



## **PENTICTON INDIAN BAND POST-SECONDARY EDUCATION POLICY**

### **VISION STATEMENT:**

**“THE EDUCATION OF OUR PEOPLE IS THE FUTURE OF OUR NATION”**

### **PREAMBLE**

Each year Aboriginal Affairs Northern Development Canada (AANDC) allocates funds on a national level for post-secondary funding. These funds are then distributed to the regional level (provinces), who in turn decide how to allocate the funds. British Columbia Region had implemented a per capita formula and the population of each Band determines the level of post-secondary funding.

AANDC had given individual Bands the option to administer their post-secondary education budget using the existing AANDC policy or to develop their own policy. This policy has been developed by the Penticton Indian Band Education Committee to administer the post-secondary education program. Chief and Council have approved this policy.

## PREFACE

This Post-Secondary Education Policy is a guide to assist staff who administer the program and provide administrative and financial support to students who are participants in the Penticton Indian Band post-secondary education program. This policy is subject to amendment from time to time based on changes to the post-secondary system and the needs of students and the Band.

It should be noted that decisions made regarding the financial support of Penticton Indian Band members who wish to be considered students under the provisions of this policy, will be made in the best interests of the student and the Band's ability to fund educational programs. **Students should be aware that financial subsidization under this policy is provided to cover most of the costs associated with pursuing a post-secondary education but that the funding is in no way intended to be a replacement or equal to a wage, salary, or any other type of support payment from other sources.** It should also be noted that part-time or casual employment during educational studies in no way disqualifies Band members from receiving financial sponsorship.

## TABLE OF CONTENTS

	<u>Page</u>
<b>PREFACE</b> .....	2
<b>TABLE OF CONTENTS</b> .....	3
<b>DEFINITIONS</b> .....	4
<b>GENERAL GUIDELINES</b> .....	5-6
➤ Responsibilities	➤ Student Eligibility
<b>STUDENT ELIGIBILITY</b> .....	6-8
➤ Band Membership	➤ Selection Committee
➤ Academic Achievement	➤ Academic Success
➤ Letter of Acceptance	➤ Academic Probation
➤ Student Interview	➤ Waiting List
➤ Priority List	➤ Study Skills program
<b>APPLICATION</b> .....	8-9
➤ How to apply	➤ Application Package
➤ Application Deadlines	
<b>TYPES OF SPONSORSHIP</b> .....	10
➤ Full Time	➤ Out-of-Province
➤ Part Time	➤ International Sponsorship
<b>LEVELS OF FUNDING</b> .....	10-13
➤ Tuition Fees	➤ Travel
➤ Repayment	➤ Other Costs
➤ Distance Education	➤ Requests for Alternate Funding
➤ Living Allowance rates	➤ Student advances
➤ Book Allowance	➤ Parking & bus passes
➤ Tutoring	➤ OPT - out medical/dental
➤ Daycare subsidy	
<b>FUNDING LIMITATIONS</b> .....	14
➤ Colleges and Universities	➤ Withdrawals
➤ College Prep Program	➤ Personal challenges
➤ Trades	
<b>APPEAL PROCESS</b> .....	15
<b>POLICY AMENDMENTS</b> .....	15
<b>INCENTIVE POLICY</b> .....	16
<b>APPLICATION PACKAGE—See PIB Post Secondary Application</b>	
Letter of Intent	Student Funding Contract
Sponsorship Application Form	Student Authorization /Waiver Form
Education Background/Plans	

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## **DEFINITIONS**

The following definitions for terms used in this policy are provided for the information of all applicants;

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

**Academic Year** – the academic year normally refers to two semesters with an approximate duration of eight (8) months.

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

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

**Contingency Funding** – financial support provided to students for costs related to emergency situations. Emergency situations eligible for contingency funding include individual or family illness, accident or bereavement.

**Course Credit Equivalencies** - the following course credit equivalencies apply in this policy:

A one-semester course is normally equivalent to 1.5 units or 1.5 credit hours

A two-semester course is normally equivalent to 3 units or 3 credit hours

**Daycare Subsidy** – is funding designed only to top up any provincial day care funds.

**Dependent Spouse** – a person who is married to the student or a person who has lived with the student as a partner for a period of at least one year prior to application for educational support. This person is dependent upon the student and does not receive an annual income in excess of \$6,500.00

**Dependent(s)** – any person who relies on a student for support and is living full-time with that student under 18 years.

**Full-Time Student** – a student, who in each term or semester of the first year of a degree or diploma program, takes a minimum of three (3) courses or the equivalent number of credit hours and in each subsequent term or semester takes a minimum of four (4) courses or the equivalent number of credit hours.

**Medical Release** – A student who is required, for medical reasons, to be absent from classes for more than one week, is required to provide the PIB Education Coordinator within 10 days of the onset of the illness or medical condition, with a note or certificate from their doctor or medical institution that provides details of their illness or reason for absence from classes. Failure to do this may result in the student being required to reimburse the Band for all educational funds that have been provided to the student in the semester during which the absence took place.

**Part-Time Student** - a student who takes less than 3 courses (first year) or 4 courses (second and subsequent years) of study in a term.

**Post-Secondary Institution** – public post-secondary institution that offers diploma or degree programs recognized by a province or territory in Canada.

**Private Institution** – a private post-secondary institution that offers certificate, diploma or degree programs.

**Selection Committee** – consists of the Education Committee. See Education Committee “Terms of Reference” for further information

**Semester** – the time covered by one semester is approximately four months.

**Sponsorship** – when a student is provided financial support to attend a post-secondary institution. This support may include tuition, books, living allowance, tutoring, and travel allowance as applicable.

**Student Success** – when a student successfully meets the course requirement of the learning institution.

**Trades Training**-Funding can be applied to support trades training, if the program and institution meet eligibility requirements.

**U.S. Student** – a band member student attending a Post-Secondary Institution in the United States is only eligible to qualify for tuition and book subsidy.

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## **GENERAL GUIDELINES**

To be eligible for post-secondary funding, the following criteria must be met:

1. you must be a registered member of the Penticton Indian Band; and
2. you must complete a **Application for Funding** package **IN FULL by the deadline**

Your Application for funding will be reviewed with the following being taken into consideration:

1. If you owe the Band money for previous or present education sponsorship, you will be required to pay this debt before being considered for further funding.
2. If you have been funded previously, you will be required to submit any transcripts pertaining to the period of time you were funded.
3. If you are a student graduating from secondary school, you will be required to be in good academic standing and your academic transcripts or report cards must be received by the Education Coordinator in order to have funding authorized.
4. If you are a continuing student you are required to have your academic transcripts in good standing and be received by the Education Coordinator every term to have your funding continued. If you have failing grades or incomplete courses, or you did not write a final exam, you may not be considered for further funding.
5. If your academic records indicate that you have a history of not completing programs or courses, your application will not be considered until all other applications have been reviewed and only then if there are funds available in the current fiscal year. If approval is granted, you will be under probation. Your grades and attendance will be closely monitored.
6. Students must be in line within their academic timeline and goals; as goals and visions are important to stay focused. Students can only transfer once into another related academic program.
7. That the funding support will be based on the duration of the student academic goal i.e. Certificate, diploma, degree or doctorate. Students who have completed a program at Level 1, 2, or 3 are not eligible to be funded for the same level or a lower level program.
8. With prior approval, the Education department will pay the cost of two application fees and the costs of academic assessments required for application to the academic institution.
9. You must meet the admission requirements of the academic institution you plan to attend and provide a letter of acceptance from the academic institution.

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## **RESPONSIBILITIES**

The post-secondary education policy recognizes the responsibilities of the student, the education staff, the Band staff, and the Band Council as stated below:

### **Students:**

Sponsored Band members are responsible and accountable to themselves, their academic institute and the Penticton Indian Band for doing everything possible to ensure that their educational requirements are being met at a minimal grade point average or better.

### **Staff:**

The Education Coordinator is responsible to ensure that post-secondary funding is administered according to existing policies.

### **Education Committee:**

The Education Committee will ensure that the Education Coordinator is working in the best interest of the community and that education services are made equally available to the entire Penticton Indian Band membership. The Education Committee will review and approve applications for funding. In addition, the Education Committee will review appeals to this policy when required to do so.

### **Chief and Council**

Chief and Council will approve the annual budget and amendments to the Post-Secondary Education Policy. All decisions made by Chief and Council are final.

## **STUDENT ELIGIBILITY**

### **Band Membership:**

Registered members of the Penticton Indian Band are eligible for sponsorship for post-secondary education, which may include tuition, books, living allowance, tutoring and travel.

### **Academic Achievement:**

New Secondary applicants must have a Grade Point Average (GPA) at a "C grade" or higher. Mature applicants must meet the minimal requirements of their academic institution in Math and English. This may be a determining factor in who will receive sponsorship.

### **Letter of Acceptance:**

New students must have a letter of acceptance from the post-secondary institution for which they are planning to attend.

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### **Student Interview:**

***All first-time students are interviewed by the Education Coordinator prior to being approved for funding. Continuing students must be interviewed by the Education Coordinator every semester.***

### **Priority Lists:**

A priority list is established to assist the Education Committee in determining who will receive funding. The priority list will normally be established on the following basis:

1. **First Priority:** Continuing Students –
  - i. students who have attended school on a full-time basis and have successfully completed all courses
  - ii. students who have completed at least one year of studies and have continued to take course(s) towards their diploma, or degree on a part-time basis.
2. **Second Priority:** Graduating Secondary School Students –
  - i. students who have graduated from secondary school in the current year with a Dogwood Certificate minimum GPA of C.
  - ii. students who have equivalent training or education(i.e. GED)
  - iii. students who have graduated college/university and are pursuing a higher level of education
3. **Third Priority:** Students – who have started to pay for their own education. The funds which have been spent to date will not be reimbursable
4. **Fourth Priority:** Students – who have previously attended a post secondary institution but for academic or personal reasons have had to interrupt their education for a period of more than one semester.
5. **Fifth Priority:** Mature Students who may or may not have completed high school, are at least 21 years of age and who wish to return to full time studies.
  - i. students who have completed twelve years of education in the public school system and may be eligible to attend a post-secondary institution in a University College Preparation Program; and
6. **Sixth Priority:** Other – all other students.

### **Selection Committee:**

The Penticton Indian Band Education Committee is responsible for reviewing completed Post Secondary application packages using the criteria outlined in the Post Secondary policy. The committee will select students for sponsorship (depending on budget) and also select and compile the wait list based on priority and the date the application was received.

**The selection committee will meet in mid June to discuss the Post Secondary funding applicants for September. All new applicants and continuing students will be reviewed early January. The Education Coordinator will arrange interview dates and times.**

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### **Academic Success:**

Academic success will be factored into the approval process on an annual basis. Students with high scholastic standing will be granted a higher position on the priority list than other students in the same category, keeping in mind that those students with a full course load will normally be rated higher than those students who are enrolled in less than a full course load.

### **Academic Probation:**

- a. students placed on academic probation by their educational institution will also be on probation with PIB Education in accordance with the Education Policy.
- b. students who receive failing or (INC) incomplete marks on 50% or more of their courses will be placed on academic probation by the Education Committee. Students who are placed on the Band imposed academic probation and in the same courses the following semester, may be removed from full sponsorship until they successfully complete courses (or their equivalents) which they failed to complete. Students placed on academic probation may also be required to participate in a study skills program offered by their educational institution.

### **Waiting List:**

A waiting list will be made each year beginning June 1<sup>st</sup>. Students whose name is on the waiting list will be notified of their position. This waiting list will be affected by varying factors such as the number of returning students, number of graduating students, student success, and the amount of funds available to the Band.

### **Study Skills:**

Students on academic probation must attend a "Study Skills" program offered by their institution to ensure continued funding.

### **APPLICATION- See:**

**Penticton Indian Band  
Post-Secondary Continuing student or New Student Application  
For Funding**

### **How to Apply:**

Obtain an "Application Package" by contacting the Education Coordinator at the Penticton Indian Band Learning Centre. The package includes forms that must be completed and returned to the Education Coordinator as soon as possible. The application package must be requested in writing (ie: email) so that there is some documentation which can be referred to, if necessary.



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**Application Deadlines:**

The deadlines for assured funding are as follows:

<u>School Start Date</u>	<u>Application Deadline</u>
September	May 18
January	October 1 <sup>st</sup>
Summer Session	March 1 <sup>st</sup>

**Application Package:**

A completed Application Package includes the following:

- a. Letter of Intent – The potential student must show commitment to clear educational goals by providing the Director of Education with a **Letter of Intent that outlines definite plans for the next academic year**. The Letter of Intent must include your current level of education, what your intended course of studies is and how long it will take you to reach your goals. (See Appendix 1). Also include an outline of the intended courses for the first or next year of the program of studies you intend to follow. The format of your outline should be similar to the examples listed.

**Year One of a Fine Arts Diploma**

<u>Fall Semester</u>	<u>Winter Semester</u>
English 111	English 121
Fine Arts 111	Fine Arts 121
Fine Arts 112	Fine Arts 122
Fine Arts 113	Fine Arts 123
Sociology 110	Elective

**Year Two of Fine Arts Diploma**

<u>Fall Semester</u>	<u>Winter Semester</u>
Fine Arts 211	Fine Arts 221
Fine Arts 213	Fine Arts 223
Fine Arts 276	Fine Arts 282
Fine Arts 288	Fine Arts 289
Elective	Elective

- b.) Application for Funding – It is essential that all required information is included on the form. Failure to provide sufficient information, in particular current email, address and telephone number, may result in delays in funding. Once your application has been approved and sponsorship confirmed, a signed email confirming sponsorship and its details will be emailed to the student. (Appendix 3)

**IMPORTANT INFORMATION:**

- once you have received sponsorship and are attending classes, you must request another application package each year by March for the upcoming year. **\*\*Every student will be required to re-apply for sponsorship and attend an interview with the Director of Education or Education Coordinator each year.**

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- applications will be approved once funding from AANCY (INAC) has been confirmed, which could be 1-2 weeks before classes commence.
  - it is important to send your application in as soon as possible. As early as February.
- b.) Student Funding Contract – This document outlines the student’s contractual responsibilities. Please read this document carefully, sign it, and return it to the Education Coordinator. If this document is not returned your application will not be approved. **“NO EXCEPTIONS”** (see form in the PSE application)
- c.) Student Authorization/Waiver – This document is necessary to permit the Education Coordinator access to student records. It is important for funding purposes and on occasion the waiver is needed to verify that all students are actually attending classes. Once again, if this document is not signed, your application will not be approved. **“NO EXCEPTIONS”** (see form in the PSE application)

## **TYPES OF SPONSORSHIP**

### **Student Status:**

- 1.) Full-Time Student – to qualify for full-time student status, the student must be registered:
  - a.) First Year – in at least three (3) courses or a minimum of nine (9) credit hours in your area of study as outlined in your Letter of Intent
  - b.) Second and Subsequent Years – in at least four (4) courses or a minimum of twelve (12) credit hours in your area of study as outlined in your Letter of Intent.
- 2.) Part-Time Student – students must be registered in at least one (1) courses with a minimum of three (3) credit hours. The course(s) must be amongst those outlined in your Letter of Intent.
- 3.) Out-of-Province Canadian Sponsorship – Tuition will be paid up to the maximum amount of the allowable tuition fees as if you were attending the closest public institution to your normal residence.
- 4.) International Students – Tuition fees will be paid to the maximum allowable amount to that of the closest Canadian public institution (in Canadian Funds). It then becomes the student’s responsibility to pay any additional costs.

## **LEVELS OF FUNDING**

### **Tuition Fees:**

The Band will sponsor up to \$6,000 - \$9000 per year in tuition costs for qualified students subject to the availability of funds. Students are encouraged to attend the closest post-secondary institution that offers their intended course of study. If a student wishes to

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attend a post-secondary institution that does not meet the above requirements, the student must pay the difference in tuition.

For example: Fees will be paid to the **maximum** amount of:

\_ \$3000.00 \_ College Tuition Fees per academic semester

\_ \$4500.00 \_ University Tuition Fees (e.g. Bachelor of Arts) per academic semester

**Tuition:** All costs essential for registration/access into program. These costs include:

- Registration fee
- Course fees
- Student fees
- And other(s)
  - Students are expected to pay the balance of tuition costs above the amounts shown.
  - Audited or failed courses may be REPAID back to Penticton Indian Band.

**Repayment:**

1. A student is allowed to fail or audit one course without penalty within each level of funding: Level 1, 2 & 3
2. If two courses are above a fail (F) but below the PIB requirement (C average) the student will be placed on probation for one semester and encouraged to succeed. No repayment is required. The student must repeat the course at his/her own expense if a higher mark is required.
3. If the student failed all courses and/or did not attend classes without informing the PIB Education Director and Coordinator, the student would be expected to:
  - a) Self-sponsor for one semester before funding is continued, or;
  - b) Repay the cost of tuition, books, and the living allowance;
  - c) If the student completes this within one fiscal year the student will be allowed to continue as a continuing student.
4. Tuition fees will be paid directly to the College or University by a letter of sponsorship.
5. Students attending out of Country are only eligible for tuition and books.

**Distance Education:**

Sponsorship for Full-time distance education students will be expected to adhere to the Penticton Indian Band post-secondary policies.

**Living Allowance:**

Living allowance is designed as an income subsidy to students who require financial assistance and who have little or limited other means of support, and will normally only be provided up to **a maximum of eight months in any given calendar year**. The following is the monthly level of support provided for living expenses.

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a. Full-Time Students:

Single Student	\$1,200
Married w/ Working Spouse	\$900
Each Additional Dependent	\$200
Married w/ Dependent Spouse	\$1,200
- Plus 1 dependent	\$1,400
- Plus 2 dependents	\$1,600
- Plus 3 dependents	\$1,800
Single Parent w/ 1 Dependent	\$1,400
- w/ 2 dependents	\$1,600
- w/ 3 dependents	\$1,800

Additional \$200 per month if living in high cost of living area-to be determined by Education Committee

- Notes:
1. *Living Allowance rates will be reviewed annually by Education Committee in the Winter meeting, and any adjustments approved will take effect at the beginning of the next fiscal year.*
  3. *To be eligible to receive additional living allowance for dependents, those dependents must be living in the same residence as the student and under 18 years of age.*
  4. **\*Note: Penticton Indian Band Education Financial Assistance is a subsidy only. Students are encouraged to apply for student loans, scholarships, and bursaries or save money for additional costs related to their educational needs.**

b. Part-Time Students/Summer Students: Part-time students and students attending summer session will not normally be sponsored for living allowance. The Band will cover costs for tuition and books only.

**Book Allowance:**

Book allowance will be provided for full-time and part-time students in the following amounts:

	<u>Fall Term</u>	<u>Winter Term</u>
Full-time student	\$400.00	\$400.00
Part-time student	Actual Amt.	Actual Amt.

Requests from students enrolled in “specialized” programs which require more expensive book, supplies, and/or equipment will be considered on an individual need basis. If any student has legitimate books and supplies expenses over and above the amount provided, they are to submit all receipts for books and supplies purchases to the Education Coordinator in the winter term. Depending on funding available, some or all of the additional expenses may be reimbursed.

**Tutoring: \$200 per semester**

Should students require tutoring in any of the courses leading to the completion of the intended course of studies, they are to employ the services of a tutor, pay them their fee, and submit all receipts to the Education Coordinator for reimbursement. Or, after

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receiving approval from the Education Coordinator, may have the tutor invoice the Band directly.

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### **Travel: \$200 twice a year**

Students who must travel a distance of more than 100 kilometers and are living away from their normal place of residence, are eligible for reimbursement of travel costs twice each year to and from the closest public post-secondary institution. Reimbursable travel expenses will normally be the lowest priority for funding.

### **Daycare Subsidy:**

Students requiring daycare subsidy funds on top/above of provincial government daycare funds must submit a request with their original application. Based on funding available will determine if these costs can be funded.

### **Other Costs:**

Requests for funding involving other educational requirements will be considered on an individual need base and subject to the availability of funds.

### **Requests for Alternate Funding or Financial Assistance:**

From time to time, for a variety of reasons full-time post-secondary students may request alternate funding arrangements that differ from those contained in this policy. Such requests will be forwarded to the Education Coordinator who will make recommendations to the Education Committee on the advisability of supporting the request. Approval of requests for alternate funding arrangements will be on:

- an individual basis
- student to be judged on their own merits.
- approval will depend upon the student's past record of financial dealings with the Band
- their maturity as a student as judged by the Education Committee and
- on their past academic record.

Requests for financial assistance will normally only be accepted from "senior" students, i.e. students in the last two years of an undergraduate degree, post-graduate students, or students in the last semester of a diploma or certificate program.

### **Student Advances:**

There will not be any student advances. Due to direct depositing, student advances will not be accommodated.

### **Parking & Bus passes:**

Students are expected to provide own bus and parking passes. The PIB Band Education Department will not assist students due to funding constraints.

### **OPT – out of medical and dental services:**

All students are required to OPT-Out of their medical and dental fees charged by their financial institutions. Status medical and dental have the equivalent or better coverage than what the learning institution can offer.

If the student does not opt-out of these fees, the student is responsible to pay for the fees on their own.

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## **FUNDING LIMITATIONS**

### **Colleges and Universities:**

Students will normally be fully funded to a maximum period of time depending upon the length of the intended course of studies in accordance with the following:

### **College Prep Program (UCCEP):**

Penticton Indian Band will sponsor students for up to 3 semesters of College Prep. For full sponsorship, students must take 3-4 courses or 15-18 credit hours per semester at the closest public institution. If a student chooses to attend another institution, it is the student's responsibility for any additional costs incurred.

### **Trades Training:**

PIB will fund trades training if the program and institution meet the eligibility requirements (Grade 12 prerequisite)

### **Withdrawal (s):**

If the student drops out or withdrawals from a program after the Institution fee reimbursement deadline, the student is required to repay tuition, books/supplies and living allowance back to the PIB education department.

Payment options can be discussed with the Education Coordinator. All Post Secondary sponsorship will be withheld until arrangements are made with the PIB Education department.

### **Personal Challenges:**

Students must be aware that should their studies be seriously affected by personal crisis, such as an accident, health (sickness) or death in the immediate family, are to notify the Education Director or Coordinator advising them of their situation. Students are encouraged to seek counseling for support.

### **Student who Withdrawal(s) due to:**

- Student's illness,
- Death in the immediate family
- Accident
- Serious emotional problems

### **Required Document(s):**

1. A letter of approval of late withdrawal with out academic penalty from the Dean of instruction and Instructors(s).
2. A letter from your doctor giving detailed information regarding your ill health and concerns.
3. A letter from the student to the PIB Education Committee stating illness and reasons for not being able to continue with post secondary education.

Non - repayment of tuition, books, and living allowance will be considered and reviewed by Penticton Indian Band Education Committee.

## **Post Secondary budget allocations**

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The PIB Education Committee will make decisions twice per year on which applicants will be sponsored. Any surplus funds at the end of the fiscal year have been approved by the Education committee to be spent in accordance to this policy. All decisions must be reported to the Education Committee. After funds are allocated to the waitlist, the surplus must be spent on a "first come, first serve" basis.

### **APPEAL PROCESS:**

Each student has the right to appeal any decision regarding funding issues and financial sponsorship.

The first step in the appeal process is discussion with the Education Coordinator in an attempt to resolve any disputes with regard to the Education Policy

If the appeal is not dealt with to the satisfaction of the student, the next step in the appeal process will be dealt with by the Education Committee. The student wishing to appeal the decision of the Education Committee will submit their appeal in writing to the Committee, providing a full explanation of the reason for their appeal. The Committee will address those concerns and attempt to come to some resolution with the student.

Should a student still not be satisfied with the decision of the Committee the next step in the appeal process is a written letter of appeal to the Band Administrator with the reason(s) for the appeal.

Should a student still not be satisfied with the decision of the Band Administrator the final step in the appeal process is a written letter of appeal to the Chief and Council. The reason(s) for the appeal are to be outlined clearly in writing, and submitted to Chief and Council for a decision. The decisions of Chief and Council are final.

### **AMENDMENTS TO THE POLICY**

Recommendations for amendments to this policy can be submitted by any band member or Band Staff and are to be submitted to the Education Committee by December 31 of each year. Any policy amendments approved by Chief and Council will take effect at the beginning of the next fiscal year.

**THE PENTICTON INDIAN BAND CHIEF AND COUNCIL ACCEPT AND APPROVE THE AMENDMENTS, CHANGES AND ADDITIONS TO THE PENTICTON INDIAN BAND EDUCATION DEPARTMENT POST SECONDARY POLICY AS OF THIS**

**DATE: March 27, 2012**