Post-Secondary Education Funding Policy

Version 2.0

The K'ómoks First Nation (KFN) Post-Secondary Education Funding Policy has been developed to provide students with a comprehensive guide on how post-secondary funding is allocated and how to access available funds.

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Definitions

Academic Year – is as defined by the post-secondary institution.

Academic Probation – period of time during which a student is under strict academic guidelines, usually due to low or failing grades.

Canadian Public Institution – is a post-secondary institution that receives the majority of its funding from federal and provincial governments.

Certificate – refers to completion of a college program, usually one year in length.

Continuing Student – Is a student who was funded through UCEP or PSSSP in the previous year and is returning to the same level of funding, or a funding level above the following year (i.e. Bachelor degree to a Master's degree). A student may be granted academic leave for one-year max between levels with prior approval and still be considered a continuing student.

Dependent: is a person who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of income allowed for a dependent spouse by the Canada Revenue Agency

Dependent Spouse: a person who is married to the student or a person who has lived with the student as a partner in a marriage like relationship, for a period of at least one year prior to the student's application for post-secondary support. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by Canada Revenue Agency.

Diploma: refers to completion of a college program, usually two years in length

Full-time Students and Part-time students: are as defined by the post-secondary institution. Note that short term intensive summer programs may qualify at full-time.

Full Course Load: the total number of courses required in any given year to complete a program in the normal length of time outlined by the post-secondary institution.

Post-Secondary Education: means a program of studies offered by a post-secondary institution for which the completion of secondary school studies or its equivalent is a pre-requisite.

Post-Secondary Institutions: are degree, diploma, and certificate granting institutions which are recognized by a province or territory and include education al institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution.

Private Post-Secondary Institution: is a Canadian or foreign post-secondary institution which receives the majority of its funding from sources other than governments.

Program of Studies: includes all post-secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree. Programs less than one academic year which are prerequisites to post-secondary programs of at least one academic year are included**.**

PSSSP: Indigenous Services Canada Post-Secondary Student Support Program

Semester: refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually cover the periods from September to December, January to April, and May to August.

Student: is an individual who has successfully applied to be funded under the PSSSP or UCEPP and fulfills the conditions of the programs in order to receive financial support to successfully attain a post-secondary diploma, degree, or certificate.

UCEPP: University & College Entrance Preparation Program.

1.0 Introduction

The K'ómoks First Nation (KFN) Post-Secondary Education Funding Policy has been developed to provide students with a comprehensive guide on how post-secondary funding is allocated and how to access available funds.

This policy is consistent with the guidelines set out in the Indigenous Services Canada (ISC) Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation Program (UCEPP) - National Program Guidelines 2023/24 effective as of September 1st, 2023. Where changes to the National Program Guidelines result in the KFN Post-Secondary Education Policy not being in-compliance, the National Program Guidelines will apply.

It is essential that all students take responsibility for setting and achieving their education goals, and to know their rights and responsibilities. This policy is written in order that all students are treated in a fair and consistent manner.

K'ómoks First Nation members are eligible for, but not entitled to, funding provided by this program. Funding is based on availability and is not always guaranteed. K'ómoks First Nation is committed to assisting students in the pursuit, and successful completion, of their education goals.

2.0 Overview

The Post-Secondary Student Support Program is intended to assist K'ómoks First Nation members to obtain certificates, diplomas and degrees from eligible institutions. The program provides financial support for tuition, compulsory student fees, required books and supplies, tutorial support, travel, and living expenses. Funding is in no way intended to be a replacement for a wage, salary, or any other type of support payment from other sources.

The Post-Secondary Student Support Program also includes the University and College Entrance Preparation (UCEP) Program which provides financial support to K'ómoks First Nation members to attain the academic level required for entrance into a certificate, diploma or degree program.

This policy is subject to amendments based on changes to the post-secondary system, the PSSSP National Program Guidelines, and the needs of the students and the K'ómoks First Nation. All amendments must be ratified by Chief and Council. Any changes made to the policy will be done with enough time to adequately inform all students.

3.0 Section 1: Funding Sponsorship Eligibility Criteria

There are three key areas of eligibility that are considered when applications are reviewed. The requirements for all three must be met for a student to be considered for funding.

1) **Student Eligibility**
2) **Institution Eligibility**
3) **Program Eligibility**

In addition to meeting the eligibility criteria, funding approvals may also be dependent on, but not limited to:

- ✓ The amount of funding remaining in the KFN budget
- ✓ Funding history and sponsorship compliance

3.1 CATEGORY 1: STUDENT ELIGIBILITY

To be eligible for funding students must:

- ✓ Be a registered First Nation individual registered with the K'ómoks First Nation and active on the K'ómoks First Nation membership list
- ✓ Be resident in Canada for 12 consecutive months prior to the date of application for funding
- ✓ Provide proof of acceptance to an eligible post-secondary institution into either a certificate, diploma, or degree program, or UCEP program (UCEP programs must be at Canadian Post-Secondary institutions only)
- ✓ Complete a post-secondary funding application package by the appropriate application deadline
- ✓ Provide a transcript of grades from the most recent secondary school and/or post-secondary institution attended
- ✓ Maintain satisfactory academic standing at the institution attending (as per the institution's definition of satisfactory academic standing)
- ✓ Not currently owing a debt (student debt or otherwise) to K'ómoks First Nation
- ✓ UCEPP Students must also obtain from the post-secondary institution offering the program a statement that attests the Program will provide the student with the necessary courses to attain the academic level for university or college entrance and that the student will be eligible to be accepted as a student of a regular university or college credit program upon successful completion of the UCEPP course of studies.

3.2 CATEGORY 2: POST-SECONDARY INSTITUTION ELIGIBILITY

Eligible post-secondary institutions are degree, diploma or certificate granting institutions that are:

- ✓ Recognized by a province or territory (in Canada or abroad): or
- ✓ Educational institutions recognized to deliver post-secondary programs by arrangement with an eligible post-secondary institution

For a list of eligible Canadian and foreign post-secondary institutions please consult the list of eligible institutions available on the Indigenous Services Canada website. If your institution is not listed, a recommendation can be made to have it added to the approved list. If the program of studies is in a foreign institution, the student must provide evidence that it is recognized in Canada as an acceptable post-secondary program of studies.

3.3 CATEGORY 3: PROGRAM ELIGIBILITY

Students must be enrolled in an eligible program of study. Eligible programs include both post-secondary programs (including trades, sciences, arts) and UCEP programs as follows:

Post-Secondary Programs:

- ✓ Delivered by an eligible post-secondary institution as described above;
- ✓ Have entrance requirements that include completion of secondary school studies, or the equivalent, as recognized by the post-secondary institution. (This may not necessarily mean Grade 12 Graduation. For example, the entrance requirements may be completion of English 12 and an acceptable math assessment. Students must meet the program prerequisites).
- ✓ UCEP programs must provide the student with the necessary courses to attain the academic level for university or college entrance.

University & College Entrance Preparation (UCEP) Programs:

- ✓ The student must receive a statement from the post-secondary institution offering the UCEP Program that the student can attain the academic level for university or college entrance within a period of two years and the student will be accepted into a regular college or university credit program upon successful completion of the UCEP program;
- ✓ The maximum time limit for financial support will be two academic years, or in the case of part-time students, the time period equivalent to two academic years;
- ✓ May include up to a maximum of eight Adult Basic Education (ABE) courses (not Ministry of Education K-12 courses); and
- ✓ Must be offered in a Canadian post-secondary institution.

* Please note: students do not need to complete Grade 12 graduation through UCEPP. Students do need to complete the prerequisite courses for entrance into a post-secondary program.

4.0 Section 2: Funding Levels and Limits of Assistance

The National Program Guidelines establish limits on the length of time students can be funded, depending on the type of program in which they are enrolled.

Funding Levels in PSSSP:

Assistance can be provided at four levels of post-secondary education:

Level 1:	Certificate/Diploma;
Level 2:	Undergraduate Degree Program
Level 3:	Graduate Degree / Advanced or professional degree programs;
Level 4:	Doctoral Degrees

✓ Financial assistance for tuition, compulsory student fees and required books and supplies may be provided to students enrolled in all four levels.

✓ The duration of assistance may exceed the official length of the program if the student is in satisfactory academic standing at the institution as per the institution's definition of satisfactory "academic standing". If no definition of satisfactory academic standing from the institution is available, a definition from a similar institution may be used.

✓ Where students change programs within one of the levels or temporarily pause their studies, the academic years or semesters used for each program within each level will be counted for assistance purposes.

✓ Students who became eligible for assistance and who have previously completed a portion of post-secondary studies without assistance from this program may receive assistance for the balance of their program of studies but will not be reimbursed for previous expenses.

✓ If the demand from eligible students exceeds the funding available, priority selection criteria will apply.

✓ Students receiving funding from the PSSSP or UCEPP must declare support received from this program as a source of income if applying for social assistance.

Funding for the University College Entrance Preparation (UCEP) Program:

The support for tuition, book and supplies, travel and living costs for full-time students in the UCEP Program will be the same as that provided under the PSSSP. But will specifically be allocated as follows:

✓ The maximum time limit for financial support will be two (2) academic years (as defined by the institution offering the program) or in the case of part-time students, the equivalent of two (2) academic years or a maximum of 24 months.

✓ At the end of each term (or part of the academic year, as defined by the institution offering the program), continued financial support for the term will be subject to receipt of a statement from the institution confirming the successful completion of the first term.

Students receiving funding from the PSSSP or UCEPP must declare support received from this program as a source of income if applying for social assistance.

5.0 Section 3: Eligible Expenses

Full-Time Students	***Part-Time Students***
✓ Tuition and Compulsory Student Fees ✓ Books and Supplies ✓ Graduation Award (Level 3 or 4 only) ✓ Tutorial Assistance ✓ Application Fees ✓ Initial professional certification and examination fees ✓ Living Allowance ✓ Travel Expenses	✓ Tuition and Compulsory Student Fees ✓ Books and Supplies ✓ Tutorial Assistance ✓ Application Fees ✓ Initial professional certification and examination fees

Tuition and Compulsory Fees

Tuition and compulsory student fees will be paid directly to the post-secondary institution by a letter of sponsorship.

Tuition and compulsory student fees can be provided as follows:

✓ Students attending Canadian public institutions at the actual tuition rate including compulsory student fees charged by the institution for a Canadian student with the exception of high cost programs where only a percentage of the tuition may be covered (calculated in the same manner that private or foreign institution rates are calculated); or.

✓ Students attending private or foreign post-secondary institutions at the same tuition rate, or the tuition rate that is the least amount, including compulsory student fees, charged by the public or private Canadian institution nearest to the student's place of residence (i.e. residence at the time of application) which offers the least expensive comparable program; or

✓ Students enrolled in a foreign institution at the actual tuition rate, including other compulsory student fees charged by the foreign institution, when it is demonstrated that there is no comparable program available at an institution in Canada.

Withdrawal Fees: Withdrawal fee support will only be provided with prior and written consent from the Education Coordinator before withdrawing. Permission may be granted for compassionate/medical leave or threat of failure despite a student's best effort. Permission will not be granted when a student is failing due to lack of effort.

Repeating a failed course: Students who make every effort to complete a course and fail will have one opportunity to retake the same course (documentation will be required-See Student accountability: Section 7). If the student fails again, they will be responsible for retaking the course at their own expense.

Assessment testing: The cost of any testing to establish eligibility will be reimbursed to the student following acceptance into the program of choice and approval for UCEPP/PSSSP funding.

Tuition support will not be provided as follows:

- ✗ **Repeating failed courses:** When a student has been sponsored for a course and due to **lack of effort** (See Section 7: Student Accountability) was not successful in completing the course(s), the student will be responsible for using their own financial resources to cover the cost of retaking the course(s).
- ✗ **Dental/Medical plans or fees:** Students must opt-out of mandatory school medical/dental plans or pay these fees on their own. As a Registered First Nation individual K'ómoks members are covered for medical and dental fees under the Non-Insured Health Benefits Program.
- ✗ **Withdrawal Fees:** When a student withdraws due to a lack of effort, they will be responsible for paying these fees.

Application Fees

Application fees will be reimbursed to students only from the institution at which they enroll in.

Initial Professional Certification and Examination Fees

All certification and exam fees that are required to complete and/or enter program of enrollment will be paid for by this program.

Books & Supplies

Books and supplies can be provided as follows:

- ✓ The actual cost of books and supplies that are **listed as required** by the post-secondary institution in the student's program of study up to $500 per term. An amount in excess of $500 may be approved if a student provides a required books and supplies list from the institution.
- ✓ Required books and supplies will be paid directly to the institution bookstore by a letter of sponsorship. If the Bookstore at the post-secondary institution does not accept sponsorship letters, the student will be responsible for buying their needed texts and will be reimbursed after submitting receipts.
    - ✗ *Computer software, hardware, and accessories **are not covered** unless specifically listed as required by the program of study.*

Living Allowance

Living allowances are intended to help cover living expenses but may not be sufficient. Living allowance rates will be evaluated on an annual basis, informed by inflation rates and cost of living. Living allowance increases are subject to funding availability and projected 5 year costs. The education coordinator can assist with research and applying for alternate funding.

Awards, bursaries, or scholarships in competition with other scholars will not affect financial assistance provided by this program. (See Section 4)

- ✓ Students must attend full-time to receive a living allowance. In cases where a student chooses to take courses outside their regular program that are not acceptable electives for their program of study they will not count toward full-time status and cannot be paid by this program.
- ✗ If a student withdraws from a course during a term, thus resulting in less than a 60% course load, the living allowance will be discontinued.
- ✗ There is no provision to provide advances to students. Budgeting is the student's responsibility.

Living allowance rates paid by the K'ómoks First Nation are as follows:

Student Code	Monthly Allowances
Single student living at home	$700
Single student living away from home	$1600
Married (common-law) student & spouse	$1400
+ each dependent	$300
Single Parent without dependent	$1900
+ each dependent	$300

Dependents
For students to be eligible to receive additional living allowance for dependents, those dependents must be living full-time in the same residence as the student. Copies of the Canada Child Tax Benefit Assessment and/or Schedule 1 from the student's income tax return may be required for proof of dependents. See definition for dependent spouse.

Income earned, or assistance provided by a student's spouse, dependents or other relatives are not considered in determining the financial assistance available to the student.

Tutorial Assistance
Students can request tutorial assistance to help them successfully complete courses. All requests are to be in writing and sent to the Education Coordinator. An invoice from the tutor and/or a KFN Tutorial Assistance Form, signed by the tutor, will need to be provided for reimbursement. The maximum payable for tutorial assistance is $400 per academic year.

Travel Expenses
Students attending full-time at a post-secondary institution greater than 200 kilometers away from their permanent place of residence are eligible for a $100 travel reimbursement twice per academic year. This can only be provided if there is no public post-secondary institution offering

their program of study within 200 km of their permanent place of residence. Travel costs will be reimbursed upon submission of receipts. Travel expenses are subject to available funding.

There is no provision for daily transportation for students attending a post-secondary institution. In urban areas, the cost of public transportation is often included in tuition fees or provided at a reduced rate. Check with the post-secondary institution.

Graduation Award
Students enrolled as full-time students in PSSSP Level 3 or 4 programs are eligible for a graduation award of $1,500.00 upon successful completion.

6.0 Section 4: Educational Assistance Available From Other Agencies

Students are to accept any and all education assistance made unconditionally available to them by other funding agencies. This information is to be included on the Post-Secondary Application Form.

- ✓ Awards won by a student for outstanding scholarship or need, in competition with other scholars do not affect the financial assistance available to the student through this program.
- ✓ Bursaries and fellowships that are awarded on basis of need only are considered as a replacement for a portion or all costs which would normally be met through the provisions of this program.

7.0 Section 5: Application Process

Submit applications and supporting documents to the Education Coordinator by the appropriate deadline. Applications are valid for one year only.

Application Submission Deadlines:

- ✓ **June 1st** for a September start date
- ✓ **October 1st** for a January start date
- ✓ **February 1st** for a spring/summer start date

Application Package Content:

- ✓ Post-Secondary Funding Application
- ✓ Student Funding Contract
- ✓ Student Authorization Form

Applications Must Include:

New Students	*Continuing Students*
✓ Application Package	✓ KFN Application Package
✓ Transcripts from all academic institutions attended	✓ Transcript of grades
✓ Letter of acceptance from the academic institution applied to	
✓ Outline of program of study and estimated costs	
✓ A copy of the applicant status card	

Priority for Funding

When funding is limited, applicants for post-secondary educational assistance must not only meet the minimum eligibility requirements, they will also be ranked to determine who receives funding that year. In general, KFN gives priority to those who have not had a chance to be funded in the past. Priority will be given to applicants in the following order:

1. Continuing students (see definitions) who remain in good standing with their institution.
2. High school graduates continuing into a post-secondary program within two years of their graduation.
3. New students not previously funded by the PSSSP or UCEPP at any level.
4. New Students applying for UCEPP or PSSSP funding who have not previously attended or been funded *at the level which they are applying* (this includes post-graduate degree programs), AND are applying at a higher level of funding than previously attended/funded.
5. One deferred student from the top of the deferred students list.
6. Returning Students: those who withdrew from their program of study and who are returning to the same program and/or level of funding.
7. Applicants who have been granted a student debt forgiveness by KFN and who have successfully completed at least one semester as a full-time student in the program of study for which they are applying and paid for with their own funding.
8. All other applicants.

Deferred Applications Process

If there are more eligible students than funding available, all eligible students who were not funded will be placed on a deferred student applications list. Each year, one student from this list will be eligible for funding as per the priority for funding.

The list will be maintained thus:

1. In year one all eligible, non-funded students will be placed on the deferred student applications list in order of priority for funding.
2. The following year, deferred students who have re-applied will enter the general pool of applicants first. Any students not funded will remain on the deferred list in order of priority. If funding permits, one student from this list will be funded.

Each year the deferred student list will be updated. Students who have not reapplied for funding will be removed. All students who apply within the same year are considered a "group" and the oldest group will remain at the top for priority (i.e. 2017 applicants will remain higher in priority than 2018 applicants). A student can move up in priority within their group if they commence and pay for full-time studies in the program for which they have applied. If all students begin to pay for their own education they will remain in the same order.

Selection for Funding Process:

Several considerations will be factored into the approval process that will give a student a higher position on the priority list than other students in the same category (Funding Level 1-8). Academic success: Students with higher academic standing will be placed higher in priority. Full time or part time: Students attending full-time will normally be rated higher than those students attending part-time. Self-funded education: students who have paid a portion of the cost of the program for which they are applying will be placed higher in priority.

1. At each application deadline, all applications will be reviewed for eligibility by the Education Coordinator. If no funding is available, students will be informed in writing by the Education Coordinator, and their application may be deferred to the next deadline if eligible.
2. All eligible applications will be reviewed by the Education Coordinator to determine who will be funded based on priority and available funding.
3. All applicants will be notified via email/mail if they are:
   a. approved to be funded
   b. eligible for funding but have been added to the *deferred student applications list* due to lack of funding
   c. ineligible for funding

4. Selected students will receive a funding letter from the Education Coordinator outlining how payments are made for tuition, books and supplies, and living allowances. Student sponsorship forms/letters will be sent to the institutions and a copy will be shared with students.

8.0 Section 6: Appeal Process

Where a student is convinced that the KFN Post-Secondary Education Funding Policy or the National Program Guidelines have not been fairly applied to his or her application, the student has the right to an appeal process.

1. The student must contact the Education Coordinator within 15 business days of receiving the decision and state the grievance. Requests for an appeal will not be considered if the student's application was denied due lack of funding. Appeals by anyone other than the student will not be considered.
2. The Education Coordinator will be obligated to discuss the grievance with the student and try to resolve it.
3. If the student is still not satisfied with the decision of the Education Coordinator and they wish to pursue the matter, they can submit a formal statement in writing to the K'ómoks First Nation Band Administrator within 10 business days of their discussion with the Education Coordinator. The appeal letter must outline, in specific terms, the basis of the grievance and, where possible, an indication of the action anticipated as a result of the appeal.
4. The Band Administrator will review the appeal within 30 business days of receipt of the student's letter of appeal and make a ruling. The ruling must be consistent with the intent of the KFN Post-Secondary Education Funding Policy and the PSSSP and UCEPP National Program Guidelines.
   a) All decisions rendered by the K'ómoks First Nation Band Administrator are final and will be provided to the student in writing.
   b) All appeals will be treated as confidential.

This appeal process has been approved by Chief and Council.

9.0 Section 7: Accountability

Students, K'ómoks Administration and K'ómoks Council all have responsibilities to make this funding program run smoothly and successfully. Listed below are the responsibilities of each:

Student responsibilities:
- Attend classes regularly, complete readings and assignments on time, and remain a student in good standing
- Provide monthly updates to the Education Coordinator that accurately reports on attendance, progress, and any personal challenges that may affect academic performance.
- Provide prior and written notification of any changes in academic plans (including withdrawals or program changes) followed by an updated academic plan. Changes in programs must be approved by the Education Coordinator.
- Send in a transcript of grades to the Education Coordinator after each term within 45 days of the semester ending.
- To make every effort to seek assistance (via an instructor/professor, doctor, student services, tutoring, counselling etc.) if experiencing any medical, personal, or academic problems that may affect academic success.

K'ómoks Administration Responsibilities:

The Education Coordinator will:

- o Provide support to students, or potential students, by way of assistance, resources, and encouragement.
- o Provide letters of support to students for funding applications to outside agencies as needed.
- o Keep up to date records on all students for submission to ISC and maintain the confidentiality of these documents.
- o Administer tuition, books and supplies costs, and living allowances in a timely and consistent manner.
- o Stay informed of changes to the ISC National Program Guidelines
- o Make recommendations on changes to the KFN Post-Secondary Education Funding Policy.
- o Update students of any policy changes that may affect them.

The Band Administrator will:

- o Act as a student appeal officer when required

- o Provide letters of support to students for funding applications to outside agencies as needed.
- o Along with the Education Coordinator bring forward recommended changes to the KFN Post-Secondary Funding Policy to KFN Council as needed.

Chief and Council Responsibilities:

- To ensure that the education staff is working for the community and that education services are made available to the entire Band membership.
- Approve the education budget annually.
- Provide letters of support to students for funding applications to outside agencies as needed.
- Approve any changes made to the K'ómoks First Nation Post-Secondary Funding Policy as needed.
- Politically advocate on behalf of all students

Additionally, K'ómoks Chief and Council and all administration must abide by the Conflict of Interest Policy which is laid out in the K'ómoks First Nation Financial Administration Law, 2014, when making decisions.

10.0 Section 8: Academic Leave or Withdrawal

Being a student has its challenges both academically and personally. There are certain circumstances that make it necessary for a student to withdraw from courses or take an academic leave. The following are acceptable reasons for leave or withdrawal and the protocol that should be followed to remain in good standing for further funding. Students who are granted leave can remain "continuing students".

Compassionate/Medical Leave:

Should a student's studies be seriously affected by a personal crisis, such as a death in the family, accident or sickness (including mental health) they should notify the Education Coordinator of their situation as soon as possible. It is the student's responsibility to request medical/compassionate leave through their institution and take the steps necessary for approval. Furthermore, a full tuition refund should be applied for. The Education Coordinator can assist with these steps and should also be informed throughout the process.

Academic Leave:

Full-time students in a Level 2, 3 and 4 programs may be approved for academic leave for up to one year for personal reasons and remain a 'continuing student'. In general, leaves will be granted when one level of funding is completed, and the student is moving to a higher level of funding. The student must give prior notice to the Education Coordinator, including a letter explaining the reason for the request. The student must have approval from the institution they are attending and provide documentation to KFN that they will be able to resume their program of study following leave without having to re-apply to the program of study by way of a letter or forms utilized by the institution. Leaves will not be granted mid-semester due to failure and are at the discretion of the education coordinator to grant.

Course Withdrawals

Students may wish to withdraw from a single course due to course overload or possible failure. Students should inform the Education Coordinator before withdrawing from course(s). Withdrawals should take place before the 100% refund deadline if possible. Withdrawal fees may or may not be the responsibility of the student depending on the circumstances (see Section 3). Living allowances may be suspended if the student course load falls below full-time enrollment.

Each of the above circumstance will be unique. Additional consideration may factor into approvals made by the Education Coordinator such as:

- Academic success achieved in the past
- A clear academic plan that has remained consistent
- A record of student responsibility as specified in Section 7

11.0 Section 9: Contract Defaults and Termination of Funding

Students who do not complete their courses due to lack of effort must reimburse the K'ómoks First Nation for costs incurred on their behalf for the course(s) or term(s) incomplete or failed. The student will be required to repay these costs before being reconsidered for post-secondary funding. Monies owning may affect other program funding eligibility administered through KFN (i.e. housing). Repayment options can be discussed with the Education Coordinator.

Reimbursement Cost examples:
- Full-time or part-time student failing a single course:
  - Cost of tuition and books/supplies for failed course
- Full-time student failing 50% of courses:
  - Cost of tuition and books/supplies for failed courses
- Full-time student failing more than 50% of course load:
  - 100% reimbursement of tuition costs, books and supplies, and living allowance and any other costs for the term.

Lack of Effort:

A lack of effort is determined when a student cannot prove that they have acted as a responsible student as outlined in Section 7. By keeping in good contact with the Education Coordinator, professors/instructors and student services, particularly about any difficulties they are having, students should have no trouble proving that they have made every effort to complete courses successfully.

Proof of Effort:

Occasionally a student may fail a course or term despite his/her best efforts. In determining if a student will have to reimburse K'ómoks First Nation for monies spent on their behalf, the following may be utilized to determine proof of effort:

- A letter from the student outlining how and when their ability to complete their studies was compromised.
- Record of monthly updates to the Education Coordinator that accurately reflect any problems leading up to the failure and what the student was doing to improve it.
- Letter or signed form from the instructor stating that the student attended and participated in classes regularly, handed in all assignments, and discussed ways of making improvements with them.
- Letter from student services that you sought help for academic or personal challenges
- Letter from a Doctor or counsellor outlining circumstances that may have affected grades and/or attendance.

Termination of Funding:

Financial assistance may be terminated, suspended or withheld from students if they:

a) Are found to have knowingly made any false claims affecting financial support.
b) Fail to submit a copy of their transcript within 45 days of the semester ending.
c) Fail to advise the Education Coordinator of any changes made in their program of study.
d) Are placed on academic probation by the post-secondary institution. If the student remains on academic probation for more than one semester, financial assistance will be terminated.

Repayment & Debt Forgiveness

Students who are required to repay funds spent on their behalf for failed courses or terms can become eligible for funding by:

1. Repaying the amount in full.
2. Re-retaking all courses failed at their own expense (or the equivalent-as long as the courses are all necessary for the completion of the program of study).
3. Being granted debt forgiveness after a period of seven years. These applicants must have completed, and paid, at their own expense, at least one semester as a full-time student in the program of study for which they are applying.