



# Uchucklesaht Tribe Government

## Citizen Education and Training Funding Policy

<b>Executive Resolution Number:</b>	01
<b>Date of Original Adoption:</b>	September 11, 2025
<b>Amendment Date and Section:</b>	

### Authority

Uchucklesaht Tribe Government has the authority to amend or revoke this policy at any time.

### Budget Approval

Each year, the Director of Human Services is responsible for preparing a draft budget for this program, for review by the Director of Finance and approval by the Council as part of the regular annual budgeting process under Part 4 of the Financial Administration Act (Uchucklesaht Tribe Government).

### Reporting

At the request of the Executive, the Director of Human Services is responsible for providing a written or oral report to the Executive on the implementation of this policy, including number of applications received, number of students funded, types of funded programs, and amounts and categories of funding provided.

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## **BACKGROUND AND PURPOSE**

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Uchucklesaht Tribe Government (UTG) recognizes that access to education and training is vital to the social, cultural, and economic wellbeing of our people. Supporting students in their education and training strengthens our collective future and builds capacity within the Nation.

The purpose of the Education and Training Funding Policy (the “policy”) is to provide financial support, subject to **available funds**, to eligible Uchucklesaht citizens enrolled in post-secondary education programs and accredited training programs in a fair, transparent, and accountable manner.

Any questions about this policy, including whether a program qualifies as an **eligible program**, may be directed to the UTG Education Coordinator.

**Bolded terms** in this policy are defined in Part 3 (Definitions).

## **PART 1 - EDUCATION AND TRAINING FUNDING**

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### **Applicant Eligibility**

To apply for education or training funding, an applicant must be

- (a) a Uchucklesaht citizen,
- (b) at least 16 years old or will be at least 16 years old by the end of the calendar year,
- (c) accepted into, enrolled or able to register for an **eligible program**, and
- (d) in good financial standing with UTG.

### **Application Process**

An eligible applicant may apply for funding by submitting a Funding Application Form (Schedule A), including all information required by that form, to the **Education Coordinator**.

Application forms for **post-secondary education programs** should be submitted

- (a) by May 31, for programs or academic terms beginning in September of that year, or
- (b) by September 31, for programs or academic terms beginning in January of the following year.

Application forms for **other education/training programs** should be submitted as early as possible and must be submitted at least one month before the anticipated start date of the **eligible program**.

Funding may be approved for up to one year - students who have been accepted into or enrolled in multi-year programs must reapply for funding every year.

### **Funding Amounts**

Funding applications are reviewed and approved by the **Director of Human Services** and **Education Coordinator**. The **Education Coordinator** will notify applicants of their eligibility and any approved funding amounts as soon as practicable after all required information is submitted.

Note that funding applications will be approved on a case-by-case basis and eligibility does not guarantee funding will be approved.

Where possible, funding will be provided by UTG directly to the applicable institution. If direct funding is not possible, the student must provide UTG with itemized receipts for reimbursement.

Payments for funding categories other than the living allowance will be made from UTG to the institution or the student, as applicable, once all required information is submitted. Living allowance payments will be made to the student the first week of the month which the student is a **full-time student**.

Funding categories, requirements and restrictions are set out in the table below:

<b>Category</b>	<b>Required documentation</b>	<b>Other requirements and restrictions</b>
Tuition/program fees, including any required deposits	Invoice from institution	<p>If approved, funding for tuition/program fees for post-secondary programs at private institutions will be limited to the fees typically charged by public institutions in British Columbia for similar programs</p> <p>If approved, funding for tuition/program fees for <b>eligible programs</b> delivered outside of British Columbia will be limited to the fees typically charged by institutions in British Columbia for similar programs</p>
Mandatory student fees (eg. athletics/ recreation fees, student society fees)	Invoice from institution	
Mandatory textbooks	Official course materials identifying textbooks as mandatory	
Required equipment (eg. laptop, software, scrubs, tools, safety gear)	Confirmation from institution that equipment is required (eg. letter, course syllabus)	

Adaptive equipment for students with disabilities (eg. adaptive devices, specialized software, ergonomic tools)	Documentation verifying disability Confirmation of application and any funding provided through federal program Itemized receipts	Student must have a verified disability and must first apply for federal support through the Canada Student Grant for Services and Equipment - Students with Disabilities program
Professional licensing or certification exams	Invoice from institution	
Living allowance	Proof of combined household income (eg. T4s) Documentation of any dependents and dependent spouses Progress check-in e-mail (each month)	Only available for <b>full-time students</b> Not available for students who are enrolled in a <b>high school program</b> , unless the student is living independently of a parent/guardian

Current monthly living allowance rates are set out in the citizens portal on the UTG website and are subject to change in accordance with the most recent annual change in the consumer price index. The living allowance, like other funding categories, is subject to **available funds**.

**Funding Agreement**

Before UTG provides education or training funding, the **Education Coordinator** and the student must enter into a funding agreement substantially in the form attached as Schedule B.

**Academic Expectations**

Every student who is funded through this policy is expected to:

- (a) attend all classes regularly;
- (b) send the **Education Coordinator** an e-mail at least once per month with an update on the student’s progress, discuss any challenges the student is facing, and if the student is receiving a living allowance, notify the

- Education Coordinator** of any changes to the student's **combined household income** or number of **dependents** or **dependent spouses**;
- (c) pass all courses and make best efforts to maintain a minimum "C" grade average, or 2.0 grade point average (GPA);
  - (d) submit grades to the **Education Coordinator** within 15 days after receiving them at the end of each term;
  - (e) act with academic and professional integrity, including abiding by the institution's policies;
  - (f) notify the **Education Coordinator** of any changes to the student's contact information; and
  - (g) discuss any potential changes to the student's academic/training plans with the **Education Coordinator** before making the changes.

The purpose of this policy is to support citizens in their education and training. If a student is having difficulties in meeting the academic standards set out in this policy, the student is encouraged to reach out to the **Education Coordinator** to discuss their situation. If necessary, the **Education Coordinator** may approve additional discretionary funding for counselling and/or tutoring to support a student struggling to meet academic expectations.

If a student fails a course, funding will be suspended until the student retakes and passes the course at their own expense.

If a student passes all courses but does not meet the minimum average GPA, the student will be placed on probation. Under probation, the student will have one term to increase their average GPA to meet the minimum expectation. During the probation period, the student may be required to submit additional transcripts, program documentation, attendance records, and personal documentation.

Additionally, the student may be required to seek academic or personal counselling. If a student does not increase their GPA to or above the minimum average GPA during the probation period, the **Director of Human Services** and **Education Coordinator** may terminate any future funding.

Students who are placed on probation or whose funding has been suspended or terminated may seek review of the decision in accordance with the UTG Administrative Decisions Review Act.

## **PART 2 - COMPLETION AWARDS AND CELEBRATION DINNERS**

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To encourage continued learning, UTG strives to recognize students who complete **eligible programs** through:

- (a) completion awards, and
- (b) celebration dinners.

Completion awards and celebration dinners are discretionary and subject to **available funds**. Where a celebration dinner is available, the **Education Coordinator** will coordinate the details directly with the student.

### **Eligibility**

To be eligible for a completion award or a celebration dinner, a student must

- (a) be a Uchucklesaht citizen who is at least 16 years old,
- (b) have recently completed an **eligible program** (whether funded by Uchucklesaht or not),
- (c) notify the **Education Coordinator** of the program completion,
- (d) request that a sealed official transcript or record of program completion be sent directly to the **Education Coordinator**, and
- (e) be in good financial standing with UTG.

Completion awards and celebration dinners are discretionary and subject to **available funds**. The **Education Coordinator** must receive a copy of an official transcript or record of program completion and verify other eligibility criteria before confirming a completion award or celebration dinner.

## PART 3 - DEFINITIONS

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In this policy,

**“available funds”** means Uchucklesaht Tribe Government funds allocated to education and training funding in the applicable annual budget;

**“combined household income”** means the monthly before-tax income of a student, together with their spouse if applicable;

**“dependent”** means:

- (a) a person under the age of 18 who is living with and financially dependent on a student, or
- (b) a person 18 years of age or older who is living with and financially dependent on a student due to (i) a physical or mental disability or condition that substantially limits their ability to live independently and earn an income, or (ii) being a full-time student;

**“dependent spouse”** means a **dependent** who has lived with the student for at least a year in a marriage-like relationship;

**“Education Coordinator”** means the Uchucklesaht Tribe Government Education Coordinator;

**“eligible program”** means an in-person or on-line educational or training course, certificate, diploma, degree or other program offered by a recognized and accredited institution or organization, including:

- (a) a public post-secondary institution (eg. university, college or institute of technology);
- (b) a private post-secondary institution registered and accredited with the Private Training Institutions Branch of British Columbia or an equivalent certification body;
- (c) a trades training provider recognized by SkilledTradesBC or an equivalent certification body;
- (d) another professional or sectoral accredited training organization (eg. organization offering first aid/lifeguarding courses, Serving it Right, FoodSafe and other short-term training programs); and
- (e) any other course, certificate, diploma, degree or other program determined by the **Education Coordinator** to qualify as an eligible program.

**Eligible programs** do not include high school programs offered by independent/private schools, but do include **high school programs** offered by public schools established and operated under the *School Act* (British Columbia) or any equivalent in another jurisdiction.

**“full-time student”** means a student who is enrolled in an eligible program and is taking the minimum course load required by that institution to be considered full-time, or who the **Education Coordinator** determines is a full-time student;

**“high school program”** means the BC Graduation Program, BC School Completion (Evergreen) Certificate Program, or any equivalent high school program in BC or another jurisdiction. For certainty, **“high school program”** does not include the Adult Graduation Diploma, Adult Basic Education Programs or any equivalent adult high-school completion program in another jurisdiction.

**“other education/training program”** means an eligible program other than a post-secondary education program;

**“part-time student”** means a student who is enrolled in an eligible program and who does not meet the requirements to be considered a full-time student;

**“post-secondary education program”** means a course, certificate, diploma, degree or other program offered by a post-secondary institution;

**“privately-funded institution”** means a post-secondary institution that operates primarily through non-governmental funding sources, such as tuition fees, private donations, or corporate contributions;

**“publicly-funded institution”** means a post-secondary institution that receives core financial support from federal, provincial, or territorial governments.

**SCHEDULE A - FUNDING APPLICATION FORM**

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**SCHEDULE B - TEMPLATE FUNDING AGREEMENT**

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