance must submit all supplemental information by October 15 at 4:30pm, even if they are going through a Post-Secondary Funding Decision Appeal . See section 6.2.2 for the list of supplemental information.
November 1:	Toquaht notifies successful January 1 entrance applicants in writing and by e-mail to confirm: <ul style="list-style-type: none">• Successful funding approval.• Living allowance amount (if applicable).

Students who have completed their studies are asked to submit confirmation of completion as soon as they receive it.

Appendix H: Application Form to Attend a Private or Foreign Institution

Toquaht Nation Government
Application Form to Attend a Private or Foreign Institution

NOTE: This application is to be submitted along with you Education and Funding Support Application Form (Appendix A).

Applicant Background Information

Full Legal Name:	
Preferred Name:	
Status # (if applicable):	

Private/Foreign Institution Information

Proposed Institution:	
Location (Town/City/Country):	
Program:	

Is there a similar program offered at a public institution in Canada?

- Yes
 No

If yes, what additional benefits will the proposed private or foreign institution bring you that a public Canadian institution will not?

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If yes, please submit estimated fees (with backup documentation such as website URL) for 1-2 similar programs at 1-2 public Canadian institutions:

Similar Canadian Institution #1:	
Location (Town/City):	
Similar Program:	
Similar Program Length:	
Start/Finish Dates:	
Estimated Tuition Fees:	
Estimated Student Fees:	
Estimate Textbook Costs:	
Website URL:	

Similar Canadian Institution #2:	
Location (Town/City):	
Similar Program:	
Similar Program Length:	
Start/Finish Dates:	
Estimated Tuition Fees:	
Estimated Student Fees:	
Estimate Textbook Costs:	
Website URL:	

Citizen Declaration:

I declare that the information given on this form is correct and complete to the best of my knowledge.

I understand that if I knowingly give information that is false, I may be liable to prosecution and will be required to repay any assistance received. Also, if I knowingly give information that is false, it may result in disqualification for any future requests for financial assistance from the Toquaht Nation.

Applicant Name:

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EDUCATION AND TRAINING SUPPORT POLICY

Applicant Signature:

Date:

Toquaht Nation Office Use Only	
Reviewed by:	
Approved By:	
Date:	

Appendix I: Return to Funding After a Medical/Compassionate Withdrawal Form

Toquaht Nation Government
Return to Funding After a Medical/Compassionate Withdrawal Form

Full Legal Name:	
Preferred Name:	
Status # (if applicable):	

When did you withdraw from your studies (month/year)?: _____

Have you contacted your institution to confirm your re-enrollment?

- Yes
 No

If yes, please attach proof of re-enrollment.

If no, please provide proof within two weeks of submitting this form.

If applicable, Toquaht reserves the right to request a letter from a medical practitioner confirming your ability to return to studies.

Citizen Declaration:

I declare that the information given on this form is correct and complete to the best of my knowledge.

I understand that if I knowingly give information that is false, I may be liable to prosecution and will be required to repay any assistance received. Also, if I knowingly give information that is false, it may result in disqualification for any future requests for financial assistance from the Toquaht Nation.

Applicant Name:

Applicant Signature:

Date:

TOQUAHT NATION GOVERNMENT
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Toquaht Nation Office Use Only
Reviewed by (Director of Community Services):
Date:
Approved to return to studies? <input type="checkbox"/> Yes <input type="checkbox"/> No