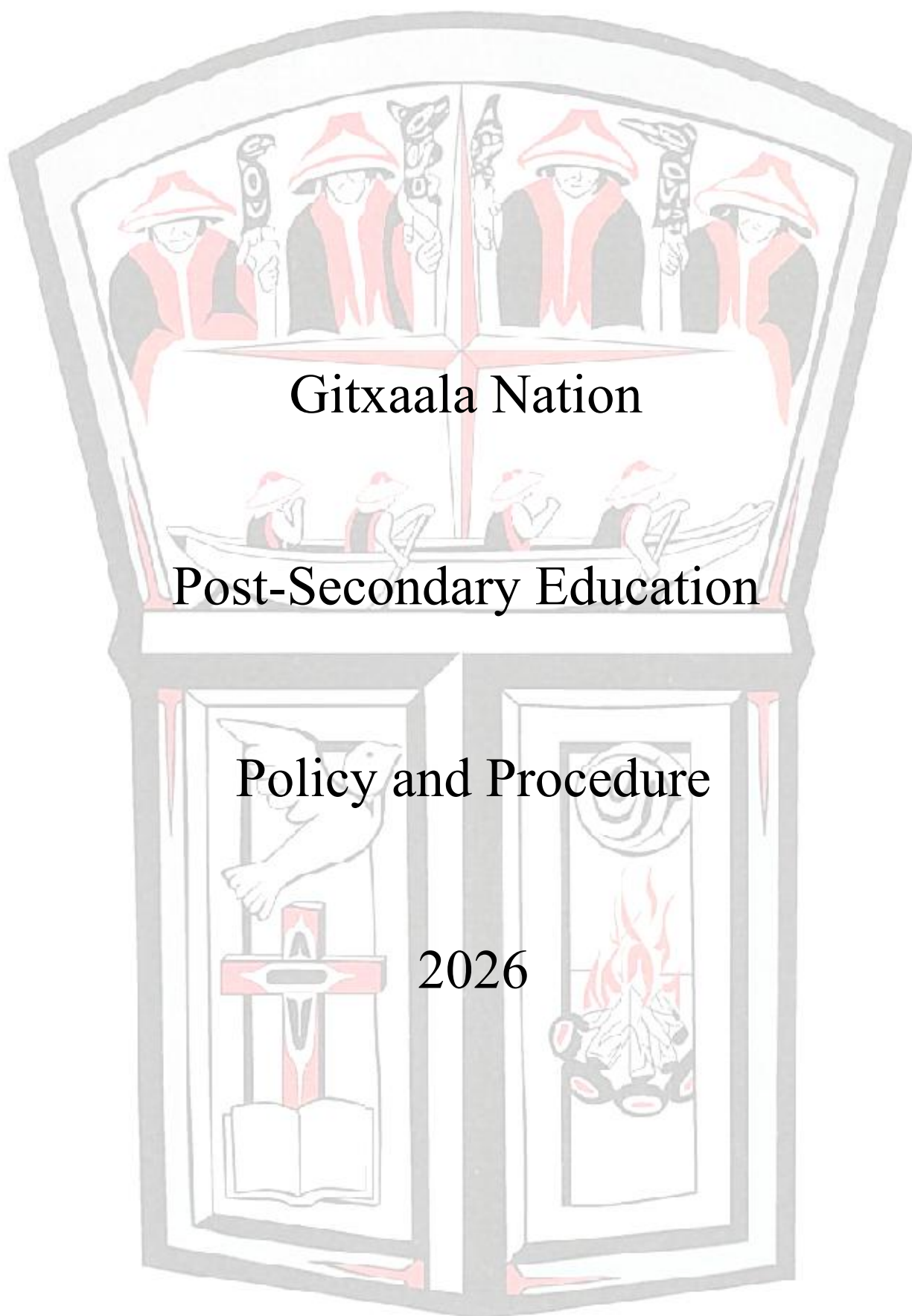




Gitxaala Nation

Post-Secondary Education

Policy and Procedure

2026

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## 1.0 Acknowledgement

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The Gitxaala Nation is dedicated to developing and implementing an integrated Education, Training, and Employment plan that will deliver lasting benefits for all members.

The goals of the Post-secondary Policy are to encourage and support aspiring Gitxaala citizens in accessing post-secondary education and training, graduating from their programs with the skills and qualifications needed to pursue their chosen careers, and realizing their individual potential to contribute to the Gitxaala Nation and society.

## 2.0 Mission Statement

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We engage in a transparent, respectful, and inclusive manner to secure Aama Dilduus: A Good Life - for the citizens of Gitxaala Nation. One way we can support this is by improving our members' path to education.

### Vision

The Gitxaala Nation places a high value on education. We strive to support Gitxaala Nation members who wish to advance their education and obtain post-secondary funding. Depending on available funds, every effort will be made to help eligible members pursue and complete their education.

### Organizational Values

Culture – We are grounded in our traditions that foster healthy learning and employment relationships.

Holistic – We are a unified community that supports learning and growth for all Gitxaala.

Respect – We model, live, and demonstrate respect for our Elders, Nation, peers, land, waters, and traditions.

Collaboration – We work to create opportunities and solve challenges that support creativity and knowledge, and to build toward Sagay't K'uulm Go'ot, to be of one heart – for the Nation.

Sustainability – We design our plans and programs to ensure they support and enhance our Nation and continue to drive growth now and for future generations.

Integrity – We model and expect that our work and programs are accountable and effective, and that they adapt to the needs of those they serve.

### 3.0 Rights and Responsibilities

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This section outlines the rights and responsibilities of all parties and sets expectations for maintaining fairness, accountability, and mutual respect. It also clarifies the protections, obligations, and standards of conduct that apply throughout the agreement or relationship established under this policy. By clearly defining these rights and responsibilities, the section promotes transparency, reduces misunderstandings, and supports effective cooperation between the parties.

#### Rights and Responsibilities of Sponsored Students:

Applicants or sponsored students have the right to:

- Receive courteous, respectful, efficient, and fair treatment.
- Apply for benefits they believe they may qualify for.
- Have information and assistance available to them to complete the application process.
- Know what personal information is collected and have the opportunity to correct it if the applicant or sponsored student believes it is inaccurate.
- Have private information to be treated as private and confidential.
- Appeal decisions.
- Have service complaints addressed appropriately and in a timely manner.

Applicants and sponsored students have the following responsibilities:

- Conduct yourself in a prompt, courteous, and respectful manner.
- Provide the post-secondary coordinator with all required information and sign all necessary documents.
- Participate in the process to determine eligibility for benefits.
- Pursue any other financial resources they may qualify for, such as a childcare subsidy.
- Take personal responsibility for supporting yourself.
- Provide documentation to support their application. All submitted documentation is subject to verification.

#### Administration Responsibilities:

Educational administrators are responsible for ensuring that the policy is applied, managed, and enforced professionally, efficiently, and fairly.

- They will enforce the post-secondary policy as approved by the Gitxaala Nation Council, with any amendments made periodically.
- Fulfill the reporting requirements and verify the accuracy of the reported figures.
- Follow the post-secondary education funding guidelines established by Indigenous Services Canada and approved by the Nation for implementation.
- They will act professionally in conducting this business.

## 4.0 Conflict of Interest

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The Gitxaala Nation is responsible for ensuring that post-secondary policy administrators do not create conflicts of interest between their roles and responsibilities and their personal interests. Examples of conflicts include participation in the following situations:

- Immediate family members or a close friend with a financial interest in the matter under discussion.
- Having an active role in a group or organization that cares about the outcome of a decision.
- Having any personal interest, whether positive or negative.
- Immediate family members of decision makers are receiving special consideration, either positive or negative, because of their connection to education authorities.
- Engaging in decision-making processes regarding post-secondary policy or procedures that could benefit or harm the worker, the administrator's close friends, or the administrator's immediate family members.

## 5.0 Eligibility Requirements

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To qualify for the Post-Secondary Education program and all funding opportunities, prospective students must meet the following criteria:

- Be a Registered Gitxaala Nation member for at least 2 years (proof of membership required);
- Be accepted into an eligible program at an approved institution.
- Meet the college or university entrance requirements before enrolling in the program of study. Note: If you don't meet the entrance requirements, you may be eligible for

funding support to upgrade and meet the program's entrance requirements. (See Section 8.0)

Note: Before applying to a post-secondary institution, the student should consult the Gitxaala Nation Post-Secondary Coordinator to confirm whether the institution meets ISC eligibility requirements for post-secondary funding or is approved by the Gitxaala Nation.

- Maintain satisfactory academic standing at an eligible postsecondary institution.

## 6.0 Eligible Institutions

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Eligible post-secondary institutions include those that grant degrees, diplomas, or certificates and are recognized by a province or territory in Canada; educational institutions affiliated with or delivering post-secondary programs through an agreement with a post-secondary institution; or institutions designated and directed by First Nations. The post-secondary administrator may, on a case-by-case basis, determine whether foreign institutions are eligible for financial assistance under the Policy. If approved, financial assistance will be provided in Canadian currency.

## 7.0 Eligible Programs of Study

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In general, to qualify for PSSSP funding, post-secondary programs must be offered by a recognized post-secondary institution and require completion of Grade 12 as a mandatory entrance or admission requirement (or equivalent).

The following list of programs of study will be eligible for financial assistance under the post-secondary policy.

- Undergraduate degree programs of study.
- Graduate and postgraduate degree programs of study.
- Apprenticeship and trades programs of study.
- Professional designation programs of study.

If the program of studies is offered by a foreign institution, the student must provide proof that it is recognized in Canada as an acceptable post-secondary program. (If not eligible under ISC, c/b supported through employment.)

## 8.0 University and College Prep (UCEP) Eligibility and Application Process

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UCEP stands for University and College Entrance Preparation Program. These upgrade courses are offered by post-secondary institutions to help students meet the academic requirements for admission to degree and diploma programs. Contact the Post-Secondary Coordinator early to help choose a suitable program and ensure it complies with this policy.

To be eligible for support for a UCEP program:

- Students must meet the post-secondary institution's mature student admission requirements to be admitted to the UCEP/upgrading program.
- Students must, through the UCEP/upgrading program, achieve the academic level required for admission to a post-secondary program (Grade 12 equivalency) within one academic year. This must be confirmed in writing by a program advisor at the selected institution.
- Students may not receive funding for a UCEP/upgrading program if they have previously or are currently enrolled in a postsecondary program of study.

Applications through UCEPP:

Students applying for assistance through UCEPP must get a statement from the appropriate institution that verifies that:

- The UCEP program will provide the student with the necessary courses to attain the academic level required for university or college entrance; and
- The student will be eligible for admission to a regular university or college credit program upon completion of the UCEP course of studies

## 9.0 Tuition Only Reimbursements:

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Students enrolled in two or fewer courses that will count toward a Certificate, Diploma or Degree at a college or university may apply for tuition reimbursement only after successfully completing these courses.

## 10.0 Priority Selection Criteria

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The Gitxaala Nation aims to support as many students as possible who demonstrate readiness, ability, and clear potential to strengthen the Nation's capacity development.

The Gitxaala Nation receives limited funding from INAC to deliver the PSSSP and UCEP programs. If there are more funding applications than available funds in the PSSSP and UCEP budgets, applicant selection will be prioritized based on the following factors:

Priority Table

|   |                                |                                                                                                                                                                                                                                                                                                                                                                              |
|---|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Continuing Students            | Students granted financial assistance under The Policy for the academic year and continuing immediately in a program of study in the current academic year. This includes students who have graduated from one program of study and are continuing to pursue a higher program of study without any breaks.                                                                   |
| 2 | Secondary/New School Graduates | Students who have graduated from secondary school and are applying for financial assistance within the 12-month period following their graduation. Students must meet the entrance standards for their program of study.                                                                                                                                                     |
| 3 | Deferred students              | Students who applied for financial assistance in previous academic years were denied assistance due to insufficient funds and were subsequently placed on a waiting list.                                                                                                                                                                                                    |
| 4 | Mature students                | Students, at the time of submitting their application for financial assistance are: <ol style="list-style-type: none"> <li>1. 19 years of age or older.</li> <li>2. Out of the education system for a minimum of one year, and</li> </ol> Have not previously received a certificate, diploma or degree from an accredited post-secondary education or training institution. |
| 5 | Masters/Doctorate students     |                                                                                                                                                                                                                                                                                                                                                                              |
|   | All other Students             | Based on the completion of the application before the deadline, their success in prior educational endeavors, and subject to funding availability.                                                                                                                                                                                                                           |

Due to funding limitations, we will accept as many eligible students as possible who apply before the term deadlines. Any applications not accepted because of funding limitations will be deferred until funding becomes available.

## 11.0 Application Process and Deadlines

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This policy outlines the types of financial assistance available to students pursuing post-secondary education. Applicants must complete and submit the Gitxaala First Nation Post-Secondary Education Application Forms, along with all required supporting documents, to the Post-Secondary Coordinator by the deadline. Late or incomplete applications will be placed on a waiting list, with placement determined by eligibility and the date of receipt.

- Fall Semester Deadline May 25<sup>th</sup>
- Winter Semester Deadline October 25<sup>th</sup>
- Spring/Summer Semester Deadline February 25<sup>th</sup>

Students must ensure their application is complete, signed, and submitted on time. Incomplete applications will cause delays and may render students ineligible or result in their applications being deferred. Late applications will be considered only if funds remain after all complete applications received by the deadline have been processed.

Note: September enrollment has funding priority. If a program begins at a different time, sponsorship approval will depend on the availability of funding.

- Once the completed application is received, it will be assessed for eligibility.
- If the application is approved, the Post-secondary Coordinator will notify students by email or letter of their sponsorship approval and the support level they will receive.
- Student supports are calculated using the approved rate tables for their programs and their individual circumstances.
- Living Allowance payments are processed in advance, and direct deposits are made on the third Friday of each month. For example, students will receive their September Living Allowance in the third week of August. Subsequent monthly allowance payments will be made in the third week of the following month for the upcoming month. This schedule allows students to pay rent and meet other obligations by the first of each month.

- Students submitting receipts for reimbursement can expect their claims to be processed within two weeks.

#### Required Documentation:

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|                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Completed application package, including the Personal Information Form, Waiver Form, Approximation of Monthly Living Expense, signed code of conduct, breakdown of living expenses, and void cheque. |
| - Letter of intent, introducing yourself and outlining the student's education and career plans.                                                                                                       |
| - Course description including program length, number of credits required for graduation, verification of prerequisites from the post-secondary education or training institution, and tuition costs.  |
| - Cost of tuition and an estimated cost for the books and mandatory supplies                                                                                                                           |
| - An acceptance letter from the educational institution must accompany your application for it to be considered.                                                                                       |
| - Copies of all transcripts.                                                                                                                                                                           |
| - Completed consent form signed by the student authorizing the student's post-secondary education or training institution to release information to the post-secondary coordinator.                    |
| - Copy of the status card (both sides) and your birth certificate (for yourself and dependents, if applicable)                                                                                         |

Note: if you are unable to submit the complete set of documents by the deadline, please inform the post-secondary coordinator.

Please submit documents by (May 25, October 25, or February 25)

Students who miss the funding application deadline will receive written notice and be deferred to the next funding cycle.

## 12.0 Financial Assistance

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This policy outlines the types of financial aid available to students seeking post-secondary support. Scholarships, bursaries, or fellowships from government or private sources, awarded based on academic achievement or financial need, will not affect the student's financial aid category as described in the policy.

| Categories of Financial Support |                                                                                                                                                                |                                 |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
|                                 | Annual Maximum Tuition & Fees                                                                                                                                  | Annual Maximum Books & Supplies |
| Full-time students              | \$ 10,000.00                                                                                                                                                   | \$2,000.00                      |
| Part-time students              | \$4,000.00                                                                                                                                                     | \$800.00                        |
| Trades                          | \$10,000.00                                                                                                                                                    | \$2,000.00                      |
| Master's and Doctoral           | \$15,000.00                                                                                                                                                    | \$1,600.00                      |
| Laptop                          |                                                                                                                                                                | \$700 (once per sponsorship)    |
| High-cost programs              | Students applying to high-cost programs will be considered on an individual basis and are required to pursue cost-shared options to support their application. |                                 |

*Note: Students will automatically receive \$200 per term for discretionary materials and supplies. This amount will be included in the monthly living allowance at the start of a new term. If a student exceeds the allocated amount for books and supplies, they must obtain approval from the Post-secondary Coordinator before being considered for reimbursement.*

### Eligible Expenses

The following types of expenses are eligible for PSE funding:

- Tuition and required student fees
- Books, supplies, and mandatory equipment and uniform.
- Living allowance and, in some cases, travel
- Costs for guidance and counseling may be eligible, depending on need, access to services, and available funding.
- A relocation subsidy is available only if the courses are not offered at the institute nearest your current address. Monthly travel rates are based on public transit rates in your area.

Rent Subsidy

### Tuition and Mandatory Fees

The Gitxaala Nation will make direct payments to the post-secondary institution for approved tuition upon receipt of an invoice. If a post-secondary institution does not bill the Gitxaala Nation directly, students must submit invoices from the institution, along with any required supporting documentation and information, and meet payment deadlines.

### Books, Supplies, and Mandatory Equipment

Full-time and part-time students can receive assistance with books and supplies for their program, as outlined in the course outline. Students must submit a copy of the course calendar and book list, or a current course syllabus. They will also qualify for a one-time \$700 grant to purchase a laptop to support their studies.

To receive the book and supplies allowance, the institution will invoice the Gitxaala Nation directly. Alternatively, if a student purchases a book, the Nation will reimburse them upon submission of a receipt. Reimbursements will be processed within two weeks.

### Tutorial, Guidance, and Counseling Services

Funding may be available for tutorial, guidance, and counseling services for students in eligible programs and for those planning to apply to a post-secondary institution. Students are encouraged to take advantage of any free tutorial programs offered to them, and they can also apply for financial assistance for tutorial services, up to a maximum of \$500 per student per semester. Invoices must be sent directly by the service provider to the PSE Coordinator and should include the date, time, hours of service, and details of the services provided.

### Living Allowance

Eligible full-time students will receive a living allowance to cover monthly expenses, including housing, food, local transportation, and childcare. The amount of financial assistance an eligible student can receive will be determined by the policy framework and confirmed by the post-secondary coordinator using the specified rate table.

## Post-secondary Funding Rate Table

Upon successful application for post-secondary sponsorship, students will be funded according to the following rates:

| <b><u>Living Allowance Rates</u></b> | <b><u>Per month</u></b> |
|--------------------------------------|-------------------------|
|--------------------------------------|-------------------------|

|                                                                                                                                                                                                            |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| a. Single Students.....                                                                                                                                                                                    | \$1662.00 |
| b. Living with working spouse.....                                                                                                                                                                         | \$1662.00 |
| With one dependant.....                                                                                                                                                                                    | \$1860.00 |
| With two dependants.....                                                                                                                                                                                   | \$2063.00 |
| With three dependants.....                                                                                                                                                                                 | \$2259.00 |
| <i>Add \$75 per additional dependent (s)</i>                                                                                                                                                               |           |
| c. Living with Dependant spouse.....                                                                                                                                                                       | \$1910.00 |
| With one dependant.....                                                                                                                                                                                    | \$2079.00 |
| With two dependants.....                                                                                                                                                                                   | \$2259.00 |
| With three dependants.....                                                                                                                                                                                 | \$2429.00 |
| <i>Add \$75.00 per additional dependant (s)</i>                                                                                                                                                            |           |
| d. Single Parent                                                                                                                                                                                           |           |
| With one dependant.....                                                                                                                                                                                    | \$2079.00 |
| With two dependants.....                                                                                                                                                                                   | \$2259.00 |
| With three dependants.....                                                                                                                                                                                 | \$2429.00 |
| <i>Add \$100 per additional dependent (s)</i>                                                                                                                                                              |           |
| e. Married or common-law. When both individuals are sponsored by Gitxaala, the spouse claiming dependents will be considered to be living with the working spouse.                                         |           |
| f. Financial review. Special needs: Students can explain their case for additional funding. Those considering applying for extra funds must submit all receipts (rent, utilities, phone, etc.) each month. |           |

### Travel Assistance

Students who need to travel from their usual residence to attend their post-secondary institution are eligible for a \$500 relocation subsidy. They can also receive one round-trip travel allowance to go home and return to school, up to a maximum of \$1000 per academic year, depending on the distance from home. The student may qualify for a travel allowance for their dependents.

### Monthly Travel

Students may receive monthly travel based on the rate set by the city transit. If monthly travel rates are included in the institute's tuition and mandatory fees, then a separate subsidy will not be allowed.

### Rent Subsidy

Students will be funded in accordance with the Rate Schedule approved by the Gitxaala Nation Education Committee. Students living away from home who attend post-secondary will receive a \$500 rent subsidy.

- Students living with parents or grandparents are eligible for 60% of the rental subsidy \$300.
- One subsidy per household
- Students living in dorms will receive the same subsidy rate

### Special Circumstances

Eligible students can apply for additional financial assistance in specific situations (subject to available funding):

- For medical reasons, as supported by a medical certificate, and when such costs are not covered by the student's non-insured health benefits plan, or
- Students may apply for a return trip of up to \$600 within an academic year due to the death of an immediate family member.

Students seeking financial aid due to special circumstances should submit their request in writing to the post-secondary coordinator.

The post-secondary coordinator is authorized, in consultation with the Director of Education, to provide students with additional contingency funds if surplus funds are available.

## 13.0 Limits of Finance Assistance

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Post-secondary education (PSSSP) funding is intended to help eligible Gitxaala Nation students pursue postsecondary programs of at least one academic year.

PSSSP funding can usually be used for tuition, mandatory fees, books and supplies, a living allowance, and travel.

Funding is provided at four levels (“Levels”). The duration of assistance must match the official length of the program as defined by the post-secondary institution. Assistance for up to one additional academic year may be granted if necessary, and the need for this must be documented in writing by a dean or department head of the post-secondary institution.

### 13.1 University College Entrance Preparation Program (UCEPP)

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The maximum support duration is 2 academic years. At the end of the first semester, ongoing financial support will depend on the institution confirming that the student is in good academic standing. UCEPP funding does not count toward PSSSP funding limits.

#### Length of Sponsorship Limits at Each Academic Level

| Financial Assistance |                                                                                                                                                              |                         |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Level of Study       | Description                                                                                                                                                  | Maximum years allowable |
| Level 1              | Accredited Community College, Vocational or institutes with certificate or diploma programs, including upgrading and career and college preparatory programs | 4                       |
| Level 2              | Undergraduate Degree                                                                                                                                         | 6                       |
| Level 3              | Graduate Degree                                                                                                                                              | 5                       |
| Level 4              | Post-Graduate or Doctorate Degree                                                                                                                            | 5                       |

PSE funding is available only once per level. If a student completes a level, even if they do not receive funding for it, they are ineligible for funding for another program at that level.

In addition, assistance can be provided only to support a student in pursuing a level of post-secondary education higher than the one they have already completed. For example, a student who has already earned a master’s degree cannot be funded again at that same level (Level 3) or at a lower level, even if they have never received PSE funding at one of the lower levels.

### Changing or Pausing a Program of Study

If a student switches programs within a level or temporarily pauses their studies, the number of academic years or semesters completed at that level still counts for reporting and must be included when calculating the available time for assistance. Therefore, students should be aware that these changes can affect the total funding available and, as a result, their ability to complete their program.

Students should consult the Post-secondary Coordinator before making changes to confirm their continued eligibility for PSE funding.

According to the National Program Guidelines, students who qualify for assistance and have already completed part of their post-secondary studies without aid may receive support for the remainder of their program or studies but cannot be reimbursed for expenses incurred before.

### Part-time Studies (2 courses or less)

Part-time students may receive assistance with tuition, mandatory fees, and the actual costs of required books and supplies. Reimbursements will be made only for these costs. Part-time students are not eligible for living allowances.

### High-Cost Programs

Programs that differ significantly in cost or delivery from similar or equivalent local programs can be approved only if all supporting documentation is in place, as outlined in the National Program Guidelines. Approving a high-cost program or one offered in an accelerated model can significantly reduce the number of applications that can be sponsored through the PSE Funding in a fiscal year. Funding approval is subject to available funds. Students may be encouraged to seek additional funding sources to support their educational path.

### Summer Programs

Consideration is given on a program-by-program basis. Applications for summer school funding must be submitted by February 25th and are available only to current full-time students.

### Expenses Not Covered

PSE funding is not available for the following:

- Parking

- Deferred Examinations or Rewrites (available only to students in Good Academic Standing)

## 14.0 Student Incentive Grants

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To recognize students who have earned their credentials, the following monetary recognition rates and levels will apply:

|             |                      |
|-------------|----------------------|
| CERTIFICATE | \$500 (INCL. TRADES) |
| DIPLOMA     | \$1000               |
| UNDERGRAD   | \$1500               |
| GRADUATE    | \$2500               |

For students who have excelled in their post-secondary studies, the Gitxaala Nation will award four \$1,000 scholarships for the top student at each of the above levels annually.

The Student Incentives section is not subject to the Appeal Process. The Appeal Process is intended to ensure that students have fair access to apply for PSE funding.

## 15.0 Termination or Suspension of Funding

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The Gitxaala Nation may withdraw financial support under this policy for the following reasons:

- The student provided false information on the financial aid application.
- The student's academic status changed from full-time to part-time, but they did not inform the Post-Secondary Coordinator of the change.
- There was a change in the student's eligibility for a living allowance, but the student did not notify the post-secondary coordinator.
- The student withdrew from the program prior to the start of the academic year or semester.
- The student withdraws from or changes their program of study without prior approval from the post-secondary coordinator.
- The student has violated the Student Contract.

## 16.0 Academic Probation

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Students receiving post-secondary funding must maintain a specific academic standard to continue receiving funding for their program.

- Upon accepting funding, students must sign a WAIVER form authorizing the educational institution to send official transcripts to the PSC (if necessary) and to monitor students' progress and attendance.
- All transcripts will be reviewed by the PSC to ensure that every student has at least a C.
- Students whose grades fall below a C will receive a Warning Letter from the PSE, stating that their future funding is at risk. If there is no improvement by the next report, these students will be placed on Financial Probation. If no progress is shown by that report or by the end of the term, their funding will be SUSPENDED. If they reapply for funding in the next fiscal year, they will not be given priority.
- First-year students may receive more flexibility due to the challenges of their first year. If a first-year student is placed on Academic Probation by the Educational Institute, they will automatically be placed on Financial Probation by the PSE. The student will remain on Financial Probation until there is clear improvement. If the student does not show progress, Financial Probation may extend into their second year of college or university. When the PSE receives their first-semester grades and there is still no improvement, funding will be cut off. If the student reapplies the following year, they will no longer be considered a priority.

## 17.0 Appeal Process

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If a student who submits a complete application is not approved for funding, they will be notified by email within 10 days of the decision. The reason for the denial will be provided, and they may appeal. Students who have not submitted a complete application are ineligible to appeal.

### Steps to the Appeal Process

1. The post-secondary coordinator will notify the student within 10 days of the denial. The notice will explain the reason the student was not approved.
2. The student may appeal this decision in writing to the Appeals Committee. The committee will include a voting Council representative of the Education Portfolio Committee, the CAO, and the Director of Education.

3. The Appeals Committee will review the original application and the rejection decision, then determine whether to alter the funding decision.
4. Immediately after the Appeals Committee decides on the appeal, the Post-secondary Coordinator will notify the student in writing of the outcome.

Deadlines for the Appeals is as follows:

|                       |                          |
|-----------------------|--------------------------|
| Fall Semester .....   | October 1 <sup>st</sup>  |
| Winter Semester ..... | February 1 <sup>st</sup> |
| Spring Semester ..... | June 1st                 |
| Summer Semester ..... | August 1 <sup>st</sup>   |

## 18.0 Definitions

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**Academic Probation** – Academic probation is determined by the post-secondary institution.

**Academic Probation Period** means the period of one semester

**Academic Year** is defined by the post-secondary education or training institution and is typically at least eight months long.

**Accredited Post-secondary Education or Training institution** means a post-secondary education or training institution accredited by an accrediting institution recognized by the Nation.

**Appeals Committee** refers to a committee comprised of appointed members of the Education portfolio Committee, including the Chief Administrative Officer, the voting Council, and the Director of Education. They will review the decision in accordance with the Appeal Process outlined in Section 17.0 of the Policy.

**Application for Financial support** means an application submitted by a student in accordance with Section 11.0 of the post-secondary policy.

**Band Member** a person who has met the requirements to become a member of the Band, as set out in the Band membership code and whose name has been entered on the Band List.

**Certificate** - certification for completion of a college or university program

**Deferred** students are individuals who meet all eligibility requirements for PSE support with the Gitxaala First Nation but could not be funded due to financial constraints. These students will be placed on a waitlist based on the order their applications were received. As additional funding becomes available, students on the waitlist will be funded in the order they were placed there.

**Degree means certification for the** completion of a university program of study.

**Dependent** means a person who is

- i) under 19 years of age;
- ii) relies on the student for support, and
- iii) resides with the student on a full-time basis.

**Dependent Spouse** means a person who is married to the student or has lived with the student as a partner in a marriage-like relationship for at least one year before the student's application for post-secondary education support. This person is dependent on the student and has an annual income that does not exceed the Canada Revenue Agency's limit for a dependent spouse (\$30,000).

**Diploma** - refers to a diploma received for completion of a college or university program

**Education Administrator** means the person designated by the Gitxaala Nation to administer the policy.

**Full-time student** means a student who is enrolled in a minimum of 3 courses or as defined by an accredited post-secondary or training institution.

**Full-time studies** refer to a program of study that requires a minimum of 3 courses for full-time studies (or 60 percent of a course load) and is offered by an approved Post-Secondary Institution.

**Gitxaala Nation Application Screening Committee** is the committee who will review the funding applications.

**Good Standing** refers to a student who is successfully completing their program of studies.

**Immediate Family Member** means, in relation to an Education Administrator or a student,

- a. Spouse
- b. Parent (including in-laws and stepparents)
- c. Son or daughter, stepson or stepdaughter, or the spouse of any of them
- d. Adopted or foster son or daughter
- e. Sister or brother, stepsister, stepbrother or the spouse of any of them
- f. Nephew or niece
- g. Uncle or aunt
- h. First cousin or Grandchild

**Letter of Intent** means a letter prepared by a student outlining her/his short- and long-term education and career goals.

**Level One Program of Study** means a program of study as defined in section 13 of The Policy.

**Level Two Program of study** means a program of study as defined in section 13 of The Policy.

**Level Three Program of study** means a program of study as defined in section 13 of The Policy.

**Level Four Program of study** means a program of study as defined in section 13 of the Policy.

**Mandatory assessment** means a formal assessment administered by an accredited post-secondary education institution or an accredited training institution to determine a student's aptitude for their chosen program of study.

**Part-time student**” means a student who is enrolled in less than [60] percent of a full course load for a Program of Study at an eligible Post-Secondary Institution.

**Part-time studies** means less than [60] percent of a full course load for a Program of Study offered at an eligible Post-Secondary Institution.

**Permanent Disability** refers to a functional limitation caused by a physical or mental impairment that restricts a person’s ability to perform the daily activities necessary to participate in studies at the postsecondary level or in the labor force and is expected to persist for the person’s natural life. The student shall provide, with their loan application, proof of their permanent disability in the form of:

- a medical certificate;
- a psycho-educational assessment; or
- documentation proving receipt of federal or provincial disability assistance.

**Post Secondary Coordinator** is the administrator of the post-secondary program for the Gitxaala Nation. Their contact information is posted on the Gitxaala Website.

**Post-Secondary Institution (or “school”)** means an accredited institution that grants certificates, diplomas, and/or degrees and is recognized by a provincial or territorial Minister of Education or is recognized to deliver post-secondary education programs by arrangement within an eligible post-secondary institution.

**Post-secondary studies** refer to a program offered by an accredited post-secondary education or training institution that requires completion of secondary school or certain high school courses as a prerequisite.

Practicum refers to a supervised, mandatory part of an educational program required for graduation that focuses on the practical application of previously learned theory, methods, skills, professionalism, orientation, and ethics in a specialized area of study. It does not exceed 20 percent of the total program. Students must be supervised and evaluated by the employer while performing productive work—not just observing—without pay. \*Must be completed within one year of finishing the rest of the program.

**Program of Study or “Program”** means a program that:

- is delivered by an approved post-secondary or training Institution;
- requires the completion of secondary school studies or the equivalent as recognized by the postsecondary institute; and
- is at least one academic year of duration (as defined by the Institution).

**Semester** means a part of the academic year, as defined by a post-secondary education or training institute.

**Short-term Training Allowance** – the applicable monthly rate for the regular training allowance, divided by the number of days in the month, then multiplied by the number of training days. The resulting amount is used to cover living expenses while at training.

**Short-term travel allowance** – The amount of money given to the student for travel expenses when the student must travel from their normal place of residence to obtain training. Travel will be covered to the nearest institution that offers a similar program.

**Sponsorship** means the provision of financial support to an individual to attend a post-secondary or training institution. This support may include tuition, books, living allowance, tutoring, and travel allowance, as applicable.

**Student Contract means** an agreement that a student signs to receive financial support in accordance with the policy.

**Training Allowance** is the amount of money a student receives per month for living expenses during a given period.

**Travel Allowance** refers to the amount of money given to students and their dependants (spouse and children under the age of 19) for travel expenses who must travel from their normal place of residence to obtain training. Travel will be covered within the province of residence.

## 19.0 Policy Amendments

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- 19.1 The post-secondary policy will be reviewed annually by the Education Committee.
- 19.2 This policy will be the only post-secondary policy administered by the Education Department of the Gitxaala Nation.
- 19.3 The Education Department may propose amendments to the policy from time to time.
- 19.4 The Education Administrator for the Gitxaala Nation is responsible for informing students receiving assistance, in accordance with this policy, of any changes or amendments.

## Amendment

Quorum of the Governing Council may amend this Policy at a duly convened Council meeting.

- a) This Policy comes into force on the day after it is enacted by the Governing Council,

## Effective Date

THIS POLICY IS HEREBY DULY ENACTED by Council on the 4th day of May, **2026** at a scheduled council meeting held in Lax  
Klan by the Gitxaala (Kitkatla) Governing Council, in the Province of British Columbia.

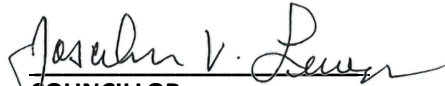
## Quorum of four (4) councilors



**CHIEF COUNCILLOR**  
Linda Innes



**DEPUTY CHIEF COUNCILLOR**  
Brenna Johnson - Innes



**COUNCILLOR**  
Joscelin Lewis

\_\_\_\_\_  
**COUNCILLOR**  
Gail Watkinson



**COUNCILLOR**  
Elliot Moody

\_\_\_\_\_  
**COUNCILLOR**  
Rowena Ridley



**YOUTH COUNCILLOR**  
Jamie Angus

## Appendix 1

### Post-secondary Application Package