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## Admissions and Registration Policies

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### General Admission Requirements

#### Post-Secondary Programs

Applicants who are accepted into all post-secondary programs must have completion of Grade 12 or equivalent or be a Mature Student with a CAAT assessment meeting the minimum required grade. Some programs require specific grades of “C” or better in English or Math. Submittal of official transcripts or placement tests (CAAT) are required documentation. Up to date program specific information can be found on the website.

Program entrance requirements cannot be waived under any circumstance; however, NEC offers preparatory courses that will enable students to obtain the credits they need for acceptance. Students currently completing coursework required as a pre-requisite for acceptance into another post-secondary program may be given conditional acceptance.

#### IABE

Applicants applying for Indigenous Adult Basic Education (IABE) must be 19 or older, or 18 and out of school for at least one year.

All NEC applicants are recommended to meet with a Student & Financial Aid Advisor to better understand their suitability for Post-Secondary or IABE programs. Where an applicant was not initially accepted into a program, it is advisable that they work with a Student Advisor who may be of assistance in obtaining documentation for the application process.

#### Mature Students

Students who do not meet the Grade 12 requirements may apply as a mature student providing, they are 18 years of age or older, and have been out of high school for at least one year. If an applicant is unable to obtain official transcripts, a CAAT placement test will determine whether a student meets the academic requirement in English and/or Math.

### Tuition and Mandatory Fees

Tuition fees are due when classes start by the second week of September. Tuition and fee payments can be made in the Admissions office by Interac or credit card, or in the case of third-party sponsorship, by invoice.

## Tuition and Fees Refunds

Circumstances when Refund Payable	Amount of Refund
<b>Before program start date</b> , NEC receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date.</li> </ul>	100% tuition and all <a href="#">related fees</a> , other than application fee. Related fees include administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> <li>At least 30 days before the later of:               <ol style="list-style-type: none"> <li>The program start date in the enrolment contract.</li> </ol> </li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> <li>More than seven days after the student and institution signed the enrolment contract, and</li> <li>Less than 30 days before the later of:               <ol style="list-style-type: none"> <li>The program start date in the enrolment contract.</li> </ol> </li> </ul>	Institution may retain up to 20% of tuition, to a maximum of \$1,300. Institution must refund fees paid for course materials if not provided to the student.
<b>After program start date</b> , NEC provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)	
<ul style="list-style-type: none"> <li>After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	Institution may retain up to 30% of tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided.</li> </ul>	Institution may retain up to 50% of tuition. Institution must refund fees paid for course materials if not provided to the student.
Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	

<b>Circumstances when Refund Payable</b>	<b>Amount of Refund</b>
<ul style="list-style-type: none"> <li>Student does not attend the first 30% of the program.</li> </ul>	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
<b>After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):</b>	
<ul style="list-style-type: none"> <li>Student completed up to 30% of the program.</li> </ul>	Institution may retain up to 30% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> <li>Student completed more than 30% but less than 50% of the program (based on evaluation provided to student).</li> </ul>	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
<b>Student enrolled in a program without having met the admission requirements for the program</b>	
<ul style="list-style-type: none"> <li>If the student did not misrepresent the student's knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees.</li> </ul>	100% tuition and all related fees, including application fees
<b>Circumstances when Refund Payable</b>	<b>Amount of Refund</b>
<b>Institution does not provide a work experience</b>	
<ul style="list-style-type: none"> <li>The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control.</li> </ul>	100% tuition and all related fees, other than application fees

Tuition Refund Policy (Programs Not Requiring PTIB Approval)

NEC will pay the tuition or fee refund within 30 days after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

The institution will refund 100% of the tuition and all related fees, other than application fees, if both of the following apply:

- The student does not attend the program, and

- The institution receives from the student a notice of withdrawal or a copy of refusal of a study permit no later than 30 days after the later of:
  - a) the start date of the program in the most recent Letter of Acceptance
  - b) the start date of the program in the enrolment contract.

#### Part-time Tuition Fees

The tuition for one course of a full-time program is pro-rated at a rate of # of credits X cost per credit. This is established using the following operation.

Total tuition cost (divided by) by number of credits in the post-secondary program = cost per credit (ex;  $\$4620/57 = \$81.05$  (per credit). Number of credits per course X cost per credit + 20% administration costs = cost per course (ex.  $\$81.05$  (per credit) X 4 credits =  $\$324.21$  X 1.2 =  $\$363.11$ ). Refer to website for program information and fees to calculate.

#### Course Withdrawal

In the time period after the last day to drop a course until the last day to withdraw, students can withdraw from a course. The course enrolment will remain in the student records and on official transcripts, displayed with a “W” (Withdrawn from Course) notation.

Students who decide to withdraw from a course are required to complete a Course Add or Drop form indicating the course(s) for withdrawal. NEC will withdraw the student and pay any course tuition refund owing (according to the Tuition and fees Refund Policy). If a student withdraws from more than 3 courses while studying at NEC, then it is strongly recommended that the student schedule a Student Advising session.

This gives an option to students who are struggling in a course and/or who have become overwhelmed by their circumstances. This lets students minimize the impact on their academic standing, reduce their course load and focus on successfully completing their other courses. For details related to Program Withdrawal, please see the Program Withdrawal and Dismissal Policy. Notification of Third Parties: If applicable, NEC will report all course withdrawals to the student’s funder (ex. SABC, CSL, Band Sponsor, ACCESS, etc.).

#### Program Withdrawal and Dismissal Policy

NEC acknowledges that there may be circumstances that affect students’ ability to continue with their program and they must withdraw. Also, in cases where students’ academic progress and/or poor attendance jeopardizes their ability to graduate, or where their conduct is inappropriate to a learning setting, or their financial account is delinquent, students may be dismissed.

Students who decide to withdraw from their program are required to write a letter of withdrawal and/or complete the Student Withdrawal Form. NEC Native Education College will withdraw the student and pay any tuition refund owing (According to the Tuition Refund Policy).

## Medical/Compassionate Withdrawal

Compassionate Withdrawal: will be considered when a sudden emergency or severe change in personal circumstances result in an inability to continue/complete courses. A written statement that outlines the student's situation, with supporting documentation is required.

Medical Withdrawal will be considered based on professional assessments and supporting documentation. Process: Approval of medical or compassionate withdrawal is determined based on documentation and supporting materials provided (written statement).

## Dismissal

NEC will take all reasonable steps available to help students find ways to continue their studies providing they are aligned with policy and operations. When those steps have been exhausted, or the situation warrants, a student who is in violation of NEC policy may be dismissed from the college at the discretion of the President (or designate). NEC policy violations can include, but are not limited to

- Acceptance and Registration Policy
- Academic Standards Policy
- Attendance and Absenteeism Policy
- Student Conduct Policy
- Dispute Resolution Policy

If a student is being dismissed under a student policy, the Dean of Academics will meet with the student to dismiss them from study at the school. The Dean of Academics or designate will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school. If a refund is due to the student, the Dean will ensure a cheque is forwarded to the student, or funder, within 30 days of dismissal. If the student owes tuition or other fees to the school, the Dean may authorize the collection of the amount owing.

Notification of Third Parties: If applicable, NEC will report all withdrawal and dismissals to the student's funder (ex. SABC, CSL, Band Sponsor, ACCESS, etc.).

A student who is dismissed will receive a (U) grade in all active courses.

## Criminal Record Check

A Criminal Record Check (CRC) from the BC Ministry of Justice is a practicum placement requirement for several NEC post-secondary programs (ex. Health Care Programs, Family and Community Counselling, Indigenous Justice Studies, and Early Childhood Education).

Applicants with a relevant criminal record may not be eligible for their practicum placement or employment in the field. Please advise the Program Coordinator if previous offenses if any, prior to the start of the program or if you have been charged with a relevant criminal offense while a student in your program. The Ministry of Justice will send the applicant and NEC the results of the CRC and determine if any previous offences are relevant to the field of work. NEC

assumes no liability for students who have not taken due diligence in ensuring criminal history is compliant with practicum or employment placements in their chosen field of study.

### Prior Learning Assessment

NEC will grant prior learning credits to students who have been assessed and have demonstrated sufficient prior knowledge and current competence in a particular course due to previous post-secondary education, work, or other relevant experience.

Students with previous relevant work experience must provide a portfolio of documents proving mastery of all course objectives as determined by the Program Coordinator. NEC course fees will apply for determining mastery.

Students with previous relevant post-secondary education must provide detailed course outlines for a comparison of course objectives as determined by the Program Coordinator and relevant transcripts.

A student may complete a challenge examination for a course, where applicable and as approved by the Dean of Academics or designate.

The integrity of the Institute and graduation standards shall be the over-riding consideration. Prior learning credit will not normally be granted in relation to programs for which there exists an external licensing body. Such programs include, but are not restricted to, Early Childhood Education programs and Health Care Assistant Programs.

Prior learning will not be assessed as more than 50% of total program instruction hours unless related to a regulated occupation or the previous institution ceases to hold a certificate.

### Granting of Credentials / Transfer of Credits

The NEC Registrar will issue credential to a student who has

- Successfully completed all program requirements as stated upon program entry or otherwise specified; and
- Successfully completed a minimum of 25% of the prescribed program credits at NEC.
- Achieved the minimum cumulative Grade Point Average (GPA) as determined by the program, where applicable, and in any case not less than 2.01.

Credentialing of the British Columbia Adult Graduation Diploma (BCAGD) will follow provincial requirements. Program specific information can be found on the web page for each program.

### Program Completion Policy

To ensure students complete programs in a timely manner, ensuring knowledge and skill retention, NEC will only grant post-secondary credential where all the courses for that program have been successfully completed within four years of the start date.

If a student in a post-secondary certificate or diploma program has not completed the required credits needed for graduation within four years, they must retake those courses that are out of date. All courses required for graduation must be completed within a four-year window.

Some prior learning assessment and recognition options may be available.

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## Academic Policies

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The NEC expects all registered students to abide by all the academic policies of the college and of the program of studies in which they are enrolled. The following academic standards apply to all NEC students.

### Course Outlines

Students will be provided with a course outline prior to the start of each course. The course outline will include the following:

- Brief course description
- Course prerequisites
- Learning objectives
- Required course materials
- Course durations
- Expected homework hours
- Delivery methods
- Teaching methods
- Evaluation methods
- Completion requirements
- Instructor contact information

### Student Evaluation and Assessment Policy

Each course in the NEC will have appropriate student assessments based on the learning objectives and outcomes of each course. These may include but are not limited to quizzes, assignments, tests, alternate assessments, and applied skills evaluations. Evaluation questions and demonstrated applied skills evaluations can be referenced to texts and instructor lecture notes.

Prior to each course students are given a course outline which details what is required of a student to successfully complete the course and the course assessments. Each assessment tool is assigned percentage values that contributes to the final course mark, as well as a statement on how marks are given.

### Alternate Assessment of Learning

When an alternative to standard examination formats is requested by a student and approved by the Program Coordinator/Manager, an instructor will use an alternate method supportive to the learner. Alternate methods may include oral or practical assessments, or any other format that will adequately assess, and demonstrate comprehension of the learning objectives as per the course outline. Alternate assessment methods must comply with provincial registry requirements.

Instructors will outline academic expectations of students at the start of each course and through the Course outline. Following recognized standards of assessment, no single assignment or test will count for more than 30% of a final grade. Students of NEC are expected to familiarize themselves with the course guidelines and meet with an instructor as soon as they become aware of any difficulties.

## Academic Standing/ Academic Probation

A student with a cumulative GPA at the end of any semester of studies that is 2.00 or below will be placed on academic probation. If the cumulative GPA does not exceed 2.00 at the end of the next semester, the student may/will be required to withdraw from NEC for at least one semester. Students who withdraw must convene a re-assessment meeting with the Program Coordinator prior to readmission.

Academic probationary agreements may also be employed when students are not meeting the expected level of coursework, behaviour, or attendance needed to successfully complete the course.

The process for low academic performance is as follows:

1. The student receives a verbal warning from the instructor.
2. If low academic performance continues, the instructor contacts the Program Coordinator writes and sends a Letter of Concern to the student.
3. If there is no improvement, the student is placed on a Probation Agreement where clear written conditions are outlined. Examples of conditions are improved attendance and deadlines for assignments. The Probation Agreement provides a specific timeframe to correct the concern.
4. The Probation Agreement will be re-evaluated by the Program Coordinator according to the specified timeframe and conditions. Failure to abide by the terms of probation will result in dismissal by the NEC President, through referral of the Dean of Academics.

## Grading System

A+	4.33	90-100	Exceptional Achievement
A	4.0	85-89	Outstanding Achievement
A-	3.67	80-84	Excellent Achievement
B+	3.33	76-79	Very Good
B	3.0	72-75	Good
B-	2.67	68-71	Good
C+	2.33	64-67	Satisfactory
C	2.00	60-63	Satisfactory
C-	1.67	56-59	Marginal
D	1.00	50-55	Minimal achievements. This This grade does not permit students to pursue another course for which the graded course was a prerequisite.
F	0.00	40-49	Unsatisfactory Achievements. Student did not meet minimum course requirements.
I	NC	Incomplete (No credit Granted)	
E	CR	Exempt-Credit Granted	
W	NC	Approved Withdrawal (No Credit Granted)	
N	NC	Ceased to attend classes	
S	CR	Satisfactory – Credit Granted	

U	NC	Unsatisfactory – No Credit Granted
#		Grade not available at the time of printing.
IP		Course in progress.

## Granting of Credentials

NEC college registrar or designate will issue a credential to a student who:

- Successfully completed all program requirements as stated upon program entry or otherwise specified.

## Incomplete Grades (I)

Incomplete grades are used only in cases in which

1. Previous work in the course was at a satisfactory level; and
2. An emergency situation such as illness or accident has prevented the student from completing one or more of the course requirements.

Most students are expected to complete their (I) grades within two to four weeks to minimize interference with their education.

A temporary grade of (I) will only be granted when accompanied with an Incomplete Contracts. The contract must be signed by the student, the Instructor and the Program Coordinator and will specify the work to be completed, the date the work will be completed, the current standing in the course and the evaluation plan for outstanding assignments. A grade of (I) will automatically revert to the previous grade assigned if the work is not completed within the time specified on the contract.

A student with more than one incomplete course will not be eligible to undertake a workplace practicum. Under no circumstances will a student with an incomplete grade be eligible to graduate.

## Academic Integrity

Academic integrity is a shared responsibility at Native Education College. Therefore, the Faculty, Staff, and Administration promote a high standard of academic honesty and strive to educate students by creating an ethical learning environment that accepts only the highest quality of academic work. To prevent Academic dishonesty, the following policies are in place.

### Plagiarism and Cheating

Plagiarism is the intentional or unintentional formal presentation or submission of words, ideas, illustrations, or diagrams of others as one's own without citation or credit. Cheating is the use of unauthorized aids, assistance, or materials in the preparation of assignments or in examinations. During examinations, it is considered cheating to communicate with others to obtain information, to copy from the work of others, or to deliberately expose or convey

information to others. The resubmission of one's own work for which credit has already been granted in another course, without instructor permission, is also cheating.

#### Other Examples of Academic Dishonesty

- Having someone else write a paper and submitting it as one's own work
- Giving or receiving answers by use of signals during an exam
- Copying with or without the other person's knowledge during an exam
- Doing class assignments for someone else
- Turning in a paper that has been acquired from a commercial research firm, obtained from the internet, or from a current or former NEC student
- Padding items of a bibliography
- Obtaining an unauthorized copy of a test in advance of its scheduled administration
- Using unauthorized notes during an exam
- Collaborating with other students on assignments when it is not allowed
- Obtaining a test from the exam site, completing and submitting it later
- Altering answers on a scored test and submitting it for a re-grade
- Accessing and altering grade records
- Stealing class assignments from other students and submitting them as one's own
- Fabricating data
- Destroying or stealing the work of other students

#### Consequences for Academic Dishonesty

When Academic dishonesty is suspected by a student, the instructor is encouraged to meet with the student informally and discuss the facts surrounding the situation. Accidental plagiarism may be subject to a formal reprimand of a score of zero on the evaluation in question, or other remedial decision the instructor sees fit based on the situation, and student. Any further incident in the same course will result in the student being required to withdraw from the course.

Intentional plagiarism and/or cheating constitutes Classroom Misconduct and the procedure for such will be followed. The consequences of student misconduct may include, but are not limited to suspension, return to school for a probationary period with specific conditions, or dismissal. Evidence of plagiarism or cheating in more than one course may result in immediate dismissal from the College.

An original copy of the written decision will be placed in the student's confidential file.

#### Program Completion

NEC will only grant post-secondary credential where all the courses for that program have been successfully completed within four years of the start date.

If a student in a post-secondary certificate or diploma program has not completed the required credits needed for graduation within four years, they must retake those courses that are out of date. All courses required for graduation must be completed within a four-year window.

Some prior learning assessment and recognition options may be available.

### Academic Appeals

NEC is committed to fair evaluation of all students. In most cases students and faculty are in alignment of grading and assessments of learning. However, in the event of disagreement over grading, this policy is intended to guide and direct NEC students and faculty in academic appeals processes.

The appeals policy will be enacted only after an initial meeting between the student and the instructor. The meeting will be to discuss the nature of the assignment, the grade, and rationale as to the position each party is taking. At this point, if the instructor feels a grade change is warranted, they may change it providing it aligns with Code of Ethics policy and grade submission timelines. Instructors are not required to make changes to student grades and are authorized to retain the original grade given.

If, after the meeting, the student still feels the given grade is unfair, they may initiate a formal appeal process.

#### Process for Formal Appeals

1. The student must present a Letter of Appeal to their Program Coordinator/Manager. The letter must be signed by the student, and outline both the specific reasons they feel the decision was incorrect and why the decision should be changed.
2. The Program Coordinator may interview the student and Instructor and may review any relevant materials. Within 10 school days the Program Coordinator will provide a written decision regarding the legitimacy and outcome of the appeal. If the appeal is supported, the Program Coordinator will award a new grade or take other corrective actions.
3. If, after the program Coordinator has reviewed the appeal and made their final assessment, and the student is still unsatisfied with the outcome, AND there is new evidence to support the student's claim, the student may escalate the appeal in writing to the Dean of Academics. The letter must present the new information along with the decision of the Program Coordinator.
4. Within 20 school days the Dean of Academics will present a final decision on the grade appeal. This decision will be final and binding. The Dean will send a copy of the decision to the Student, Instructor, Program Coordinator and Registrar.
5. The Registrar will adjust the student's final grade and academic standing accordingly.

#### Possible outcomes for Appeals

- No change to the final grade
- A higher final grade

- A lower final grade

### Academic Freedom & Responsibility

As one of the Original Laws of Indigenous Peoples, and NEC's Longhouse value of Respect, we understand the academic quest for truth and knowledge, and the dissemination of that knowledge for the purpose of independent thought and expression. To this end, NEC supports the academic freedom of thought for its faculty and students. As such, all academic staff members and students have the right to academic freedom.

#### **Policy:**

1. In keeping with the Longhouse Values, Native Education College will ensure a teaching and learning environment that protects, supports and maintains Academic Freedom, recognizing that teaching and academic inquiry often involve controversial matters and the interrogation of truth and knowledge.
2. Faculty are authorized to conduct, and Students are authorized to participate in, frank discussions of controversial matters; both Faculty and Students are also authorized to conduct research and other forms of inquiry into such matters.
3. Academic Freedom carries with it the duty to use that freedom responsibly, respecting the rights and dignity of others and in a manner consistent with the scholarly obligation to base teaching and research in an honest search for truth, knowledge and understanding, grounded in research, data and evidence, and reliant upon reasoned discourse, scholarship and peer review. Academic Freedom rights must be exercised in compliance with applicable laws and College policies.
4. Faculty and Students have the responsibility to foster and defend intellectual honesty, freedom of inquiry and instruction and the free expression of ideas; they are obliged to respect the opinions of Students and others in the academic and College Community, including opinions that arise from worldviews, values and intellectual traditions other than their own, and to maintain accuracy, integrity and academic honesty in the fulfillment of their roles.
5. As professionals and members of the College Community, Faculty may choose or be called upon to speak publicly in their area of expertise. In these cases, it is appropriate for them to identify themselves as NEC Faculty, but they should not present their views as the official position of the College.
6. Librarians have a duty to promote and maintain intellectual freedom in the institution in keeping with the principles expressed in the Canadian Library Association Position Statement on Intellectual Freedom and in the British Columbia Library Association Statement on Intellectual Freedom.

### Attendance and Absenteeism

Students are required to be present, on time, and participate in their classes. The following are specific student attendance processes:

### NEC Post-Secondary Programs

- Students must report all absences to their instructor by email or phone prior to or at the time of the absence.
- A student who is absent for three consecutive days will be given a Letter of Concern indicating their further absence will result in a Probation Agreement. The Probation Agreement will indicate the actions required by the student to remain in their program of study.
- A student who is absent for five non-consecutive days or is late four times will be given a Letter of Concern. Failure to meet the conditions set out in the letter will result in a Probation Agreement.
- The Probation Agreement will be re-evaluated by the Instructor and Program Coordinator according to the timeframe specified. Failure to abide by the terms of the probation will result in withdraw by the NEC President with recommendation from the Dean of Academics.
- Where the terms of probation have been satisfied, but subsequent attendance issues arise within the same school year, the student will receive a Probation Agreement bypassing the requirement for a Letter of Concern.
- Notwithstanding the aforementioned specific attendance processes, no student shall miss more than 50% of the required course hours. If a student fails to meet this minimum attendance requirement, the Program Coordinator or Instructor will assign a final course grade of (U) and notify the Associate Registrar by submitting a Grade Change Form.
- Notwithstanding the aforementioned specific attendance processes, it is open to each program to implement more stringent attendance policies where it can be demonstrated that such attendance standards are required for the satisfactory completion of required program competencies. Examples of such programs or courses may include, but are not restricted to, labs or other applied practice classes (particularly where third-party performance standards are required).

Where such attendance standards are implemented, students will be informed in writing, prior to the commencement of classes. Students must acknowledge in writing that they are in receipt of that information.

### NEC Indigenous Adult Basic Education Programs (IABE)

- As student who is absent for two days or is late two times will be given a Letter of Concern indicating that further absence will result in a Probation Agreement. The Letter of Concern will be in force regardless of whether the Program Coordinator or Instructor was able to successfully contact the student about the Letter of Concern. The Letter of Concern will include conditions in relation to the attendance issue and will be in place for a period of three weeks from the date of issue.

- A student who is absent or late, while under a Letter of Concern for attendance issues, will be given a Probation Agreement. The Probation Agreement will be in force regardless of whether the Program Coordinator was able to successfully contact the student about the Probation Agreement. The Probation Agreement will indicate the actions required by the student to remain in their program of study and will be in place for the duration of the school term.
- If within the duration of the Probation Agreement the student has further attendance issues, they may be recommended for dismissal from the class/program.

Attempts will be made to contact the student at each of these junctures; however, it is always up to the student to maintain good attendance and academic standing. Furthermore, it is up to the student to catch up (on their own time), any missed work and maintain a passing average.

### On-Campus Program Delivery

NEC will deliver post secondary training program in person and all students and faculty are expected to attend class in-person regularly in order to satisfy attendance requirements. All absences whether excused or not will result in an absenteeism on record. In the event of a communicable disease outbreak such as Covid-19 or other influenza of a substantial number, the Dean of Academics may allow some classes to be attended over MS Teams for a determined period of time. This will be considered on a program-by-program basis, and not as a long-term alternative to classroom-based learning.

### Academic Accommodation

NEC makes every reasonable attempt to meet each student where they are at, creating a supportive learning environment for all. Requests of academic accommodations will be considered provided it is within NEC's available resources and does not interfere with the learning of others.

If a student has medical reasoning for an academic accommodation, they should notify the Program Coordinator upon acceptance into the program. Students may be required to provide medical documentation that outline the need for the accommodation. Students should also be aware that not all accommodations are feasible, however NEC will make every reasonable effort to meet the needs of the learner.

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## Student Conduct

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Longhouse Values: **DIVERSITY, RESPECT, GRATITUDE, UNDERSTANDING, ACCOUNTABILITY**

NEC expects all students to carry themselves in a way that reflects the values of the NEC. This means conducting yourself in a professional, respectful, courteous manner, and to show respect to all college staff, students, and community members. NEC holds students

responsible for their actions, whether acting alone or in a group, on or off campus on College related activities (ex. Field trips, practicum, and clinical settings).

NEC recognizes that there may be varying degrees of misconduct and that these may take place in different settings related to the College. Unacceptable conduct includes, but is not limited to:

### General and Classroom Misconduct

- Academic integrity violations – eg. cheating or plagiarism (See Academic Integrity policy)
- Classroom disruptions of any kind (i.e., cell phone use)
- Violations of the privacy/confidentiality of others
- Unauthorized use of personal or College electronic devices (except in the case of emergency)
- Making false or frivolous complaints
- Disruptive behaviour or disorderly conduct
- Vandalism
- Unauthorized entry or presence
- Violation of NEC Longhouse protocols or policies
- Use of or being under the influence of any controlled substance including alcohol, narcotics, or cannabis (unless medically approved) while on NEC campus or attending any off-site NEC function (If a student requires medical cannabis, medical evidence must be provided to the NEC).

Minor disruptions or disturbances do not necessarily constitute misconduct. The Instructor/Coordinator will use their discretion in determining how severe an incident is based on level of disruption, and harm or potential harm to others. In the event of minor disruptions or disturbances, Instructors and/or Program Coordinators/Managers have the authority to manage classrooms in the best way they see fit in order to maintain instruction and safety.

### Procedure for General and Classroom Misconduct

1. When general or classroom misconduct is reasonably suspected or witnessed, the Instructor and/or Program Coordinator/Manager of the student in question must be notified. Depending on the severity of the misconduct, the Program Manager /Coordinator may require a Critical Incident Form to be filled out.
2. The Program Coordinator/Manager will review the event in question and implement resolution methods appropriate to the student and situation. Consequences could include a verbal discussion or warning, temporary dismissal from class, Letter of Concern, or Probationary Agreement. When appropriate to do so, traditional methods of conflict resolution may be used as part of the process, or thereafter. In the event of repeated offences or ongoing problematic behaviour the misconduct will be treated as serious misconduct and directed for resolution to the Dean of Student Services.

Students with imposed consequences as a result of the misconduct who do not agree with the determinations, may appeal the decision providing they do so in accordance with the Appeals Policy in this handbook.

In the event the individual demonstrating behaviour that could be misconduct is not a student at NEC, Security should be notified immediately.

### Serious Misconduct

Complaints of serious misconduct are handled swiftly and fully so that all students and staff may enjoy peace and feel safe while at NEC. As a result, instances of serious misconduct are few. Examples of serious misconduct include but are not limited to

- Violence, or threats of violence
- Engaging in acts of bullying, discrimination, harassment, hate, or contempt of any kind
- Endangering the safety of others
- Possession, sale or transmission of a weapon, alcohol, non-medicinal cannabis, narcotic, or other illegal drug on campus
- Theft of personal or college property
- Failure to comply with reasonable requests by NEC staff intended to protect the rights, privileges, or safety of any member of the collective community.
- Infringing on NEC operations by putting the building, students, staff, or functions at risk due to their actions or behaviours.

### Procedure for Serious Misconduct

1. When serious misconduct is reasonably suspected, or witnessed, a Critical Incident Form must be filled out by students or staff as soon as possible and submitted to Howard Campbell, Dean of Student Services via email at [hcampbell@necvancouver.org](mailto:hcampbell@necvancouver.org), or in-person.
  - a. The Dean of Student Services may impose immediate sanctions on the student including suspension up to 5 days if the situation warrants while an investigation takes place.
2. An investigation will include interviewing the parties directly and indirectly involved in the misconduct. Within 7 school days of receiving notification of the alleged misconduct, the Dean of Student Services will make a determination and provide the student a written statement including the reasons for the determination and the consequences of the misconduct.

A student with imposed consequences as a result of the misconduct who does not agree with the determinations, may appeal the decision providing they do so in alignment with the Appeals Policy in this handbook.

### Sexual Misconduct

NEC expects all students and staff to contribute to safe learning environments and to model healthy boundaries and professionalism in all relationships with college staff, students, and community members. In addition, NEC holds students and staff responsible for their actions, whether acting alone or in a group on or off campus.

Sexual misconduct includes the following:

- Sexual assault
- Sexual exploitation
- Sexual harassment
- Sexual violence
- Sexual activity without full and clear consent
- Stalking
- Indecent exposure
- Voyeurism
- Distribution of a sexually explicit photograph of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video.
- The attempt to commit an act of sexual misconduct
- The threat to commit an act of sexual misconduct
- Sharing of personal sexual information about another person.

Procedure for Making a Complaint of Sexual Misconduct:

A Complaint of sexual misconduct is different than a Report of sexual misconduct. A person may choose to disclose or make a complaint of sexual misconduct without making a formal report. A formal report is an official notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action (see reporting process below).

The process for making a complaint about sexual misconduct is as follows:

1. A student can direct their complaint of sexual misconduct in person or in writing via a Critical Incident form to Howard Campbell, Dean of Student Services, at [hcampbell@necvancouver.org](mailto:hcampbell@necvancouver.org), or if unavailable and/or named in the complaint, to Amanda Kai, Director of Operations, at [akai@necvancouver.org](mailto:akai@necvancouver.org).
2. The Dean or Director will acknowledge receipt of the complaint within 1 school day of receiving the report and provide a written response within 3 school days.
3. Within 3 school days the student making the complaint will be provided with resolution options including resources for emotional and medical support, advocacy, reporting options, and, if appropriate, accommodation options, and will not be required or pressured to make a formal report.

Procedure for Reporting Sexual Misconduct

In the event of reporting Sexual Misconduct, the following procedure is in place. A student will not be the subject of any form of retaliation by the institute as of the result of filing a complaint or report.

1. College staff and/or students are required to immediately submit a Critical Incident Form in the event they witness, or reasonably suspect sexual misconduct against another student, or staff person, to Howard Campbell, Dean of Student Services, at [hcampbell@necvancouver.org](mailto:hcampbell@necvancouver.org), or if unavailable and/or named in the complaint, to

Amanda Kai, Director of Operations, at akai@necvancouver.org. In the case of violence or emergency, resources will be offered to the victim, and appropriate authorities may be contacted.

2. The receiving Dean or Director will separately meet with the student(s) involved within 1 school day to discuss the nature of the misconduct and student policy. If the situation warrants, the Dean or Director may issue written notification of a suspension of up to 5 days to the student in question.
3. The Dean or Director will review the evidence, determine the legitimacy of the misconduct, and provide a written response to the student in question outlining the outcome of the investigation and consequence of the misconduct within 7 school days of receiving the report.

The consequences of all Misconduct reports may include, but are not limited to, an additional suspension, return to school for a probationary period with specific conditions, or permanent dismissal. If the situation warrants NEC may inform the appropriate authorities in dealing with situations of misconduct.

An original copy of the written decision will be placed in the student's confidential file.

The students with imposed consequences as a result of the misconduct who do not agree with the determinations, may appeal the decision providing it is in alignment with the Appeals Policy in this handbook.

In the event the individual demonstrating misconduct or potentially unsafe behaviour is not a student at NEC, Security should be notified immediately.

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## Dispute Resolution

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Longhouse Values: **DIVERSITY, RESPECT, GRATITUDE, UNDERSTANDING, ACCOUNTABILITY**

NEC is committed to providing excellent education and services for students. This includes maintaining a dispute resolution policy that guides students and instructors through a holistic and respectful resolution process that ensures all parties take responsibility both for their actions and for resolving issues whenever possible.

We are guided by our lived philosophy and traditional laws of the Longhouse. As Indigenous Peoples we don't deviate from our original path and these laws are upheld and guide all stages of the dispute resolution process.

### Disputes between Students

At all times students are expected to be respectful to other students and communicate in a way that upholds the values of NEC. Students having a dispute or conflict with another student will attempt to resolve it on their own, and in a timely manner. If traditional methods of resolution can be used, it is encouraged to do so. As NEC is an adult education college, it is expected that disputes among students are attempted to be resolved without the involvement of NEC staff.

However, if after attempting to resolve the matter, students are still unable to make resolution, students may meet with an NEC Counsellor and seek a further resolution. If the dispute involves misconduct of any kind, a Critical Incident Form must be filled out and submitted to the appropriate staff person, as per the Student Conduct Policy.

### Disputes between Students and Staff

Students may use this policy in the event of a dispute with a member of NEC staff. In the event of a dispute involving General, Serious, or Sexual Misconduct, refer to the Student Conduct policy in this manual. Disputes regarding grades are referred to the Academic Appeal Policy. All other disputes between staff and students will follow this policy and procedure.

Prior to launching a formal dispute, if a complaint can be resolved using traditional Indigenous practices, the student and staff member are encouraged to do so. An advocate such as an Elder, Program Coordinator, or other person as agreed by both student and staff may be present to facilitate this process.

In case the student does not feel safe approaching the staff person, the Program Coordinator will be consulted to solve the dispute informally.

### Process for Launching a Dispute

1. **Submit complaint in writing:** in the event of a dispute of any kind, the student will submit their complaint in writing to their Program Coordinator/Manager. If the Program Coordinator is unable to resolve the dispute informally, or if the Program Coordinator is named in the complaint, the student will submit their complaint in writing to Howard Campbell, Dean of Student Services at [hcampbell@necvancouver.org](mailto:hcampbell@necvancouver.org). If the Dean of Student Services is absent or is named in the complaint, the student must provide the written complaint to Tamara Starblanket, Dean of Academics, at [tstarblanket@necvancouver.org](mailto:tstarblanket@necvancouver.org). A student who raises an issue for resolution may be accompanied by or represented by an advocate or lawyer when speaking with college staff involved in the issue and resolution.
2. **Investigation:** The Dean of Student Services or designate will conduct an investigation of the issue and provide a report and proposed resolution within 30 days after the date on which the complaint was received.
  - a. The Dean of Student Services or designate will make a determination and provide the student a written statement including the reasons for the determination on the dispute and consequences imposed on the student in question.
  - b. The student will not be subject to any form of retaliation because of filing a complaint.
  - c. Discipline of staff members follows the NEC Collective Agreement.
  - d. There will be no fees for students associated with the dispute resolution process and all dispute resolution files will be accessible by the registrar for 5 years.

A student with imposed consequences because of the dispute who does not agree with the determination may appeal the decision providing they do so in accordance with the Appeals Policy in this handbook.

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## Health and Safety

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### Animals on Campus

All animals are prohibited from property that is owned, leased, operated, or maintained by NEC, except for service animals required by people with disabilities or on-duty guard or police dogs.

### Children on Campus

For safety standards, it is understood that children are not to be on campus except when attending a NEC family event or under extreme circumstances. Upon arrival, reception must be informed of the presence of children on campus.

Students are responsible for supervising their children at all times through events in the College. Children will not attend classes with parents, caregivers, or guardians. NEC employees will not take responsibility for minors brought into the school.

### Communicable Diseases

NEC is committed to minimizing the risk of transmission of communicable disease such as Covid-19 and other infectious disease. In accordance with provincial health and safety guidelines NEC will issue Communicable Disease or Covid-19 Safety Plans when required. In the event of an update to the plan, all students and staff will be notified by way of public posting of information in a conspicuous area on campus. The Communicable Disease or Covid-19 Safety Plan and its recommendations will be accepted as policy, and it is expected that all students and staff will adhere to the policy therein. Refusal to accept policy may result in disciplinary actions or sanctions.

### Campus Emergency

If fire, police, or ambulance response is required, call 911 immediately and follow all directions from emergency response personnel. When a potential or actual emergency is identified it should be brought to the attention of a NEC staff member.

Emergencies which significantly disrupt classes and services will be announced to employees, students, and campus visitors. An “all clear” announcement will be made when the situation is stabilized. The NEC management will determine if families, community organizations or media should be alerted.

Among the action possible for serious incidents are campus lockdown and evacuation.

### Campus-wide Lockdown

A Campus-wide Lockdown may be used to try and keep people from coming in contact with danger by directing them to places that can be secured. If a campus-wide lockdown is announced, staff will secure their interior doors, close blinds, and continue normal activities until notified by an “all clear” announcement. During lock down you may let people who you know personally into the building, who are not a danger, and who do not fit the description of the suspect.

### Evacuation

An evacuation will be ordered if it is deemed necessary by NEC or emergency staff. A decision to evacuate will be communicated to all affected individuals using all means available. The methods of communication will depend on the event, potential harm to people and property, and the urgency required.

### Fire Alarms

Every activated fire alarm will be treated as actual events. Evacuation of an affected building is mandatory, and everyone must safely exit the building. Evacuation must begin when the alarm sounds. Facilities personnel will assist and ensure the evacuation has been completed and this will include support for the physically impaired.

### Violent or Threatening Behaviour

Do not meet with or engage with anyone who exhibits violent or threatening behaviour. If you are engaged end the conversation immediately if you do not feel safe. For situations that pose an immediate threat or danger call security. Refer persons who pose a potential threat to your instructor. Following a serious emergency an on-going availability of additional counselling services may be provided through the Student Services department as needed.

### Campus Machinery and Equipment

Each student has the right to study in a safe environment on campus. NEC makes every effort to ensure all machinery and equipment are properly maintained and any required safety devices are in working order. Any student may raise an issue of campus health and safety by reporting it to the Dean of Student Services. This issue will be raised at a monthly Joint Health and Safety Committee meeting, or earlier if required.

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## Student Services & Information

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### Field Trips

Field trips are an integral part of the experiential vocational education provided by NEC. Field trips and class tours scheduled for other than class period, including weekends, cannot be required of students unless the trips are specified at the time of registration.

All students must sign a waiver form in order to participate in a field trip. Only NEC students may participate in field trips and NEC will not reimburse students for the use of their vehicles in travelling to a field trip.

### Appropriate and Responsible Use of Educational and Information Technology

All Students who may access and use NEC's educational and information systems, networks and services are required to use them appropriately and responsibly. Use of these technologies denotes that the user has read and understands the usage policy.

- Respect the legal protection provided by copyright and license to programs and data.
- Respect the rights of others by complying to all relevant policies.
- Preserve the privacy of personal data and do not tamper with files, accounts, passwords etc.
- Only use IDs and communication facilities which you are authorized to use and for the purpose for which they were intended.
- Do not intentionally use or develop software programs that harass other users, infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system, or gain unauthorized access to other facilities via the network.
- Use computing and communication facilities in a manner which is consistent with the ethical principles set for and by NEC and with accepted community standards. All applicable Canadian Federal, Provincial and Municipal laws and statutes also govern the use of NEC's educational and information technology systems and networks.

### Parking

The following will apply when parking in NEC Native Education College parking lots:

- Annual Student Parking passes (Sep – Aug) & Term Student Parking passes (4-month duration) can be purchased in the college library for a nominal fee.
- Parking passes must be visible at all times – placed on the front or back window, or on the dashboard.
- One spot is reserved for people with disabilities which also need to have a Parking Permit for People with Disabilities" placard displayed. The spot for people with disabilities is not a drop-off spot or a delivery station.
- Double parking, blocking other vehicles or similar infractions will not be permitted.
- Parking in both NEC parking lots is available on a first come first served basis, there are no reserved spaces except on special occasions.
- NEC is not responsible for any theft or damage to vehicles or their contents in either lot.
- Buildings staff will monitor the parking lots and issue warning tickets for infractions. After the next or future tickets, or if the concern is immediate, the vehicle will be towed at the owner's expense.

- Any questions or concerns about parking at NEC can be directed to the Building Manager.

## Campus Access

The NEC is open to students, staff, applicants, alumni, business associates, invited guests, community members accessing services, and individuals or organizations with rental agreements.

NEC is a private educational institution and reserves the right to remove anyone from the premises using appropriate channels. Any individual whose presence on campus constitutes a danger to persons, property or peace will be informed in writing that they are prohibited from campus. Dangerous persons on campus will be removed immediately.

## Use of Library Resources

- A current NEC Native Education College Library Client Number issued by Library personnel is required to check out material.
- Library patrons must check out materials using their own identification. Failure to do so may result in the withdrawal of Library privileges.
- Individual borrowers are responsible for all materials borrowed from the Library.
- Any borrowers are subject to penalties and sanctions for contravention of loan regulations.
- All borrowers are responsible for keeping the Library informed of their current email, postal address and telephone number.
- The non-receipt of library notices does not relieve the borrower from responsibility for fines or other sanctions.
- The Library reserves the right to restrict the number of items an individual may borrow in order to provide equitable service.
- The Library reserves the right to restrict some materials to use within the Library.

## Student Wellness Plan

Each student that comes to NEC Native Education College will make a commitment to themselves, their family, and their community in a plan of personal and professional development. Every student attending NEC programs will be encouraged and assisted in making a Personal Wellness Plan (PWP).

At the beginning of each semester, workshops will be held to allow any new students to learn how to make their PWP. Students who complete their PWP will receive a certificate of completion. Each student will be encouraged to complete a plan every September.

The PWP may be a poster or a written document that the student can put up in their home or classroom to remind them of the steps they are taking toward their personal wellness. The PWP

may be shared with their Program Coordinator, who will support the student in their professional development.

## Respectful and Fair Treatment of Students

1. NEC recognizes that all students have the right to learn and participate in an environment free from harassment, bullying, aggressive behaviour, and threats.
  - a. Harassment includes sexual harassment, and unwelcome comments or actions which may concern a person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, family status, gender, physical or mental disability, age or sexual orientation.
  - b. Bullying includes intentional intimidation in order to force compliance or assert dominance. This also includes cyberbullying.
2. NEC recognizes that all students should have equal opportunity to excellent learning opportunities.
3. NEC recognizes that diversity leads to a strong learning environment and that our values guide is in a good way to ensure all students will be treated respectfully, fairly, and equitably.
4. All member of NEC has a shared responsibility to uphold these values and treat one another with respect.
5. If any student is not being treated respectfully and fairly, they have the right through NEC Policies to deal with and resolve any issues that may hinder their participation in this learning environment.

## Access for People with Disabilities

The Longhouse is fully wheelchair accessible. Ramp access to both floors is located off 5<sup>th</sup> Avenue in front of the building. An elevator is located inside the building on the north side. Wheelchair accessible washrooms can be found on both floors. Designated parking is available for persons with disabilities. The Tsimilano Building is wheelchair accessible on the first floor only.

NEC is committed to ensuring fair and consistent treatment of all students including students with a disability, where appropriate and consistent with admission criteria. Accommodation for students with disabilities are made on an individual basis; accommodations require a request with documentation and must be reasonable within the context of the learning environment.

## Knowledge Centre

The NEC Knowledge Centre consists of the Grace Mirehouse Library and the Learning Centre. Services are open daily from 8:30 a.m. until 4:00 p.m. in order to provide tutorial and research support. The Knowledge Centre also provides quiet individual study space, group study space and computer access for academic and career research. Services included Literacy (English) and Numeracy (Mathematics) help for students in all courses and programs. Students can access tutorial help in a variety of ways:

- by arranging an appointment with the Literacy Coordinator
- by receiving a referral from their course instructor
- or
- by “drop-in” on a first-come, first served basis, including during the lunch hour break

### First Aid Station

The names and locations of the first aid attendants are found on bulletin boards in the college and identified with signs.

### Canteen

The canteen is located under the main staircase on the lower floor of the Longhouse. The canteen sells coffee, pop, juices, snack items, and fresh baked goods from 9am to 2pm, Monday to Friday. The canteen also sells reasonably priced house made lunches and healthy options daily. A free breakfast is provided daily from 8 a.m. to 9 a.m. for students, through the NEC Breakfast Program.

Remember to clean up after yourselves and return dishes. There are several designated garbage and recycling bins throughout our Longhouse.

### Smoking Policy

To promote the physical, intellectual, spiritual, and emotional well-being of students and visitors, all buildings are designated as smoke-free. Smokers are welcome to use ashtrays in the designated smoking area located on the east side of the Longhouse only. You are required by law to smoke at least 6 meters from the building entry doors. **Please be responsible for your butts – use ashtrays, not the ground.**

### Student Lounges

Student Lounges are places for all students to relax at break times and double as the eating area during lunchtime. These also serve as multi-purpose room for ceremonies, events, guest speakers, presentations, and seminars for large groups. Use of this space during school hours should be coordinated with the Dean of Student Services; use of this space after school hours should be coordinated with the Building Manager.

### Photocopying / Printing

Photocopying and printing are available to all students in the Library at a cost of **ten** cents per copy. Students wishing to print will require a paid printing account which can be purchased through the Library. Before the end of September, all current students will have a \$5 printing credit – free of charge. After that credit is used, students must pay a minimum of \$5 on their printing account for Library printing services.

## Methods of Payment

Cash, credit cards, debit cards and certified cheques are accepted as methods of payment. Any purchase under \$5.00 must be paid in cash.

## NEC Bookstore

During non-registration periods, the Bookstore is open upon request from 9:00 a.m. to 11:00 a.m. Monday – Friday (please see the Library staff for assistance). The Bookstore carries all required books and course materials plus a limited selection of extras that students may purchase using cash, debit, or credit (e.g. parking passes, locker rentals, pens, T-shirts, coffee cups, journals, scarves, etc.).

## Headphones and Cell Phones

Out of respect for the instructors and your peers, headphones and cell phones must not be on during class time.

## Lost and Found

It is the student's personal responsibility to ensure the safety of their books, supplies and personal property. The NEC will not be responsible for loss of property while on the premises or during college events.

There is a lost and found located in the Library (room 201). Any items found should be turned into the lost and found.

## Lockers

A limited number of lockers are available for a rental fee of **\$8.00** per school term plus a **\$6.00** refundable deposit for a lock (**\$14.00 total**). Students can use their own locks. Unauthorized locks will be removed. Locker rentals must be renewed each academic year. **Locks must be returned when a student withdraws from the College.** All locks must be returned by July 26<sup>th</sup>, 2023, to receive the refundable deposit (\$6.00).

## Food in the Classroom

Eating food is discouraged in classrooms. Liquids are not permitted near computer equipment. Please do not abandon coffee cups or dishes; any food or drink left attracts pests and will be disposed of. You are encouraged to eat your food in designated spaces like the lounge.

## Student Council

Student Council is responsible for organizing student activities and events. Nominations and elections for the executive committee are held in the fall and winter of each year. Positions of

Chief, Vice Chief, Treasurer, Social Director and Recreation Director will be elected each Fall and Winter term.

### NEC Elders

As health and safety guidelines around the Covid-19 pandemic continue to determine the suitability of having Elder’s on campus, Elders will be on site to speak to students who need comfort, wisdom and guidance in the Student Lounge or the Elders Room. See the bulletin board or the Cultural Coordinator for the Elders’ schedule.

### Free Online Resources

On the NEC Library webpage (<http://www.necvancouver.org/student-services/student-resources/library>), numerous free online resources are available for all students to utilize. Examples of these links are *Indigenous Resources & Academic Journals*, *Learning About Comics & Graphic Novels*, *Writing Resources*, *Indigenous Languages*, & *Mathematics*.

### AWARDS AND BURSARIES

**Please Note:** Applications for the listed Awards and Bursaries are the responsibility of the students. As well, these Awards and Bursaries are separate from the NEC Grad Awards.

<b>IKB Irving K. Barber BC Indigenous Student Awards</b>	BC Indigenous Student Awards are available for students starting a new year of full-time studies between May 1, 2022, and April 30, 2023. Students must be BC residents and planning to study at a BC public post-secondary institution or Indigenous post-secondary institution. <a href="https://ikbscholarship.smapply.io/">https://ikbscholarship.smapply.io/</a> \$1,000 & \$2,000 - <b>Opens January 13 / Closes May 16 4:30 PM PDT</b>
<b>IKB Irving K. Barber Transfer Scholarship</b>	You must have completed either one or two years of study and be transferring the credits you have earned to a second institution where you will complete your program. <u>Transfer Scholarships</u> are awarded based on academic achievement (B GPA required) and community service or volunteerism. <a href="https://www.ikbbc.ca/transfer-scholarships/about-this-scholarship/">https://www.ikbbc.ca/transfer-scholarships/about-this-scholarship/</a> To check eligibility <a href="https://www.ikbbc.ca/transfer-scholarships/am-i-eligible/">https://www.ikbbc.ca/transfer-scholarships/am-i-eligible/</a> \$5,000 <b>Opens January, Closes March</b>
<b>APT Indigenous Scholarship</b>	Criteria: Indigenous, F/T in 2 years or more program with a minimum average of 65% at an accredited PS Institution a minimum average of 65% or higher at an accredited PS Institution <a href="https://indspirefunding.ca/aptn/">https://indspirefunding.ca/aptn/</a> <b>Opens on-line June, Sept., &amp; Dec., Closes Aug., Nov., &amp; Dec. 1<sup>st</sup></b>

<b>Allan &amp; Gill Gray Foundation Awards for Indigenous Students</b>	<p>Annual distribution to indigenous students attending a PS Institution located in BC with home communities in BC.  <a href="https://indspirefunding.ca/allan-gill-gray-philanthropy/">https://indspirefunding.ca/allan-gill-gray-philanthropy/</a>  <i>Opens On-Line June, September, and December</i>  <i>Closes first day of August, November, &amp; December</i></p>
<b>BC Hydro</b>	<p>Status, Non-Status, Metis, Inuit, students, Resident of BC, Enrolled in Post-Secondary Diploma/Certificate Program: <b>OAC, AJS, FCC, FCCD, &amp; ECE.</b>          Must submit application via email at: <a href="mailto:aboriginal.awards@bchydro.com">aboriginal.awards@bchydro.com</a>  <a href="https://www.bchydro.com/community/indigenous-relations/opportunities/individuals/donations_sponsorships.html">https://www.bchydro.com/community/indigenous-relations/opportunities/individuals/donations_sponsorships.html</a>          \$2,000 - <i>Opens April 1<sup>st</sup> / Closes June 17<sup>th</sup></i></p>
<b>Birendra &amp; Sushma Prasada Bursary</b>	<p>These bursaries will be distributed to Indigenous female students who are attending post-secondary institutions with demonstrated financial need.  <a href="https://indspirefunding.ca/birendra-and-sushma-prasada/">https://indspirefunding.ca/birendra-and-sushma-prasada/</a>  <i>Opens On-Line June, Sept., and Dec.,</i>  <i>Closes first day of August, November &amp; December</i></p>
<b>Catherine &amp; John Kelly Indigenous Student Bursary</b>	<p>Criteria: Indigenous students attending PS with a demonstrated financial need with preference given to students studying ECE, FCC C&amp;D HCA  <a href="https://indspirefunding.ca/catherine-and-john-kelly/">https://indspirefunding.ca/catherine-and-john-kelly/</a>  <i>Opens On-Line June, September, and December</i>  <i>Closes first day of August, November &amp; December</i></p>
<b>Chief Joe Mathias</b>	<p>Must be a member of a BC Band / First Nation  <a href="http://www.chiefjoemathias.ca/">http://www.chiefjoemathias.ca/</a>          Email application to: <a href="mailto:chiefjoemathias@gmail.com">chiefjoemathias@gmail.com</a>  <i>Opens 1<sup>st</sup> week of April / Closes June 15<sup>th</sup> 11:59 pm</i></p>
<b>Church of St. Clement Ellington Scholarship</b>	<p>Criteria: Indigenous students attending PS with demonstrated financial need, preference given to academic programs Counselling FCC C&amp;D  <a href="https://indspirefunding.ca/church-of-st-clement/">https://indspirefunding.ca/church-of-st-clement/</a>  <i>Opens On-Line June, September, and December</i>  <i>Closes first day of August, November &amp; December</i></p>
<b>Microdea</b>	<p>Currently attending a Post-Secondary Institution. *<b>500-word essay</b> on how student has exemplified some or all of Microdea's Core Values in their school or community. <a href="http://learn.microdea.com/scholarship/">http://learn.microdea.com/scholarship/</a>          Submit application to: <a href="mailto:edocouto@microdea.com">edocouto@microdea.com</a>          \$1,000 - <i>Opens April 15<sup>th</sup> / Closes July 31<sup>st</sup> 11:59 pm EST</i></p>

<p><b>New Relationship Trust Bursary</b></p>	<p>Students must meet the below criteria to be eligible for a NRT Foundation First/ Second Call awards. Eligibility: First Nations (status or non-status) member of a British Columbia First Nation community. Planning to attend an accredited post-secondary institution on a full-time basis anywhere in the world. Trades, Associate Degrees, Certificate &amp; Diploma programs <a href="https://www.nrtf.ca/apply-for-funding/bursaries/">https://www.nrtf.ca/apply-for-funding/bursaries/</a> Application: <a href="https://app.smarterselect.com/programs/81043-New-Relationship-Trust">https://app.smarterselect.com/programs/81043-New-Relationship-Trust</a> <b>First Call: Open May, Closes June 24, 4:30 PM PDT</b></p>
<p><b>Mary Thomas Memorial ECE Scholarship (BCACCS)</b></p>	<p>ECE Graduate with the highest achievement including overall academic standing, outstanding accomplishments, volunteer work, community involvement, references, and history of applicant Commitment to child-care. <a href="https://www.acc-society.bc.ca/services/scholarship-awards/">https://www.acc-society.bc.ca/services/scholarship-awards/</a> *Awarded after Cert/Dip program completed* \$1,000 (ECE) &amp; \$1,500 (ECPB) – <b>Opens May / Closes July 31<sup>st</sup></b></p>
<p><b>Maura Kealey Award</b></p>	<p>This Award will be distributed annually to <u>female Indigenous students</u> enrolled in <u>law or nursing</u> who are attending post-secondary institutions (i.e., college, university, technical college, or apprenticeship program). Although demonstrated financial needs will be the primary consideration, other factors (such as involvement in or contribution to community as a whole and demonstrated academic merit) may also be considered. <a href="https://indspirefunding.ca/maura-kealey/">https://indspirefunding.ca/maura-kealey/</a> <b>Open / Closes on the 1<sup>st</sup> of February, August, &amp; November</b></p>
<p><b>Michael Melancon-Koffend Student Award</b></p>	<p>NWAC coordinated award to 13 young indigenous women in any PS study all fields. Criteria: Financial Need, Indigenous woman, Two-Spirit, or gender-diverse, all ages, from each province &amp; Territory. Students must demonstrate a commitment to improving the situation of Indigenous women &amp; youth in Canada politically, culturally, economically, or otherwise. <a href="https://www.nwac.ca/michael-melancon-koffend-student-award/">https://www.nwac.ca/michael-melancon-koffend-student-award/</a> <b>Open May / Closes July 15</b></p>

<b>Canada Post Awards for Indigenous Students</b>	<p>The Canada Post Awards for Indigenous Students celebrate the hard work and determination of Indigenous peoples who have embraced a renewed pursuit of learning. The awards are open to all First Nations, Métis and Inuit peoples who have been out of school for one year or more, who have since decided to return to an educational system, and who have now been back at school for at least one year. The Canada Post Awards for Indigenous Students are granted annually to select applicants from across the country, and recipients are awarded \$2,000 in recognition of their efforts <a href="https://indspire.ca/programs/students/bursaries-scholarships/">https://indspire.ca/programs/students/bursaries-scholarships/</a></p> <p>\$2,000 – <b>Opens May 1<sup>st</sup> / Closes August 31<sup>st</sup></b></p>
<b>Cda Student Grant for Svcs Equipment</b>	<p><b>FOR Students w/Permanent Disabilities</b>  <a href="https://www.canada.ca/en/employment-social-development/services/education/grants/disabilities-service-equipment.html">https://www.canada.ca/en/employment-social-development/services/education/grants/disabilities-service-equipment.html</a></p>
<b>NIB Trust Fund National Indian Brotherhood</b>	<p>Confirmation of valid FN/Métis citizenship and confirmation of enrollment in Post-Sec/Certificate/Training. Preference given to former residential school students. <a href="http://nibtrust.ca/">http://nibtrust.ca/</a></p> <p>\$3,000 to \$20,000 – <b>Opens April 15<sup>th</sup> / Closes June 8<sup>th</sup> 5:00 pm EST</b></p>
<b>ATCO Indigenous Education Award</b>	<p>FN, Metis, Inuit, students, enrolled full-time (upgrading, certificate, or diploma). Awarded to students who demonstrate leadership capabilities <a href="https://www.atco.com/en-ca/our-commitment/indigenous-partnerships/indigenous-education-programs.html">https://www.atco.com/en-ca/our-commitment/indigenous-partnerships/indigenous-education-programs.html</a></p> <p>\$500 to \$1,500 – <b>Opens May 30<sup>th</sup> / Closes July 15<sup>th</sup></b></p>
<b>Averbach Award</b>	<p>Demonstrated financial need as a primary consideration. Other factors: community involvement and/or contributions and demonstrated academic merit</p> <p><b>Opens On-Line June, September, and December Closes first day of August, November, &amp; December</b></p>
<b>Indspire Post-Secondary Education</b>	<p>Enrolled full-time at an accredited Post-Secondary Institution, Professional Development, Traditional Knowledge Program or Arts Training. Demonstrates financial need. <a href="http://indspire.ca/for-students/bursaries-scholarships/">http://indspire.ca/for-students/bursaries-scholarships/</a></p> <p><b>Opens On-Line June, September, and December Closes first day of August, November, &amp; December</b></p>
<b>Storwell Scholarship for Foster Children</b>	<p>Must have been a foster child with an official Canadian / American Foster care program and agrees to have Storwell Scholarship verify the same. Enrolled full-time student at an accredited PS institution. 24 years of age at time of application. <a href="https://www.storwell.com/bursary-application">https://www.storwell.com/bursary-application</a></p> <p>\$2,000 – <b>Opens September (Yearly) / Closes December 15<sup>th</sup> (Yearly)</b></p>

<b>Parents Need</b>	Any student currently enrolled in high school, University, Trade-School, or College. Student(s) with children. 1,000 – 2,000 word essay required. <a href="https://parentsneed.com/student-scholarship/">https://parentsneed.com/student-scholarship/</a> \$1,000 – <b>Opens September 1<sup>st</sup> / Closes December 1<sup>st</sup></b>
<b>First Citizens Fund Student Bursary Program</b>	FNMI in an accredited Post-Secondary Institution who demonstrate financial need. Permanent BC resident for more than 6 months. Registered full-time in a minimum 2 yr. program. A successful application is valid for 1 year only- first come, first serve basis. <a href="https://bcaafc.com/education/first-citizen-funds/">https://bcaafc.com/education/first-citizen-funds/</a> Submit Application to <a href="mailto:education@bcaafc.com">education@bcaafc.com</a> \$700 each <b>Opens September, January, &amp; May 15<sup>th</sup></b> <b>Closes last day of November, March, &amp; July</b>
<b>BC Aboriginal Network on Disability Association</b>	Must have a Disabilities Designation <a href="http://www.bcands.bc.ca/">http://www.bcands.bc.ca/</a>
<b>Disability Awards.ca</b>	<a href="https://www.disabilityawards.ca/">https://www.disabilityawards.ca/</a>
<b>Deloitte Indigenous Business Student Awards</b>	Criteria: Indigenous student attending PS Preference given to Business Administration, Finance & Accounting OAC <a href="https://indspirefunding.ca/deloitte/">https://indspirefunding.ca/deloitte/</a> <b>Opens On-Line June, September, and December</b> <b>Closes first day of August, November, &amp; December</b>
<b>Elizabeth Freeland Compassion Fund</b>	Criteria: Indigenous student attending PS with demonstrated financial need as a primary consideration, other factors, community involvement and/or contributions and demonstrated academic merit <a href="https://indspirefunding.ca/elizabeth-freeland-compassion-fund/">https://indspirefunding.ca/elizabeth-freeland-compassion-fund/</a> <b>Open / Closes 1st day of August, November, &amp; February</b>
<b>HSA Bursary for Aboriginal Students</b>	Applicants must: reside in BC for 12 months or more, be registered in an approved health care related program and provide proof of registration from a recognized school. Applies Indigenous students. <a href="https://www.hsabc.org/member-benefits/scholarships-and-bursaries">https://www.hsabc.org/member-benefits/scholarships-and-bursaries</a> Send completed application to: <a href="mailto:education@hsabc.org">education@hsabc.org</a> <b>Opens November / Closes 3<sup>rd</sup> Sunday in January</b>
<b>Indspire Post Sec Education</b>	Enrolled Full-time at an accredited Post-Secondary Institution, Professional Development, Traditional Knowledge program or arts training Demonstrates financial need Not a member of staff, board, or jury ECE/Teacher ed There is one application for all Indspire’s bursaries, scholarships, and awards <a href="http://indspire.ca/for-students/bursaries-scholarships/">http://indspire.ca/for-students/bursaries-scholarships/</a>

	<b><i>Opens September / Closes first day of Aug., Nov., &amp; Feb., at 11:59 PM EST</i></b>
<b>Helen Bassett Commemorative Student Award</b>	Native Women’s Association of Canada currently pursuing Post-sec studies, Indigenous women under 31, Demonstrate financial need, Demonstrate commitment to improving the situation of Aboriginal woman and youth in Canada politically, culturally, economically or otherwise <a href="https://www.nwac.ca/scholarships-bursaries/helen-bassett-commemorative-student-award">https://www.nwac.ca/scholarships-bursaries/helen-bassett-commemorative-student-award</a> Submit Application <a href="https://nwac.ca/assets-knowledge-centre/NWAC-Helen-Bassett-Application-Form-2022_2022-05-19-193946_bdqi.pdf">https://nwac.ca/assets-knowledge-centre/NWAC-Helen-Bassett-Application-Form-2022_2022-05-19-193946_bdqi.pdf</a> <b><i>Opens May, closes July 15<sup>th</sup></i></b>
<b>Hilary Pearson Award</b>	Criteria: Indigenous female students attending PS with demonstrated financial need for contribution to education costs <a href="https://indspirefunding.ca/hilary-pearson-award/">https://indspirefunding.ca/hilary-pearson-award/</a> <b><i>Opens On-Line June, September, and December Closes first day of August, November, &amp; December</i></b>
<b>TED ROGERS Scholarship</b>	Canadian Indigenous students starting a post-secondary program in the fall of 2022. Min. 2-year full time studies in a first bachelor’s degree or first diploma program at a Canadian accredited university or college. University preparatory programs in any jurisdiction are not eligible (e.g. (CEGEPs - pre-university diploma). Students must be under the age of 29 and a Canadian citizen and have a valid social insurance number. <a href="https://indspire.microsoftcrmportals.com/en-US/">https://indspire.microsoftcrmportals.com/en-US/</a> <b><i>Opens December 15, Closes February 1</i></b>
<b>PAFNW Pacific Association of First Nations Women</b>	Education Awards for Indigenous women attending Post Secondary studies in BC. The Association has two awards to distribute to honour Indigenous women and their achievements. We will offer a \$2,500 bursary for Indigenous women in financial need, and a \$2,500 Language and Leadership Scholarship Award. <a href="https://pafnw.wordpress.com/scholarship-fund/">https://pafnw.wordpress.com/scholarship-fund/</a> <b><i>Opens January, closes March 22</i></b>

<b>Kaatza Foundation Award</b>	<p>This Bursary will be distributed annually student(s) attending post-secondary institutions (i.e. college, university, technical college, or apprenticeship program) with demonstrated financial need for contribution to education costs. Preference will be given to students from British Columbia.</p> <p><a href="https://indspirefunding.ca/kaatza-foundation/">https://indspirefunding.ca/kaatza-foundation/</a></p> <p><b><i>Opens June / Closes on the 1<sup>st</sup> of August, November, &amp; February</i></b></p>
<b>KPMG Indigenous Student Awards</b>	<p>KPMG in Canada is committed to building successful relationships with Canada’s Indigenous communities through our Indigenous strategy and our Indigenous Client Services practice. KPMG’s Indigenous Student Awards are available to encourage and assist Indigenous students in the pursuit of post-secondary education. Preference will be given to students interested in tax and audit accounting programs.</p> <p><a href="https://indspirefunding.ca/kpmg/">https://indspirefunding.ca/kpmg/</a></p> <p><b><i>Opens June / Closes on the 1<sup>st</sup> of August, November, &amp; February</i></b></p>
<b>Manuel and Cheryl Buchwald- Anna Myles Bursary</b>	<p>Indigenous students who are attending post-sec institutions with demonstrated financial need will be the primary consideration, other factors may also be considered such as involvement in and contribution to the community as a whole and demonstrated academic merit.</p> <p><a href="https://indspirefunding.ca/manuel-and-cheryl-buchwald/">https://indspirefunding.ca/manuel-and-cheryl-buchwald/</a></p> <p><b><i>Opens June / Closes on the 1<sup>st</sup> of August, November, &amp; February</i></b></p>
<b>RBC Future Launch Scholarships</b>	<p>Students who self-identify as Status Indian*, a Non-Status Indian, Inuit or Métis, permanent resident, or citizen of Canada. You have applied or are currently attending an accredited post-secondary institution in Canada You maintain a full course load that leads to a recognized degree, certificate, or diploma. You have shown strong potential to successfully complete the post-secondary program. You require financial assistance to pursue your education. You are not an RBC employee or a dependent of an RBC employee</p> <p><a href="https://www.rbc.com/dms/enterprise/futurelaunch/indigenous-scholarship.html">https://www.rbc.com/dms/enterprise/futurelaunch/indigenous-scholarship.html</a></p> <p><b><i>Opens May / Closes July</i></b></p>
<b>Wolseley Canada Indigenous Student Bursary</b>	<p>These Bursaries are to be distributed to Indigenous students who are attending post-secondary institutions across Canada [i.e. College, University, technical college, or apprenticeship program], with demonstrated financial need for contribution to education costs.</p> <p><a href="https://indspirefunding.ca/wolseley-canada-inc/">https://indspirefunding.ca/wolseley-canada-inc/</a></p> <p><b><i>Opens June / Closes on the 1<sup>st</sup> of August, November, &amp; February</i></b></p>

<b>Transition Award Adult Basic Education</b>	<p>The Transition Award is available to Adult Basic Education students who have completed – or will be completing – a minimum of three Adult Basic Education (ABE) courses at a BC public post-secondary institution between January 1 and December 31; and are planning to enroll in full-time post secondary studies at a BC public post-secondary institution between the dates of May 1, 2022, and April 30, 2023. (Full time is normally defined as no less than 60% of a full course load.) Transition Awards are awarded on the basis clearly articulated life/education goals and demonstrated community activities and/or volunteer service.</p> <p><a href="https://www.ikbbc.ca/transition-award/about-this-scholarship/">https://www.ikbbc.ca/transition-award/about-this-scholarship/</a></p> <p><i>Opens January 1 / Closes April 30</i></p>
<b>The Wawanesa Mutual Insurance Co. Indigenous Students Scholarship</b>	<p>This scholarship will be distributed annually to Indigenous student(s) who are attending post-secondary institutions (i.e. college, university, technical college, or apprenticeship program) with demonstrated financial need for contribution to education costs.</p> <p><a href="https://indspirefunding.ca/wawanesa-mutual-insurance-company/">https://indspirefunding.ca/wawanesa-mutual-insurance-company/</a></p> <p><i>Opens June / Closes on the 1<sup>st</sup> of August, November, &amp; February</i></p>
<b>Tourmaline Indigenous Student Bursaries</b>	<p>Tourmaline Indigenous Student Bursaries provide annual financial awards to Indigenous students with demonstrated financial need. The program is designed to support Indigenous students whose home communities are in Alberta and British Columbia that are attending any post-secondary institutions across Canada.</p> <p><a href="https://indspirefunding.ca/tourmaline/">https://indspirefunding.ca/tourmaline/</a></p> <p><i>Opens June / Closes on the 1<sup>st</sup> of August, November, &amp; February</i></p>
<b>Superior Propane Indigenous Student Bursaries</b>	<p>Superior Propane is awarding twelve (12) bursaries annually to students from coast to coast to coast across Canada. These bursaries will assist Indigenous students who are attending post-secondary institutions (i.e. college, university, technical college, or apprenticeship program) with demonstrated financial need for contribution to education costs.</p> <p><a href="https://indspirefunding.ca/superior-propane/">https://indspirefunding.ca/superior-propane/</a></p> <p><i>Opens June / Closes on the 1<sup>st</sup> of August, November, &amp; February</i></p>
<b>Suncor Energy Foundation Indigenous Awards</b>	<p>SEF's donation program for Canadian post-secondary institutions is called "Driving Innovation and Reducing Barriers." This program was created to further support SEF's existing funding priorities and reduce or eliminate barriers to participation for students and community members while supporting society in moving toward a more fair and sustainable economic system.</p> <p><a href="https://www.suncor.com/en-ca/sustainability/community-investment/apply-for-funding">https://www.suncor.com/en-ca/sustainability/community-investment/apply-for-funding</a></p>

	<i>Opens January / Closes Mid May</i>
<b>The Canada Life Indigenous Student Award</b>	<p>Criteria: Financial need, Academic Merit &amp; Achievement Studying Business, Business Administration...Annual award to any PS indigenous student.</p> <p><a href="https://indspirefunding.ca/canada-life/">https://indspirefunding.ca/canada-life/</a></p> <p><i>Opens On-Line June, September, &amp; December</i> <i>Closes 1st of August, November, &amp; December</i></p>
<b>The Vancouver Port Authority</b>	<p>Criteria: Indigenous student with financial need Attending any study in a PS institution with home communities in British Columbia</p> <p><a href="https://indspirefunding.ca/vancouver-fraser-port-authority/">https://indspirefunding.ca/vancouver-fraser-port-authority/</a></p> <p><i>Opens On-Line June, September, &amp; December</i> <i>Closes 1st of August, November, &amp; December</i></p>