



Ratified September 9<sup>th</sup>, 2014

## **Skeetchestn Indian Band Post-Secondary Extra-Curricular Scholarship Policy**

### **1. OBJECTIVES**

To support as many eligible Skeetchestn Indian Band students as possible to access education programs even though they are not delivered by a recognized institution as per the BC Ministry of Education and gain the skills, qualifications and credentials required to pursue their chosen career path and to realize their individual potential to contribute to the community and society.

### **2. ADMINISTRATION**

The Education Department is mandated by Chief and Council to administer the PSEC Scholarship Program. Skeetchestn Indian Band members seeking PSEC funding will be provided a copy of the Scholarship guidelines and Application form. They may submit their applications in accordance with these Guidelines.

### **3. DEFINITION**

**“Band Member”** means a person whose name is lawfully entered on the Band List. Only Registered Members of the Skeetchestn Indian Band are eligible for PSEC Scholarship Program.

**“Education Manager”** means the official education department manager or its designated staff.

### **4. VALUE AND DURATION OF THE SCHOLARSHIPS**

Every fiscal year, for the next 3 years, the Band Council will budget \$10,800.00 from the ECDA funds for the sole purpose of the of the PSEC Scholarship Program for on and off reserve Skeetchestn Band Members who incur costs for education registration in programs or courses not delivered by institutions recognized by the BC Ministry of Education. The intent is to make 3 Scholarships of \$3,600.00 each available on a first come first serve basis, if the applicant meets the eligibility criteria.

Each recipient may qualify each year, but only to a maximum of 3 consecutive fiscal year after demonstrating proof of “Good Standing” meaning successful completion of previous program or course.

## **5. REQUIREMENT FOR ELIGIBILITY**

- a) Skeetchestn Band Member
- b) 18 years or older, the year of scholarship application
- c) A copy of Dogwood Diploma
- d) Amounts owed to the Band for previous or present education sponsorship or any other debts owed to the Band must be paid in order to be eligible for new funding
- e) The program or course the applicant is applying for is not eligible for funding through the Band Post-Secondary Education Policy
  
- f) Application form and Supporting Documents – Eligible applicants must provide:
  - A dully completed application form
  - An official curriculum of the program or course selected
  - A 250 word essay describing the reasons for selecting the program/course and how it ties in with the applicant’s career path
  - A signed commitment agreement plan to “give back to the community”, outlining how the applicant plans to be involved in the community utilizing the new skills and knowledge learned during the program/course within 6 months after completion
  - A copy of the registration cost for the program/course

## **7. SELECTION OF SCHOLARSHIP WINNERS**

- a) Selection of winners is at the discretion of the Education Manager
- b) Evaluation criteria
  - Date received
  - Complete Application with all required documents
  - “Give back to the community” commitment plan
- c) Application received between April 1<sup>st</sup> - February 1<sup>st</sup>

## **7. RESPONSIBILITIES OF SCHOLARSHIP RECIPIENTS**

- a) Return the signed Extra-Curricular Scholarship Application Form provided by SIB
- b) Submit a signed commitment agreement plan to “give back to the community”
- c) Agree to photos and stories to be written up and distributed among the Skeetchestn community and in Skeetchestn media material
- d) Submit confirmation of program/course completion within one month of completion
- e) Schedule the “give back to the community” project which must take place within six months after completion
- f) Attend a post program/course interview with the Education Manager within one month of completion

g) A recipient must pay back the amount received from the Scholarship Fund if he or she quits his or her program of study.

h) A recipient must pay back 25% of the amount received if he or she does not follow through with the “give back to the community” agreement.

\*Exceptions: If a medical issue prevents the student from attending the enrolled program, immediate notification with physician confirmation must be provided to the Education Manager.

## **8. PAYMENT**

- SIB will forward half of the scholarship payment directly to the recipient within three weeks after the application has been approved. And upon receipt of a confirmation of program/course successful completion, the remaining half will be paid to the recipient.
- Exception may be made when the student must pay full payment at time of registration, if the program/course provider does not offer a payment plan. This must be demonstrated in the Application.



## Skeetchestn Indian Band Post-Secondary Extra-Curricular Scholarship Application

<p><b>DATE:</b> _____</p> <p><b>CHECK ONE:</b></p> <ul style="list-style-type: none"><li><input type="radio"/> First Time Applicant</li><li><input type="radio"/> Second Time Applicant</li><li><input type="radio"/> Third Time Applicant</li></ul>	<p><b>CHECK AREA OF STUDY:</b></p> <ul style="list-style-type: none"><li><input type="radio"/> <b>ARTS</b></li><li><input type="radio"/> <b>WELLNESS</b></li><li><input type="radio"/> <b>OTHER</b> _____</li></ul> <p><b>PROGRAM/COURSE TITLE:</b></p> <p>_____</p>
<p><b>FULL NAME:</b> _____</p> <p><b>HOME ADDRESS:</b> _____</p> <p><b>MAILING ADDRESS:</b> _____</p> <p><b>EMAIL ADDRESS:</b> _____</p> <p><b>PHONE #:</b> HOME _____ CELL _____</p> <p><b>DATE OF BIRTH:</b> _____</p> <p><b>BAND STATUS #:</b> _____ (ATTACH COPY OF STATUS CARD)</p>	

PROGRAM OR COURSE TITLE: \_\_\_\_\_

DURATION: \_\_\_\_\_

UPON SUCCESSFUL COMPLETION, YOU WILL RECEIVE: \_\_\_\_\_

(DIPLOMA, CERTIFICATE, ETC.)

UPON SUCCESSFUL COMPLETION, THIS MAY LEAD TO: \_\_\_\_\_

NAME OF SCHOOL, INSTITUTE, ORGANIZATION DELIVERING THE  
PROGRAM/COURSE: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

ADDITIONAL COMMENTS:

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## DOCUMENTATION REQUIRED CHECK LIST

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

- ✓ Copy of Status Card
- ✓ Copy of Dogwood Diploma
- ✓ Letter of intent (A 250 word essay describing the reasons for selecting the program/course and how it ties in with your career path)
- ✓ Program or Course Curriculum
- ✓ Copy of the Registration cost
- ✓ “Give back to the Community” plan (Your plan to be involved in the community utilizing the new skills and knowledge learned during the program/course within 6 months after completion)