



PENTICTON INDIAN BAND

POST-SECONDARY EDUCATION POLICY

“The Education of Our People is the Future of Our Nation”

This policy was adopted by Chief and Council on May 26th, 2026

1.0 INTRODUCTION

This policy establishes the official framework for administering Post-Secondary Education (PSE) funding for Penticton Indian Band (PIB) members. It aligns with Indigenous Services Canada (ISC) Post-Secondary Student Support Program (PSSSP) and UCEPP guidelines and ensures fair, transparent, and accountable decision-making.

2.0 OBJECTIVE

To support eligible PIB members in accessing and completing post-secondary education while strengthening community capacity, career paths, and workforce development.

3.0 ADMINISTRATION

The PIB Education Department administers the PSE Program under the authority of Chief and Council.

3.1 Responsibilities

Education Resource Manager: Oversees administration, compliance, and communication.

Education Committee: Reviews applications, priorities, and appeals.

Chief and Council: Approves policy and funding allocations. All decisions made by Chief and Council are final.

4.0 DEFINITIONS

Academic Year

The period of study defined by a post-secondary institution, typically including Fall, Winter, Spring and Summer terms.

Accredited Institution

A post-secondary institution recognized by a provincial or territorial authority to grant certificates, diplomas, or degrees.

Academic Probation

A status assigned to students who fall below the required academic standard (minimum 2.0 GPA or "C" average).

Application Period

The designated timeframe for submitting funding applications (Fall/Winter or Spring/Summer). Students must apply each year.

Band Member

An individual officially registered on the Penticton Indian Band membership list.

Co-op Program

A program that combines academic study with approved work placements. Work placements must not exceed 50% of the academic term.

Distance/Online Education

Programs delivered partially or fully online. Students must demonstrate strong academic performance (minimum “B” average) to be eligible.

Dependent

A person who is under 18 years and relies on the student for financial support and lives with them full-time.

Dependent Spouse

A spouse or common-law partner (minimum one-year relationship) who is financially dependent on the student and earns less than \$6,500 annually.

Full-Time Student

A student enrolled in the minimum course load required by the institution (typically 3 courses in the first year and 4 courses thereafter, or equivalent credits).

Good Standing

Maintaining a minimum GPA of 2.0 (“C” average) and successfully completing required courses.

Indigenous Adult and Higher Learning (IAHLA) Institutes

Indigenous-controlled adult and post-secondary institutions in British Columbia that offer recognized programs, often in partnership with public institutions.

Levels of Funding

Categories of post-secondary funding:

1. Certificate/Diploma
2. Undergraduate Degree
3. Graduate Degree
4. Doctorate

Official Transcript

An institution-issued academic record showing all completed courses, grades, and credentials.

Part-Time Student

A student enrolled in fewer courses than required for full-time status.

Permanent Disability

A long-term physical or mental condition that significantly impacts a student’s ability to study or work, supported by appropriate documentation.

- A medical certificate;
- A psych-educational assessment; or
- Documentation proving receipt of federal or provincial disability assistance; or
- Doctors note

Post-Secondary Institution

An accredited institution that offers recognized post-secondary programs leading to certificates, diplomas, or degrees.

Private Institution

A privately operated, accredited post-secondary institution that does not receive provincial funding.

Practicum

A required, supervised component of a program that provides practical experience and does not exceed 20% of the total program.

Self-Sponsored Probationary Student

A student who must complete one full-time semester at their own expense after falling below academic requirements.

Semester

A portion of the academic year as defined by the institution (e.g., Fall, Winter, Spring, Summer terms).

Tutoring

Additional academic support services offered through post-secondary institutions to help students improve performance.

UCEPP (University College Entrance Preparation Program)

A preparatory program that helps students meet admission requirements for post-secondary education. Funding is up to two years.

Urban Area

A region with a population of 100,000 or more, or an area with high cost-of-living pressures (e.g., Vancouver, Victoria, Kelowna). Classification may be adjusted based on housing and economic conditions.

5.0 ELIGIBILITY

Students must be PIB members, accepted into an eligible accredited institution and program, and meet minimum GPA requirements.

6.0 APPLICATION PROCESS

Applications must be complete, signed, and submitted by May 17th (Fall/Winter), and April 15 (Spring/Summer) deadlines with all required documentation. Late applications are considered only if funding remains.

Please note that the following documents must be submitted with your Application Form:

1) Required Documentation

- a. Letter of Intent – outlines the student’s education goals and plans for the upcoming academic year.
- b. Copy of Official Transcripts – sealed from the institute
- c. Copy of Status Card
- d. Proof of Tuition Costs, Supply Costs, and Additional Student Costs from the Post-Secondary Institute
- e. Acceptance Letter/Proof of Enrollment
- f. If applicable, a 3rd Party Sponsorship Form from your school
- g. Signed Consent to Release Information from your institute
- h. Direct Deposit Information

7.0 PRIORITY AND SELECTION

7.1 Priority for Funding

Funding is prioritized in the following order:

1) FIRST PRIORITY – Continuing Students

- a. Students previously funded who completed all courses successfully while enrolled full-time.
- b. Students continuing their program on a part-time basis after completing at least one year.

2) SECOND PRIORITY – Graduating Secondary Students

- a. Recent high school graduates with a minimum “C” average.
- b. Students with equivalent credentials (e.g., GED).

3) THIRD PRIORITY – New Applicants / Self-Funded Students

- a. Students who have not previously received PIB post-secondary funding.
- b. Students who have started their program using their own financial resources (past expenses will not be reimbursed).

4) FOURTH PRIORITY – Returning / Mature Students

- a. Students resuming post-secondary studies after an interruption of more than one semester.

5) FIFTH PRIORITY – Additional Credentials at Same Level

- a. Students who have already completed a certificate, diploma, or degree and are pursuing another credential at the same level.
- b. Funding will only be considered if resources remain after higher priorities are met.

7.2 Selection Criteria Guidelines

All applications will be reviewed using the following criteria:

1. Academic Performance

- a. Academic achievement is a key factor in funding decisions. Higher GPA may result in higher ranking within a priority group.
- b. Graduating secondary students must meet a minimum “C” average.
- c. Continuing students must maintain a minimum GPA of 2.0 (“C” average) to remain eligible.

2. Academic Probation

- a. Students who fall below a 2.0 GPA will be placed on academic probation and notified in writing.
- b. Students must submit a letter outlining the reasons for low performance and a plan for improvement.
- c. If the minimum GPA is not achieved in the following semester, funding may be reduced, suspended, or discontinued.

3. Outstanding Debt

- a. Students with outstanding debts related to previous PIB education funding must repay or make repayment arrangements before being considered for further funding.

4. Required Documentation

- a. Students must submit an unofficial transcript after the first semester and an official transcript by May 17 each year.
- b. Failure to submit required documents may result in suspension or discontinuation of funding.

5. Academic History and Program Completion

- a. Students with a history of incomplete programs or repeated course failures may be considered lower priority.
- b. Applications may only be reviewed after all other eligible applicants, and only if funding remains.
- c. Approved students may be placed on probation with close monitoring of attendance and grades.

6. Deferred Students (Waitlist)

- a. Students who meet eligibility requirements but are not funded due to limited resources will be placed on a waitlist.
- b. Waitlisted students will be ranked based on priority category and application submission date.
- c. Funding will be offered as resources become available.

Note:

Placement within a higher priority category does not guarantee funding. Final decisions are based on available resources and overall applicant ranking.

8.0 FUNDING SUPPORT

8.1 Tuition

Tuition and mandatory student fees will be paid on behalf of approved students, subject to available funding.

1) Payment of Tuition

- a. The Penticton Indian Band (PIB) will pay tuition and required student fees directly to the post-secondary institution upon receipt of an official invoice.
- b. If the institution does not invoice PIB directly, the student is responsible for submitting official invoices for payment.

2) Partial Sponsorship

- a. If available funding is limited, PIB may provide partial sponsorship.
- b. Any remaining tuition or fees are the responsibility of the student.

3) Non-Covered Fees

- a. Optional fees, including health and dental plans, are not covered.
- b. Students are responsible for opting out where applicable.

4) Failed Courses and Withdrawals

a. Failed Courses

- i. Students may fail one course per funding level without penalty.
- ii. If one or more courses are failed:
 - Students must repay the cost of failed course(s).
 - If GPA falls below 2.0, the student will be placed on academic probation.

b. Significant Academic Failure

- i. Students who fail 50% or more of their courses, or stop attending without notice, must:
 - Self-fund one full-time semester (minimum 4 courses);
 - Achieve a minimum GPA of 2.0 (“C” average);
 - Submit an official transcript upon completion
 - Failure to meet these conditions may result in suspension or termination of funding.

c. Withdrawals

- i. Students who withdraw after the institution’s refund deadline are required to repay tuition, books, supplies, and living allowance
- ii. Future funding will be withheld until repayment arrangements are made with PIB.

8.2 BOOKS & SUPPLIES

Book and supply funding is provided to assist students with required course materials, subject to available funding.

1) Standard Book Allowance

- a. Book allowances are issued at the beginning of each semester as follows:
 - Full-Time Students: \$500 per semester
 - Part-Time Students: \$200 per semester

2) Additional Requests

- a. Students may request additional funding for required books or supplies.
- b. Requests must include:
 - A course-specific book list; and
 - Original receipts.
- c. Approval is based on demonstrated need and available funding.

3) Student Responsibility

- a. Students are responsible for purchasing required materials.
- b. Funds must be used for educational purposes only.

8.3 LIVING ALLOWANCE

Living allowance is intended to support basic living expenses for eligible full-time students during their studies.

1) Eligibility

- a. Living allowance is available to full-time students only.
- b. Students must be enrolled in the minimum required course load as defined in this Policy.
- c. Part-time students are not eligible.

2) Payment Terms

- a. Living allowance is provided for the approved application period and program duration.
- b. Payments are issued monthly on the 1st day of each month.
- c. All payments are made in Canadian dollars.

3) Monthly Living Allowance Rates

- Student living at home with parent/guardian: \$1,200
- Single student (independent): \$1,600
- Married/Common-law with working spouse: \$1,000
- Married/Common-law with dependent spouse: \$1,600
- Single parent (1 dependent): \$1,800
- Each additional dependent: +\$200
- Urban Area supplement (if applicable): +\$200

4) Maximum Allowance

- a. The maximum monthly living allowance is \$2,400, including dependents and supplements.

5) Urban Area Classification

- a. Students studying or residing in a designated Urban Area may receive an additional allowance due to higher cost of living.
- b. Classification is based on:
 - Location of the institution;
 - Student's residence; and
 - Regional cost-of-living factors.
- c. Students may be required to provide proof of residence.
- d. Final determination is at the discretion of the Education Committee.

6) Repayment and Compliance

- a. Students who withdraw, reduce their course load below full-time status, or become ineligible may be required to repay all or part of the living allowance.
- b. Failure to comply with this Policy may result in suspension or termination of funding.

8.4 Travel

Travel Allowance – Relocation Support

Full-time students who are required to relocate and reside more than **200 kilometres** from their permanent residence to attend an approved post-secondary institution are eligible to receive a travel allowance of **\$200.00 twice per academic year**, payable in September and January.

Travel Assistance – Educational Purposes

Full-time and part-time students may request additional travel assistance for approved educational purposes.

Requests must:

- Be submitted in writing to the Education Resource Manager;
- Clearly state the purpose of travel;
- Be submitted at least **two (2) weeks prior** to the proposed travel date.

Approval of travel assistance is subject to available funding.

Students are expected to utilize the most economical and reasonable mode of transportation available.

Emergency Travel Assistance

The Penticton Indian Band recognizes that unforeseen circumstances may require a student to travel due to urgent family or personal matters.

Emergency travel assistance up to \$250 may be considered for full-time and part-time students in the following circumstances:

- Sudden serious illness or medical emergency involving the student or an immediate family member;
- Death or funeral of an immediate or extended family member;
- Other urgent situations deemed appropriate by the PIB Education Committee.

For the purposes of this section, **immediate family member** includes parent, guardian, sibling, spouse or common-law partner, child, grandparent, or other relative as determined appropriate by the Education Committee.

Emergency Travel Assistance Application Requirements

To request emergency travel assistance, students must:

- Submit a written request to the Education Resource Manager as soon as reasonably possible;
- Provide supporting documentation where available (e.g., medical note, obituary notice, funeral program, or other verification);
- Demonstrate that the travel is directly related to the emergency circumstance.

Advance notice may not always be possible in emergency situations; however, students must notify the Education Resource Manager at the earliest opportunity.

Emergency Travel Assistance Funding Conditions

- Emergency travel assistance is subject to available funding.
- Students are expected to use the most economical and reasonable mode of transportation.
- Approval of emergency travel assistance is not automatic and will be reviewed on a case-by-case basis.

8.5 Tutoring

Given limited funding availability, students are encouraged to take advantage of any complimentary tutorial services available to them through services at their post-secondary institution.

If there are no tutorial services available, PIB PSE students may apply for financial assistance for tutoring up to a maximum of \$500 a term. If additional tutoring is needed, a student can put in a request to the Education Resource Manager. This will be only given if funding is available. Either the service provider invoices Penticton Indian Band directly or the student/tutor must fill out a PIB Post-Secondary Tutoring Form.

9.0 ASSISTANCE LIMITATIONS

9.1 DISABILITY AND DESIGNATION STUDENTS

The Penticton Indian Band recognizes that students with permanent disabilities or formal designations may require additional academic accommodations and financial support to successfully participate in post-secondary education.

Funding support under this section is intended to reduce barriers and promote equitable access to education.

Eligibility

To qualify under this section, a student must:

- Meet all general eligibility requirements under this Policy;
- Be enrolled in an accredited post-secondary institution;
- Provide documentation confirming a permanent disability or formal designation.

Acceptable documentation may include:

- A medical certificate from a qualified healthcare professional;
- A psycho-educational assessment;
- Documentation confirming receipt of provincial or federal disability assistance;
- Official disability designation from the post-secondary institution's accessibility or disability services office.

Criteria for Consideration

Disability-related funding and accommodations may be considered where:

- The disability significantly impacts the student's ability to carry a full-time course load;
- The student requires academic accommodations to participate equitably;
- The student requires additional supports not fully covered by the post-secondary institution or other funding sources.

Each request will be reviewed on a case-by-case basis by the Education Resource Manager and/or Education Committee.

Course Load Flexibility

Students approved under this section may be permitted to carry a reduced course load while maintaining eligibility for living allowance support, provided:

- The reduced course load is recommended by the institution's accessibility services office;
- The student demonstrates satisfactory academic progress with a minimum GPA of 2.0 ("C" average) or higher.
- Documentation is submitted at the end of every semester.

Where a reduced course load is approved, the duration of sponsorship may be adjusted accordingly, subject to satisfactory academic progress and available funding.

Additional Supports

Subject to available funding, eligible students may apply for additional support for:

- Specialized tutoring;
- Academic support is recommended by the institution.

Students are expected to first access available institutional or government disability funding before requesting additional PIB support.

Review and Accountability

Students receiving support under this section must:

- Remain in good academic standing relative to their approved course load;
- Submit end of semester transcripts;
- Notify the Education Resource Manager of any changes to their designation status.

Failure to comply with the conditions of approval may result in review, suspension, or termination of funding.

9.2 High-Cost Programs

High-Cost Programs

- a. High-cost programs may limit the number of students who can be supported under the PSE budget.
- b. Funding for high-cost programs will be reviewed on a case-by-case basis.
- c. Approval may be subject to additional review and, where required, approval from Indigenous Services Canada (ISC).

9.3 CHANGING, TRANSFERRING OR PAUSING A PROGRAM OF STUDY

Program Changes, Transfers, or Pauses

- a. Students must notify and consult with the Education Resource Manager before changing, transferring, or pausing their program of study.
- b. All academic terms completed within a funding level will be counted toward the maximum duration of funding, regardless of program changes.
- c. Program changes, transfers, or pauses may reduce the total funding available to complete a program.

Previously Completed Studies (Unfunded)

- a. Students who have completed a portion of post-secondary studies without PIB funding may be eligible for funding for the remaining portion of their program.

- b. PIB will not reimburse any tuition, fees, or expenses incurred prior to approval of funding, in accordance with National Program Guidelines.

9.4 DEFERRAL LIMITATIONS

The Penticton Indian Band recognizes that students may, on occasion, request to defer (temporarily postpone) their studies due to personal, medical, academic, or institutional reasons. However, deferrals must be carefully managed to ensure responsible stewardship of education funds and to prevent extended funding commitments where the student is not actively attending classes.

Definition of Deferral

For the purposes of this Policy, a deferral occurs when a student:

- Has been approved for funding; and
- Postpones or suspends their program of study after sponsorship has been confirmed; and
- Is not actively enrolled or attending classes during the approved funding period.

Deferral Limitations

1. Students may defer their program for a maximum of **one (1) academic semester** within a funding level (Certificate/Diploma, Undergraduate, Graduate, or Doctoral).
2. Tuition deposits or institutional deferral fees will only be covered where:
 - The institution requires payment to hold the student's seat; and
 - The student provides written confirmation from the institution outlining the deferral terms.
3. Living allowance and book funding will **not** be issued during a deferral period.
4. If tuition has already been paid to the institution and is non-refundable, the student may be required to:
 - Provide official documentation confirming that tuition has been formally deferred and credited toward the next intake; or
 - Repay tuition amounts where the institution does not apply the funds toward continued enrollment.
5. Students who defer for more than one (1) semester will be required to:
 - Reapply for funding; and
 - Be reassessed under the current year's priority list and available budget.
6. Repeated deferrals, extended pauses, or failure to resume studies within the approved timeframe may result in:
 - Suspension of funding eligibility; or
 - Requirement to self-sponsor for the first returning semester before being considered for reinstatement.

Accountability

The Education Committee reserves the right to deny continued sponsorship where deferrals result in prolonged financial commitments without measurable academic progress.

9.5 Expenses Not Covered

- a. PSE funding does not cover the following expenses:
 - Parking fees;
 - Deferred examinations or rewrites;
 - Course retakes;
 - Health and dental fees.
- b. Childcare costs are not eligible for funding. Living allowance payments are intended to support dependents.
- c. Retroactive funding is not permitted for previous fiscal or academic years.
- d. Requests for retroactive funding within the same academic year (e.g., living allowance or books) may be considered on a case-by-case basis, subject to available funding. Approval is not guaranteed.

10.0 Personal or Medical Leave

- a. Students whose studies are impacted by a personal crisis (e.g., accident, illness, mental health concerns, or death of a family member) must notify the Education Resource Manager as soon as possible.
- b. Students are encouraged to access appropriate supports, including counseling services, where needed.

Required Documentation

- a. Students are responsible for obtaining and submitting the following documentation to PIB Education:
 - A letter from the post-secondary institution confirming approval of a late withdrawal without academic penalty;
 - A letter from a qualified medical professional outlining the circumstances, where applicable;
 - A written statement from the student explaining the situation and their inability to continue studies.

Review and Consideration

- a. Upon receipt of all required documentation, the Education Committee will review the request.
- b. Approval for non-repayment of tuition, books, and living allowance will be considered on a case-by-case basis.
- c. Decisions are subject to available funding and Committee approval.

11.0 STUDENT RESPONSIBILITIES

Students must comply with the following requirements:

- a. Students must maintain a minimum GPA of 2.0 (“C” average) or higher, unless their program requires a higher standard.
- b. Students must submit all required documentation to PIB Education, including proof of enrollment and academic progress (e.g., admission letter, course timetable, transcripts, and progress reports). Failure to provide documentation may result in suspension of funding until received.
- c. Students are responsible for registering in required courses and must provide confirmation of registration to the Education Department.
- d. Students must maintain a full-time course load, defined as a minimum of:
 - Three (3) courses in the first year; and
 - Four (4) courses each subsequent year, unless otherwise approved.
- e. Students must notify PIB Education immediately of any changes that may affect their funding, including program, course load, or enrollment status.
- f. Students must notify the Education Resource Manager in advance of adding or dropping courses. Courses must be dropped before the institution’s withdrawal deadline. Students may be required to repay costs for courses dropped without valid reason.
- g. Students are responsible for ensuring that all funding received is used for eligible educational expenses. Any costs exceeding approved funding are the responsibility of the student.
- h. Students who do not attend or who withdraw from their program may be required to repay living allowance and book funding.
- i. Students must repay tuition costs for failed courses, as outlined in this Policy.
- j. Students must keep their contact information current and notify the Education Resource Manager of any changes immediately.

12.0 TERMINATION OR SUSPENSION

The Penticton Indian Band (PIB) may suspend or terminate funding for an eligible student for the following reasons:

- a. The student provides false or misleading information on their application or supporting documents.
- b. The student changes from full-time to part-time status without notifying the Education Department.
- c. The student withdraws from or changes their program of study without prior approval from the Education Department.
- d. The student withdraws from the post-secondary institution.
- e. The student fails more than 50% of their registered courses.
- f. The student does not maintain satisfactory academic standing, as defined in this Policy.
- g. The student is in breach of their Student Contract and has not taken appropriate steps to resolve the issue.

Reinstatement of Funding

- a. Students whose funding has been suspended or terminated must work with the Education Resource Manager to address the issue(s) that led to the decision.
- b. Funding may be reinstated once the student has demonstrated that the issue has been resolved to the satisfaction of the Education Resource Manager and/or Education Committee.
- c. Reinstatement of funding is not guaranteed and is subject to available funding and approval.

13.0 APPEAL PROCESS

Appeals proceed through Education Manager → Education Committee → Band Administration.

Students who believe a funding decision has been made unfairly or not in accordance with this Policy have the right to appeal.

- a. The student must first discuss the decision with the Education Resource Manager to attempt to resolve the concern.
- b. If the issue is not resolved, the student may submit a formal written Appeal Letter to the Education Committee within 20 days of the funding decision. The Appeal Letter must clearly state the reason for the appeal and include all relevant supporting documentation.
- c. The Education Committee will review the appeal and provide a written response within 10 business days. The response will include the meeting details. The student may choose to attend the meeting and present their position.
- d. If the appeal is denied, the student may forward the Appeal Letter to the Band Administrator for further review.
- e. Decisions made by the Penticton Indian Band are final. Indigenous Services Canada does not accept appeals related to Band-level funding decisions.
- f. Penticton Indian Band Chief and Council do not receive, review, discuss, or alter appeal decisions made through this process. All appeal decisions rest with the Education Committee and Band Administration in accordance with this Policy.