



May 14, 2020

To: Chief and Council; and Education Director/Coordinator(s)

Re: 2020-2021 Post-Secondary Education (PSE) General Pool Application for 10-Year Grant First Nations due June 26, 2020

The Post-Secondary Education program provides funding for eligible First Nations students to access education and skills development opportunities at the post-secondary level. The program also supports eligible students to attain the academic level required for entrance into degree and diploma credit programs.

The PSE Application for Additional Funding process was developed so that First Nations in British Columbia have the opportunity to apply for additional funding. First Nations that receive post-secondary education funds under the 10-Year Grant funding agreement do not need to submit an application in order to receive their full PSE per capita allocation. 10 Year Grant recipients can still apply for the General Pool and receive contribution funding through the fixed funding approach.

You may apply for the general pool by submitting an application no later than **June 26, 2020**. In light of the pandemic situation being faced this year, FNESC and ISC have agreed to a longer application period for First Nations while still maintaining the timeframe in which ISC will advise of the outcome of the application process. In order to do this, **late applications will not be considered for additional funding**.

Applications may be submitted via email to aadnc.bcreports.aandc@canada.ca

If you require additional information, clarification about this process or require electronic application forms, please email: aadnc.bcfspallocationofficer.aandc@canada.ca. If you have any post-secondary education policy related questions, please contact Laura Langs, Post-Secondary Education Advisor, via email: laura.langs@canada.ca

Yours truly,

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Encl. 2020-2021 Post-Secondary Education - Form 1 General Pool Application Summary
2020-2021 Post-Secondary Education - Form 2 List of Students for Grant Funding
2020-2021 Post-Secondary Education - Form 3 PSSSP Eligible Students for General Pool
2020-2021 Post-Secondary Education - Form 4 UCEPP Eligible Students for General Pool
2020-2021 Post-Secondary Education – Application Example
Program Summary and Frequently asked Questions and Answers
2019-2020 National Program Guidelines

c.c.: Deborah Jeffrey, Executive Director, First Nations Education Steering Committee (FNESC)
Nicolas Mejia, Manager, Post-Secondary Education and Training (FNESC)
Wendy Rogers, Director, Programs and Partnerships (ISC)
Luc Millaire, Manager, Resource Services, Funding Services (ISC)
Funding Services Operations (ISC)

Post-Secondary Education (PSE) Summary Sheet

Objective	<p><u>Post-Secondary Student Support Program (PSSSP)</u> - The program objective is to improve socio-economic outcomes for First Nations by supporting First Nations in providing eligible First Nations students with funding to access education opportunities at the post-secondary level, consistent with the principle of First Nations control of First Nations education.</p>		
	<p><u>University and College Entrance Preparation Program (UCEPP)</u> - The program objective is to provide non-repayable financial support to eligible First Nations students who are enrolled in accepted university and college entrance preparation programs, to enable them to attain the academic level required for entrance into degree and diploma credit programs, as prioritized and directed by First Nations.</p>		
Eligible First Nation Communities	<ul style="list-style-type: none"> • Band councils of recognized First Nations communities • Organizations designated by band councils (bands or settlements, tribal councils, education organizations, political or treaty organizations engaged by or on behalf of First Nations) 		
Application Requirements	PAW #	PAW/Document Name	Due Date
	n/a	BC Regional Template attached	June 26, 2020
Contacts at ISC	<p>Funding Services Officer contact number: 604-775-5100; or Toll-Free at 1-800-665-9320 ISC BC region Education program email: aadnc.bceducation.aandc@canada.ca</p>		
Final Report Due Date	DCI #	DCI Name	Due Date
	4016769	Annual Register of Post-Secondary Education Students	August 31, 2021
Resources and Tools	<p>The 2019-2020 National Program Guidelines for Post-Secondary Student Support Program and University and College Entrance Preparation will be published soon on the Indigenous Services Canada website: https://www.sac-isc.gc.ca/eng/1415377531020/1531401688567</p> <p>Transfer Payments Terms and Conditions for PSE program: https://www.aadnc-aandc.gc.ca/eng/1386268704500/1386269142450</p> <p>The Reporting Guide: https://www.aadnc-aandc.gc.ca/eng/1385559716700/1385559777677</p> <p>List of Designated Educational Institutions: https://www.canada.ca/en/employment-social-development/programs/designated-schools.html</p>		
Application Submission	<p>Applications may be submitted via email to: aadnc.bcreports.aandc@canada.ca</p>		

Frequently asked Questions and Answers

WHAT'S NEW

- New Fiscal Relationship's 10-Year Grant First Nations have full access to their budget allocation with no funds placed into Protected Pool; therefore, no need to apply for the Protected Pool.
- The 10-Year Grant provides full freedom to design programs and services based on community priorities; and, program terms and conditions are not applied or enforced. Students funded from 10-Year Grant funding should be included on Form 2 – and are not subject to the National Program Guidelines. However, any students you hope to fund from the General Pool (Form #3 & #4) will be required to follow the National Program Guidelines 2019-2020.
- The 2019-2020 National Program Guidelines have been approved, but are not yet published on the Indigenous Services Canada website. Once posted, they will be available at: <https://www.sac-isc.gc.ca/eng/1415377531020/1531401688567>
A copy of the final 2019-2020 National Program Guidelines is included in the PSE Call Package. We are still awaiting approval of the 2020-2021 National Program Guidelines.
- For students funded from the General Pool, the notable changes in the National Program Guidelines 2019-2020 are listed below:
 - the maximum amount payable per full-time student under PSSSP or UCEPP cannot exceed \$53,000/per year, an increase from \$50,000/per year. On an extraordinary and justified basis, the maximum amount payable per year for a student in an advanced or professional degree programs (for example, dentistry, medicine) or a Master or Doctoral program may exceed \$53,000 up to a maximum of \$90,000
 - Part time students may be awarded assistance for living allowances or travel, at a pro-rated amount
 - Administration costs must not exceed 15% of the sub-total amount requested before administration costs, an increase from 10%
 - Inuit students are now eligible to apply for the Inuit Post-Secondary Education Strategy funding; therefore, they are not eligible for PSSSP and UCEPP funding in 2020-2021

ELIGIBILITY

Q. Will grant First Nations receive the PSE enhancement?

A. Yes, the PSE enhancement funding is a 5 year commitment that will be distributed to grant First Nations calculated on a per capita basis (based on population on December 31, 2019).

Q. Will grant First Nations receive the escalator?

A. Grant funded First Nations will received an escalator (funding adjustment) to their Grant funding Agreement. The escalator funding methodology for 2020-2021 has not been determined. More Information will be shared with communities in the coming months.

Q. Are Grant First Nations eligible to apply for Protected Pool?

A. New Fiscal Relationship's 10-Year Grant First Nations have full access to their budget allocation with no funds placed into Protected Pool; therefore, no need to apply for the Protected Pool.

Q. Why is it not required to identify the Indian Registry System (IRS) number on Form #2?

A. The Grant funded First Nations are not subject to the National Program Guidelines as set for non-grant PSE applicants.

Q. Why are we identifying the Indian Registry System (IRS) number for eligible students from General Pool on Form #3 and #4?

A. The General Pool Application Forms #3 and #4 require IRS numbers as per section 5.2 Eligible Students in the National Program Guidelines 2019-2020, identifying students with their IRS number is required to demonstrate the eligibility of the students to receiving funding.

Q. What if we do not have enough space on Forms #2, #3 and #4 to list all of the students?

A. There is no limit to the number of students you can list on forms #2, #3 and #4 of the General Pool application. Please use as many additional forms as required.

Q. How will PSE funding be affected if we have many eligible students?

A. The NFR Grant budget allocation will remain the same for the students listed on Form #2. All eligible Students identified on forms #3 & #4 will be used to calculate the General Pool amount requested. Submitting application does not guarantee that all eligible students from General Pool list will be funded. General Pool represents the remaining unused protected pool in the region from First Nations that have not applied for all of their protected pool by June 26, 2020.

Q. We have an eligible student who is going to attend an Indigenous Adult & Higher Learning Association (IAHLA) institute. Will this student be funded?

A. For General Pool funding, the student may be eligible for funding if the IAHLA institute has an arrangement with a BC post-secondary institution that will grant the diploma, certificate or degree upon program completion. Additionally, the program must meet the criteria for eligibility as noted in Section 5.3 of the National Guidelines.

Q. What determines the eligibility of a program?

A. For students requesting from General Pool funding, the following criteria determines the eligibility of a program:

- The completion of secondary school studies, or the equivalent as recognized by the post-secondary institution or the provincial/territorial ministry of education, is required; and,
- Delivered at an eligible institution as defined in section 5.4 Eligible Institutions in the National Program Guidelines 2019-2020;
- UCEPP must provide the student with the necessary courses to attain the academic level for post-secondary institution entrance.

For detailed information, please refer to 5.3 Eligible Programs in the Post-Secondary Student Support Program and University and College Entrance Preparation Program: National Program Guidelines 2019-2020. A copy of the final 2019-2020 guidelines is included in the PSE call package.

Q. What costs are allowed and where can we find more information?

- A. For the NFR Grant budget, funding can be allocated as determined by the First Nations. However, any costs or expenditures related to student funded from the General Pool must be in accordance with the National Program Guidelines (2019-20). A copy of the final 2019-2020 guidelines is included in the PSE call package. Additionally, expenditures should also be in accordance with your Local Operating Guidelines.

Q. What priorities will be considered in the review process?

- A. At this time we are not indicating priorities. If demand exceeds the funds available in the General Pool, allocations may be prorated. If demand does not exceed the allocations available in the pool, all applications will be fully funded.

Q. How do we find eligible institutions and programs?

- A. You can find a list of eligible post-secondary institutions from this website:
<https://www.canada.ca/en/employment-social-development/programs/post-secondary/designated-schools.html>

For the General Pool application, please refer to section 5.3 Eligible Programs and 5.4 Eligible Institutions in National Program Guidelines (2019-2020). Please note that there are some educational institutes that are recognized to deliver post-secondary programs by arrangement with an eligible post-secondary institution. In these cases, please indicate the institute along with the post-secondary institution granting the diploma, certificate, or degree.

Q. What if an institution is not listed as an eligible institution?

- A. There may be institutions that meet the eligibility requirements but are not included on the list. If you encounter this, please contact an Allocation Officer for verification. The Allocation Officer email is: aadnc.bcfspallocationofficer.aandc@canada.ca

APPLICATION / PROPOSAL

Q. How do we apply for General Pool funds?

- A. Complete the following PSE Application forms:
- Form #1: 2020-2021 Post-Secondary Education (PSE) General Pool Application Summary – for 10-Year Grant First Nations
 - Form #2: List of Students – for 10-Year Grant Funding Only
 - Form #3: List of Eligible PSSSP Students from General Pool
 - Form #4: List of Eligible UCEPP students from General Pool

Any eligible expenditure above your initial allocation can be considered as a general pool request.

Q. Where do we submit the PSE General Pool application?

- A. Please submit the completed forms to BC Reports at: aadnc.bcreports.aandc@canada.ca
BC Reports will send a confirmation email stating the application has been received successfully.

Q. How much can we apply for in General Pool?

- A.** There is no limit to the amount you may apply for, providing all students and institutions are eligible and the total cost of expenditures for each student does not exceed the maximum allowable payment as defined in the National Program Guidelines.

All approved General Pool allocations must be spent on eligible activities that occur in 2020-2021 by March 31, 2021.

FUNDING

Q. How are Post-Secondary Allocations being calculated in 2020-2021?

- A.** The 10-Year Grant First Nations allocation is based on a per capita regional allocation using the total population as of December 31, from the year the First Nations entered into a Grant Agreement.

Q. What is the Post-Secondary General Pool?

- A.** The general pool represents the remaining unused protected pools. Unused protected pools are from First Nations Communities who have not applied for all of their protected pool by June 26, 2020. Grant First Nations can apply for General Pool funds. However, submitting an application does not guarantee that a general pool allocation will be approved, as there may not be a general pool if all First Nations submit applications equal to their protected pool.

Q. How is the General Pool allocation calculated?

- A.** The general pool is calculated using a base plus per capita funding methodology. Once the general pool is determined, the number of First Nations that identified a greater need above their initial and Protected Pool (for non-grant First Nations) budget is used to calculate the base. The per capita formula will be calculated using the 2020/21 funding levels once the base is determined.

Q. What are the conditions for General Pool funding?

- A.** The following conditions must be met for the General Pool funding:
- Recipient must identify additional need beyond Grant funding.
 - Delivery requirements for the program, service or activity must be fulfilled in the fiscal year for which the funds were provided.
 - Unexpended FIXED Funding is spent in the one-year period immediately following the fiscal year for which the funds were provided.
 - Unexpended FIXED Funding is used to fund similar projects which are consistent with the program objectives OR within a plan accepted in writing by ISC submitted within 120 days from fiscal year end.
 - Expenditures must be reported in accordance to the Reporting Guide.

Q. How do we know when and how much money we will be getting from this pool?

- A.** A confirmation of any additional allocation that your First Nation will receive will be sent in the beginning of August, 2020.

Q. Why is the department not using 2019-20 audit information on Form #1?

A. The 2019-20 Annual Audited Financial Statements are due on **July 31, 2020** and the PSE applications must be reviewed before July 31, 2020.

Q. What are the maximum amounts allowed for administration costs?

A. For General Pool funding, administration costs are not to exceed 15% of the sub-total amount requested from General Pool before administration costs. Eligible administration costs include only the actual costs associated directly with administering the PSSSP/UCEPP funding. Eligible expenditures could include the following costs:

- salaries and benefits of personnel directly employed in the administration and delivery of the funding. In the case of multiple responsibilities, the portion of the salary to be included under administration costs should be proportional to the amount of time spent fulfilling PSSSP and or UCEPP duties;
- materials and resources required for the management of funds;
- rent and utilities;
- printing and communications costs, including web presence;
- travel and accommodation;
- the collection, maintenance, and reporting of data and information in accordance with program and financial reporting requirements; and,
- costs associated with ensuring that personal information is appropriately managed and safeguarded during its collection, retention, use, disclosure and disposal.

Q. How do we determine the amount to be requested from General Pool?

A. The PSE application forms are used to apply for all funding which includes the Initial Allocation and General Pool requests.

To determine the amount of funds you require, you must list all of the eligible students on Form #2 List of Students – for 10-Year Grant Only, Form #3 List of Eligible PSSSP Students from General Pool, and Form #4 List of Eligible UCEPP Students from General Pool. If your List of Eligible Students is greater than your Initial Allocation plus the prior year unexpended funds (if any), then you will need to submit an application to receive General Pool funds. Please see the examples below.

Example – For grant First Nations:

A First Nation has an Initial Allocation of \$70,000. Their List of Eligible students adds up to \$75,000. First, they would apply their initial allocation of \$70,000 against the requirement of \$75,000. They still have \$5,000 in funds required after applying their initial budget. This leaves \$5,000 to be submitted as a General Pool Request (as demonstrated below) for a total request of 75,000).

#	Budgetary Items	Amount \$
1	2019-20 Unexpended Funding	0
2	Initial Allocation in 2020-21	\$70,000
3	Total Budget in 2020-21	\$70,000
4	Amount Required on List of Eligible Students	\$75,000
6	Less Current Budget (#3)	\$70,000
5	Amount required from General Pool	\$5,000

Q. When do program dollars need to be spent by?

A. Program dollars should be spent by March 31, 2021.

Q. How do I get Contingency (Emergency) Funding?

A. The Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation Program (UCEPP) National Program Guidelines 2019-2020 no longer include a provision for First Nation Communities to set up a Contingency Fund. Students requiring emergency funding may wish to contact their post-secondary institution as some institutions may have emergency funds available.

REPORTING

Q. What is the difference between the PSE application and the Annual Register of Post-Secondary Education Students report?

- A.** The purpose of the PSE application process is to demonstrate a need for PSE funding in order to access protected pool funding (not applicable for NFR) and general pool funding. The purpose of the Annual Report is to account for all PSE funds received and expended (including NRF budget and general pool), which is done by providing a detailed list of funded students. There is recognition that circumstances change, and so while it is anticipated that planned and actual spending would be similar, a First Nation is not bound to support only the specific students listed on their PSE application and can use PSE funds to support any student deemed eligible, within available budget. A student should only be included in the annual register if they received PSE funding for the given year, and they should be included even if they weren't listed on the PSE application.

Q. When is the Annual Register of Post-Secondary Education Students report due for 2020- 21 funding?

- A.** The report is due **August 31, 2021** (DCI # 4016769)
Note: The report should include all students who received funding in the fiscal year just completed.

Q. Where can I find more information on the PSE reporting requirements?

- A.** In July 2021, we will be sending you a pre-populated Annual Register of Post-Secondary Education call package for you to update (DCI # 4016769).

Reporting requirements remain as usual. The link is found at:

<https://www.aadnc-aandc.gc.ca/eng/1385559716700/1385559777677>

Please bookmark this website for reference.



Form #1

2020 - 2021 Post-Secondary Education (PSE)

General Pool Application Summary - for 10-Year Grant Recipients

Part A: Recipient Information

Recipient Number:

Recipient Name:

Part B: 2019-20 Fiscal Year Funding Summary

2018-19 PSE Carry Forward from Unexpended Funding
(Amount reported on 2018-19 Financial Statements)

1

2019-20 PSE Final Budget Allocation

2

2019-20 PSE Total fiscal year budget (1 + 2)

3

2019-20 PSE Actual Expenditure

(Amount to be reported on 2019-20 Financial Statements)

4

Part C: 2020-2021 Application Summary

Total Grant Funding on Form #2

1

Total Requested for Eligible PSSSP Students from General Pool on Form #3

2

Total Requested for Eligible UCEPP Students from General Pool on Form #4

3

Administration Cost on Form #3 & #4

(cannot exceed 15% of the total General Pool budget, box 2+3)

4

Part D: Affirmation

By signing below you declare that you have read and are following the National Program Guidelines 2019-2020 for Post-Secondary Student Support Program and University and College Entrance Preparation Program, and that the listed for General Pool students, programs, and institutions are eligible according to those guidelines when applicable.

Education Coordinator

Email Address

Telephone #

Finance/Band Manager

Authorized Signature

Date

Email: aadnc.bcreports.aandc@canada.ca Deadline: June 26, 2020

Part E: ISC Use Only

2020-21 Grant Funding Agreement Allocation

1

2020-21 Enhanced Budget

2

2019-20 PSE Unexpended Funding (Part B: box 3 - 4). If deficit, enter "0"

3

Total PSE Initial Budget (box 1 + 2+ 3)

4

2020-21 Total Budget Requested (Part C: box 1 + 2 + 3 + 4)

5

2020-21 General Pool funding requested (box 5 - 4)

6



Form #2

2020 - 2021 POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) Application LIST OF STUDENTS - For 10-Year Grant Funding Only

Recipient #:

Student Name	Area of Study - Category Name in Full (No abbreviations)	Post Secondary Institution (Institution name)	Funding Amount Requested Per Student	ISC USE ONLY
<i>Example: Johnny Adams</i>	<i>eg. Bachelor of Science Program</i>	<i>e.g. University of British Columbia</i>	\$ 18,000	
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25				
Sub Total			\$ -	
Administration Cost			\$	
TOTAL COST of eligible students (include Administration Cost)			\$ -	

NOTE: Attach additional sheets as necessary to list grant for all eligible students and administration cost.



Form #3 **2020 - 2021 POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) Application**
LIST OF ELIGIBLE PSSSP STUDENTS FROM GENERAL POOL

Recipient #:									
Student Name	Indian Registry System (IRS) #	Area of Study - Category Name in Full (No abbreviations)	Post Secondary Eligible Institution (Institution name)	Application Status A =Accepted by institution	Completion of secondary school studies required for admissions Y/N	Academic Length of Program	Funding Amount Requested Per Student	ISC USE ONLY	
<i>Example: Johnny Adams</i>	<i>1230045601</i>	<i>eg. Bachelor of Science Program</i>	<i>e.g. University of British Columbia</i>	<i>A</i>	<i>Y</i>	<i>4</i>	<i>\$ 18,000</i>		
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TOTAL COST of eligible students (Do Not Include Administration Cost)							\$	-	

NOTE: Attach additional sheets as necessary to list requested funding for all eligible PSSSP students from General Pool. The Administration Cost should only be completed in Part C on Form 1 for all students from General Pool.



Form #4 2020 - 2021 UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAM (UCEPP) Application LIST OF ELIGIBLE UCEPP STUDENTS FROM GENERAL POOL

Recipient #:						ISC USE ONLY
Student Name	Indian Registry System (IRS) #	Post-Secondary Institute - UCEP program will provide the student with necessary courses to attain the academic level for University or College entrance? Y/N	Post Secondary Eligible Institution (Institution name)	UCEPP ONLY Full Time (F/T) or Part Time (P/T)	Funding Amount Requested Per Student	
<i>Example: Johnny Adams</i>	<i>1230045601</i>	<i>Y</i>	<i>e.g. University of British Columbia</i>	<i>P/T</i>	<i>\$ 18,000</i>	
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TOTAL COST of eligible UCEPP students (Do Not Include Administration Cost) \$ -

NOTE: Attach additional sheets as necessary to list requested funding for all eligible UCEPP students from General Pool. The Administration Cost should only be completed in Part C on Form 1 for all students from General Pool.

**Definitions for 2020-2021 Post Secondary Education
Application for Additional Funding from Protected and or General Pool**

Form #1 Application Summary

Part B: 2019-20 Fiscal Year Funding Summary

2018-19 PSE Carry Forward from Unexpended Funding	Unexpended PSE funding from the 2018-19 fiscal year that was carried forward to 2019-20. This amount was determined by surplus reported on Financial Statements.
2019-20 PSE Final Budget Allocation	Final budget amount that was allocated in 2019-20 Funding Agreement.
2019-20 PSE Total fiscal year budget	Total of 2019-20 PSE Final Allocation plus 2018-19 PSE Carry Forward from Unexpended Funding
2019-20 PSE Actual Expenditure	Total actual expenditure in 2019-20 for Post-Secondary Education to be reported on 2019-20 Financial Statements

Part C: 2020-21 Application Summary

Total Grant Funding on Form #2	Equals the total cost of eligible students from grant funding, including administration cost
Total Requested for Eligible PSSSP Students from General Pool on Form #3	Equals the total of all students on Form #3 List of Eligible PSSSP Students from General Pool. If there are multiple pages of form 3, add them all up.
Total Requested for Eligible UCEPP Students from General Pool on Form #4	Equals the total of all students on Form #4 List of Eligible UCEPP Students from General Pool.
Administration Cost on Form #3 & #4	Administration costs involved in supporting students from General Pool; can include partial salary for Education workers. Administration costs cannot be over 15% of the General Pool budget (No exceptions)

Part E - ISC USE ONLY

2020-21 Grant Funding Agreement Allocation	Equals the Budget Allocated in Grant Funding Agreement for 2020-21.
2020-21 Enhanced Budget	Equals the funding from enhanced budget calculated per capita basis (based on Dec 31, 2019 population statistics)
2019-20 PSE Unexpended Funding	Equals the 2019-20 Total PSE Funding less the 2019-20 PSE Actual Expenditure. If the amount is positive then this is considered Unexpended (surplus) 2019-20 PSE Funds.
Total PSE Initial Budget (box 1 + 2+3)	Equals the total of 2020-21 Grant Funding Agreement Allocation, 2020-21 Enhanced Budget, and 2019-20 PSE Unexpended Funding
2020-21 Total Budget Requested	Total Budget Requested for 2020-21, including all students on Form #2, #3 and #4, and administration cost on form 1.
2020-21 Requested from General Pool	General Pool represents the remaining unused protected pool in the region from First Nations that have not applied for all of their protected pool by June 26, 2020. If you have more eligible students than you fund with your total PSE initial budget, you can apply for the General Pool.

**Form #2 LIST OF STUDENTS -
For 10-Year Grant Funding Only**

Student Name	Identify students first and last name
Area of Study - Category	Full name of the program that students accepted in post-secondary institutions
Post Secondary Institution	Identify Post-Secondary institutions full name
Funding Amount Requested Per Student	funding requested for each student

**Form #3 List of Eligible PSSSP Students
from General Pool**

Eligible Student: (Section 5.2 of National Program Guidelines 2019-2020)	In BC, eligible students must meet all of the following criteria for PSSSP funding: 1. be a registered (status) Indian 2. been accepted into an eligible program at an eligible institution 3. maintain satisfactory academic standing within an eligible post-secondary institution For quick reference, the criteria for Eligible Program and Eligible Institution are listed below. Please refer to Sections 5.3 and 5.4 in the National Program Guidelines 2019-2020 for more detailed information
Student Name	Identify students first and last name. Only enter the eligible PSSSP students requesting from General Pool. For students funded from 10-year grant funding, use Form #2 List of Students - for 10-Year Grand Funding
Indian Registry System (IRS)#	IRS # is required on the Eligible PSSSP Students List from General Pool form to identify registered individuals eligible for PSE funding. Refer to 5.2 Eligible Students from the National Program Guidelines 2019-2020.
Area of Study - Category: (Section 5.3 of National Program Guidelines 2019-2020)	1. For which the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution or the provincial/territorial ministry of education is required. BC Region accepts the following institute statements as equivalent: -The student being able to pass an entrance test administered by the institute; -The student being 19 years of age; or -The student having mature student status. Grade 12 preferred is also acceptable. 2. Delivered at an eligible institution as defined in section 5.4 Eligible Institutions.
Post Secondary Eligible Institution: (Section 5.4 of National Program Guidelines 2019-2020)	Recognized by a province or territory (in Canada or abroad); or Educational institutions recognized to deliver post-secondary programs by arrangement with an eligible post-secondary institution. Links to eligible post-secondary institutions are found on this website: https://www.canada.ca/en/employment-social-development/programs/post-secondary/designated-schools.html

Application Status	A = Accepted by the institution; This would also include students who were accepted to a Post Secondary Institution but are currently on the waiting list by the institution
Is completion of Secondary School studies required by the Institution for this Program ? (Y/N)	An eligible program of studies is a program for which the completion of secondary school studies or the equivalent as recognized by the post-secondary institution or the provincial/territorial ministry of education, is required. Refer to 5.3 Eligible Institutions from National Program Guidelines 2019-2020.
Academic Program Length	Total Length of Program as this indicates how many years the student needs to complete their studies. <i>This is not a mandatory field.</i>
Funding Amount Requested Per Student	Total of eligible cost per student for 2020-21
TOTAL COST of eligible students (Do Not Include Administration Cost)	Total of eligible cost for all eligible students before administration cost

Form #4 List of Eligible UCEPP Students from General Pool

Eligible Student: (Section 5.2 of National Program Guidelines)	<p>In BC, eligible students must meet all of the following criteria for UCEPP funding</p> <ol style="list-style-type: none"> 1. be a registered (status) Indian 2. been accepted into an eligible program at an eligible institution 3. maintain satisfactory academic standing within an eligible post-secondary institution <p>Additionally, UCEPP students must obtain a statement from their post-secondary institution that attests the UCEPP will provide the student with the necessary courses to attain the academic level required for entrance into post-secondary programs and will be accepted upon successful completion.</p> <p>For quick reference, the criteria for Eligible Program and Eligible Institution are listed below. Please refer to Sections 5.3 and 5.4 in the National Program Guidelines 2019-2020 for more detailed information</p>
Student Name	Identify students first and last name. Only enter the eligible UCEPP students requesting funding from General Pool. For students funded from 10-year grant funding, use Form #2 List of Students - for 10-Year Grand Funding
Indian Registry System (IRS)#	IRS # is required on the Eligible UCEPP Student Form to identify registered individuals eligible for PSE funding. Refer to 5.2 from National Program Guidelines 2019-2020.
Eligible Student: (Section 5.2 of National Program Guidelines)	<p>In BC, eligible students must meet all of the following criteria for PSSSP and UCEPP funding</p> <ol style="list-style-type: none"> 1. be a registered (status) Indian 2. been accepted into an eligible program at an eligible institution 3. maintain satisfactory academic standing within an eligible post-secondary institution <p>Additionally, UCEPP students must obtain a statement from their post-secondary institution that attests the UCEPP will provide the student with the necessary courses to attain the academic level required for entrance into post-secondary programs and will be accepted upon successful completion.</p>
Area of Study - Category: (Section 5.3 of National Program Guidelines)	<ol style="list-style-type: none"> 1. For which the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution or the provincial/territorial ministry of education, is required; and 2. Delivered at an eligible institution as defined in section 5.4 Eligible Institutions. 3. UCEPP must provide the student with the necessary courses to attain the academic level required for entrance into post-secondary program.
Post Secondary Eligible Institution: (Section 5.4 of National Program Guidelines)	<p>Recognized by a province or territory (in Canada or abroad); or Educational institutions recognized to deliver post-secondary programs by arrangement with an eligible post-secondary institution.</p> <p>Links to eligible post-secondary institutions are found on this website: https://www.canada.ca/en/employment-social-development/programs/post-secondary/designated-schools.html</p>
Funding Amount Requested Per Student	Total of eligible cost per student
TOTAL COST of eligible students (Do Not Include Administration Cost)	Total of eligible cost for all eligible students before administration cost
Where can I get more info?	<p>Please refer to the Post-Secondary Student Support Program and University and College Entrance Preparation Program: National Program Guidelines 2019-2020: https://www.sac-isc.gc.ca/eng/1415377531020/1531401688567</p> <p>Also refer to the list of Questions and Answers attached to the call letter.</p>



Form #1

2020 - 2021 Post-Secondary Education (PSE)

General Pool Application Summary - for 10-Year Grant Recipients

Part A: Recipient Information

Recipient Number:

Recipient Name:

Part B: 2019-20 Fiscal Year Funding Summary

2018-19 PSE Carry Forward from Unexpended Funding (Amount reported on 2018-19 Financial Statements)	1	
2019-20 PSE Final Budget Allocation	2	\$100,000
2019-20 PSE Total fiscal year budget (1 + 2)	3	\$100,000
2019-20 PSE Actual Expenditure (Amount to be reported on 2019-20 Financial Statements)	4	\$100,000

Part C: 2020-2021 Application Summary

Total Grant Funding on Form #2		\$170,491
Total Requested for Eligible PSSSP Students from General Pool on Form #3	2	\$ 165,838
Total Requested for Eligible UCEPP Students from General Pool on Form #4	3	\$ 43,100
Administration Cost on Form #3 & #4 (cannot exceed 15% of the total General Pool budget, box 2+3)	4	\$ 20,893

Part D: Affirmation

By signing below you declare that you have read and are following the National Program Guidelines 2019-2020 for Post-Secondary Student Support Program and University and College Entrance Preparation Program, and that the listed for General Pool students, programs, and institutions are eligible according to those guidelines when applicable.

Education Coordinator

Email Address

Telephone #

Finance/Band Manager

Authorized Signature

Date

Email: aadnc.bcreports.aandc@canada.ca Deadline: June 26, 2020

Part E: ISC Use Only

2020-21 Grant Funding Agreement Allocation	1	\$300,000
2020-21 Enhanced Budget	2	\$21,050
2019-20 PSE Unexpended Funding (Part B: box 3 - 4). If deficit, enter "0"	3	
Total PSE Initial Budget (box 1 + 2+ 3)	4	\$321,050
2020-21 Total Budget Requested (Part C: box 1 + 2 + 3 + 4)	5	\$400,322
2020-21 General Pool funding requested (box 5 - 4)	6	\$79,272



Form #2

2020 - 2021 POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) Application LIST OF STUDENTS - For 10-Year Grant Funding Only

Recipient #:

Student Name	Area of Study - Category Name in Full (No abbreviations)	Post Secondary Institution (Institution name)	Funding Amount Requested Per Student	ISC USE ONLY
<i>Example: Johnny Adams</i>	<i>eg. Bachelor of Science Program</i>	<i>e.g. University of British Columbia</i>	\$ 18,000	
1 First Name Last Name	Bachelor of Arts in Nursing	Thompson Rivers University	\$ 28,160	
2 First Name Last Name	Administrative Assistant Certificate	Thompson Rivers University	\$ 11,500	
3 First Name Last Name	Associate of Arts Psychology	Langara College	\$ 21,560	
4 First Name Last Name	Bachelor of Education	University of British Columbia	\$ 10,907	
5 First Name Last Name	Early Childhood Care and Education Diploma	Capilano University	\$ 7,913	
6 First Name Last Name	Bachelor of Arts	Simon Fraser University	\$ 32,488	
7 First Name Last Name	Master of Business Administration	University of British Columbia	\$ 25,586	
8 First Name Last Name	Bachelor of Commerce Degree in Finance	University of British Columbia	\$ 16,878	
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Sub Total			\$ 154,992	
Administration Cost			\$ 15,499	
TOTAL COST of eligible students (include Administration Cost)			\$ 170,491	

NOTE: Attach additional sheets as necessary to list grant for all eligible students and administration cost.



Form #3 2020 - 2021 POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) Application LIST OF ELIGIBLE PSSSP STUDENTS FROM GENERAL POOL

Recipient #:								
Student Name	Indian Registry System (IRS) #	Area of Study - Category Name in Full (No abbreviations)	Post Secondary Eligible Institution (Institution name)	Application Status A =Accepted by institution	Completion of secondary school studies required for admissions Y/N	Academic Length of Program	Funding Amount Requested Per Student	ISC USE ONLY
<i>Example: Johnny Adams</i>	<i>1230045601</i>	<i>eg. Bachelor of Science Program</i>	<i>e.g. University of British Columbia</i>	<i>A</i>	<i>Y</i>	<i>4</i>	<i>\$ 18,000</i>	
1 First Name Last Name	1234567891	Bachelor of Computer Science	University of British Columbia	A	Y	4	\$ 28,850	
2 First Name Last Name	1234567892	Bachelor of Commerce Degree in Accounting	University of British Columbia	A	Y	4	\$ 22,730	
3 First Name Last Name	1234567893	Bachelor of Arts in Sociology	Mount Royal University	A	Y	4	\$ 19,763	
4 First Name Last Name	1234567894	Kinesiology Diploma	University of British Columbia	A	Y	2	\$ 17,650	
5 First Name Last Name	1234567895	Bachelor of Arts in Nursing	Thompson Rivers University	A	Y	4	\$ 22,680	
6 First Name Last Name	1234567896	Bachelor of Arts Social work	Thompson Rivers University	A	Y	4	\$ 20,240	
8 First Name Last Name	1234567898	Environmental Studies	University of British Columbia	A	Y	4	\$ 33,925	
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TOTAL COST of eligible students (Do Not Include Administration Cost)							\$ 165,838	

NOTE: Attach additional sheets as necessary to list requested funding for all eligible PSSSP students from General Pool. The Administration Cost should only be completed in Part C on Form 1 for all students from General Pool.



Form #4

2020 - 2021 UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAM (UCEPP) Application LIST OF ELIGIBLE UCEPP STUDENTS FROM GENERAL POOL

Recipient #:						ISC USE ONLY
Student Name	Indian Registry System (IRS) #	Post-Secondary Institute - UCEP program will provide the student with necessary courses to attain the academic level for University or College entrance? Y/N	Post Secondary Eligible Institution (Institution name)	UCEPP ONLY Full Time (F/T) or Part Time (P/T)	Funding Amount Requested Per Student	
<i>Example: Johnny Adams</i>	<i>1230045601</i>	<i>Y</i>	<i>e.g. University of British Columbia</i>	<i>P/T</i>	<i>\$ 18,000</i>	
1 First Name Last Name	1234567880	Y	Douglas College	P/T	10,700	
2 First Name Last Name	1234567881	Y	Thompson Rivers University	F/T	15,900	
3 First Name Last Name	1234567882	Y	Nicola Valley Institute of Technology	F/T	16,500	
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TOTAL COST of eligible UCEPP students (Do Not Include Administration Cost)					\$ 43,100	

NOTE: Attach additional sheets as necessary to list requested funding for all eligible UCEPP students from General Pool. The Administration Cost should only be completed in Part C on Form 1 for all students from General Pool.

Post-Secondary Student Support Program and University and College Entrance Preparation Program : National Program Guidelines 2019-2020

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1. Preamble

Indigenous Services Canada is committed to working collaboratively with Indigenous partners in transforming the way the Department adapts and implements policy and program reform. These National Program Guidelines are consistent with the terms and conditions that have been discussed with and informed by First Nations convened by the Assembly of First Nations. On December 3, 2018, the Assembly of First Nations Special Chiefs Assembly passed Resolution #05/2018, which supported the First Nations Post-Secondary Education Policy Proposal to the Government of Canada. In developing the terms and conditions, First Nations partners have noted that they do not view this strategy as a matter of social policy, and have asked that the following statements from the Policy Proposal be included:

First Nations assert their right and responsibility to direct and make decisions regarding all matters relating to First Nations lifelong learning as an inherent and Treaty Right. First Nations assert an inherent and Treaty right to education that is in accordance with their culture, values, traditions and languages to support holistic lifelong learning.

First Nations are seeking strengthened Government of Canada support for First Nations post-secondary education through Treaty Based, self-government and/or regional models that enable First Nations control of First Nations education. Building on current best practices, the implementation of regional models will enable First Nations to holistically consider, design and implement a suite of integrated programs and services to comprehensively support post-secondary education attainment and success. Models must respect local control, honouring the autonomy of First Nations to dictate their own models that will not minimize flexibilities that First Nations communities currently have. These models, once created, must be First Nations directed and managed.

2. Introduction

The following Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation Program (UCEPP) National Program Guidelines will be in effect as of June 30, 2019.

These program guidelines include program and eligibility information. Indigenous Services Canada (ISC) regional offices may provide additional detail for the delivery of the programs and their services.

Any issues that arise concerning the interpretation of these program guidelines will be resolved by the Programs Directorate, Education Branch, in the Education and Social Development Programs and Partnerships (ESDPP) Sector with the support of regional offices.

These program guidelines replace the 2018-2019 Post-Secondary Student Support Program and University and College Entrance Preparation Program National Program Guidelines.

3. Objectives

3.1 Post-Secondary Student Support Program (PSSSP)

The program objective is to improve socio-economic outcomes for First Nations by supporting First Nations in providing eligible First Nations and Inuit* students with funding to access education opportunities at the post-secondary level, consistent with the principle of First Nations control of First Nations education.

3.2 University and College Entrance Preparation Program (UCEPP)

The program objective is to provide non-repayable financial support eligible First Nations (Registered Indian) and Inuit* students who are enrolled in accepted university and college entrance preparation programs to enable them to attain the academic level required for entrance into degree and diploma credit programs, as prioritized and directed by First Nations.

* Eligible Inuit can apply to PSSSP and UCEPP for a final fiscal year i.e. 2019-20 after which time they will need to apply to the Inuit Post-Secondary Education Strategy.

4. Expected outcomes

These programs are expected to enable First Nations students to achieve levels of post-secondary education comparable to non-Indigenous students in Canada.

5. Eligibility

5.1 Eligible recipients

Eligible recipients under PSSSP and UCEPP are:

- band councils of recognized First Nations bands;
- organizations designated by band councils (bands or settlements, tribal councils, education organizations, political or treaty organizations engaged by or on behalf of First Nations) ; and,
- self-governing First Nations in Yukon that have not yet assumed responsibility for Post-secondary education through a Programs and Services Transfer Agreement or through the terms of their self-government agreement.

In addition, ISC may also enter into funding agreements with Funding Agreement Managers and Recipient Appointed Advisors (in accordance with ISC's Default Prevention and Management Policy) to administer PSSSP or UCEPP programming funds jointly with or on behalf of a First Nations community. In the case where such an agreement does not exist, the regional office in the province or territory where the student is residing is responsible to review and assess the student applications for funding.

5.2 Eligible students

Recipients are required to demonstrate the eligibility of students to receive funding.

- To be eligible for funding, students are status First Nations (Registered Indians) or Inuit who reside outside their territory and are no longer eligible to be funded by their territory (proof of refusal is required); and,
- maintain satisfactory academic standing within an eligible post-secondary institution.

Partial funding may be provided. Applications to ISC's programs are valid for one school year only. For information on how to apply, visit the [Post-secondary education](#) page.

Note:**Inuit Students**

Eligible Inuit students can apply for PSSSP and UCEPP for 2019-2020 as it is the transition year to the Inuit Post-Secondary Education Strategy.

To be eligible for funding through the PSSSP or the UCEPP, Inuit students must have lived outside of the Nunavut or Northwest Territories for 12 consecutive months, immediately prior to the date of submitting an application.

Students residing in Nunavut and the Northwest Territories are eligible for funding support from their respective territorial governments and not from PSSSP or UCEPP.

Northwest Territories Students

The Government of the Northwest Territories provides grants and bursaries to residents of the Northwest Territories (NWT). Students eligible for NWT support cannot receive funding from PSSSP or UCEPP.

Program recipients must not accept applications from people whose band or community is in the Northwest Territories unless the student can provide a statement from the Northwest Territories government that the student is not eligible for this support from these organizations because the student has not met their residency requirement.

James Bay and Northern Quebec Agreement (JBNQA) and Northeastern Quebec Agreement (NEQA) Students

Students who are eligible for support under the Cree School Board, Kativik Ilisarniliriniq School Board or the Central Québec School Board programs, that are resourced by ISC consistent with the JBNQA and the NEQA, cannot apply for support under PSSSP or UCEPP unless they have been outside of their territory for more than 10 years.

Program recipients must not accept applications from people whose band or community is in Northern Quebec unless the student can provide a statement from the Cree, Kativik or the Central Québec School Boards that the student is not eligible for this support from these organizations because the student has not met their residency requirement.

5.3 Eligible programs

Under the PSSSP and the UCEPP, an eligible program of studies (for example, trades, sciences, arts) is a program:

for which the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution or the provincial or territorial ministry of education, is required; and,

- delivered at an eligible institution as defined in section 5.4.

UCEPP programs must provide the student with the necessary courses to attain the academic level for post-secondary institution entrance.

Refer to the Ministry of Education in the student's province or territory of residency for information on student admissibility to a program of study (consult Annex 2).

Delivery method may be in-classroom, e-learning, distant learning, or virtual learning as long as it meets all eligibility criteria.

5.4 Eligible institutions

Eligible post-secondary institutions are degree, diploma or certificate granting institutions that are recognized by a province or territory (in Canada or abroad).

They include educational institutions affiliated with, or those that deliver post-secondary programs by arrangements with, a post-secondary institution, as well as First Nations-designated and directed institutions.

A [list of eligible Canadian post-secondary institutions](#) is available. This list is effective as of April 1, 2015 for new PSSSP or UCEPP students and will be updated and adjusted as necessary on an ongoing basis.

A [list of eligible foreign post-secondary institutions](#) is available. This list is effective as of April 1, 2015 for new PSSSP or UCEPP students and will be updated and adjusted as necessary on an ongoing basis.

If the program of studies is in a foreign institution, the student must provide evidence that it is recognized in Canada as an acceptable post-secondary program of studies.

Additions to approved lists of post-secondary institutions

Where the institution selected by the student is not listed on the Annual Register of Post-Secondary Education Students, ISC's regional office in the region where the institution is located, will request documentation from recipients to formulate a recommended action as per section 5.4, Eligible institutions of the National Program Guidelines, to the Education Branch, Headquarters for discussion.

6. Program requirements

When locally administering the PSSSP and the UCEPP, recipients (as defined in section 5.1, Eligible recipients) must meet the following minimum standards:

- provision, administration and distribution of funding, within the recipient's budgetary envelope, to eligible post-secondary education students as per the maximum amount payable outlined in section 7.2, maximum amount payable to students;
- development and implementation of local operating guidelines in accordance with National Program Guidelines (Note: until local program guidelines are in place, National Program Guidelines will apply);
- implementation and administration of a selection priority criteria that is publically available;

- development and implementation of rules for deferring applications in situations where there are more eligible students than funds available; and,
- implementation and administration of an appeal process that is publically available.

6.1 Local operating guidelines

Recipients may issue local program guidelines for the administration of the PSSSP and the UCEPP provided that they are consistent with the guidelines set out in this document. These guidelines must include priority selection criteria, and rules for deferring applications in situations where there are more eligible applicants than funds available. All prospective student applicants must have access to these guidelines, along with a formal process to appeal and to gain additional information on funding decisions.

Note: Local guidelines may also include rates and allowances for amounts payable to students, provided that they do not exceed the maximum amount payable set out in section 7 eligible expenditures and section 7.2 maximum amount payable to students.

6.2 Potential selection priorities

The following is a list of examples of potential selection priorities currently used by some First Nations (other criteria may be applicable as well):

- continuing students (students already being funded through PSSSP or UCEPP)
- high school graduates
- deferred students (eligible but not funded in the past due to limited funding)
- recent PSE graduates who wish to further their studies
- new students already studying at a post-secondary level
- returning students
- part-time students

6.3 Appeal process

To ensure fairness and equitable treatment under the PSSSP and the UCEPP, recipients must have an appeal process in place that is accessible to students and that is publically available. The appeal process must include the existence of an impartial appeal board; specific time frames for the appeal hearing to be set and for decisions to be made; and, a governance process confirming that the recipient will abide by the appeal board's decision.

Note:

- When an application is approved, rejected or deferred, students must be informed, in writing, if their application for support was approved, or the reasons for rejecting or deferring the application
- Where a student is convinced that the local or national program guidelines are not being fairly applied to his or her situation then the student shall have access to an appeal hearing
- There is no appeal against refusal of assistance because funds are not available
- The appeal board's ruling must be consistent with the intent of the PSSSP and UCEPP National Program Guidelines
- The appeal board's decision is final
- A student may not appeal to ISC the administrative decisions and appeal rulings made by the local appeal process

7. Eligible expenditures

Student grants for academic and living expense associated with pursuing a post-secondary education credential at an eligible post-secondary institution, may include, but is not limited to:

- tuition and other student fees;
- initial professional certification and examination fees;
- books and supplies required by the student for their program of study;
- official transcript fees;
- application fees;
- living expenses, including for dependents, if applicable;
- expenses associated with travel home, including for dependents, if applicable;
- supplemental tutorial, guidance and counseling services;
- child care, as needed;
- scholarship and incentive payments; and,
- administration costs (as outlined in Section 7.3, Administration costs).

Retroactive funding is not permitted for studies in a previous fiscal or academic year.

Travel support for students

- Travel support does not include moving expenses such as the removal of household effects.
- Students may select any recognized post-secondary institution for their studies. However, travel support is normally restricted to the travel costs to the Canadian

post-secondary institution nearest to the student's place of residence which offers the least expensive comparable program. Travel support may be provided to the institution selected by the student if one of the following conditions is met:

- the required program of studies is not offered at the Canadian post-secondary institution nearest the student's home;
- the program of studies selected is not available in Canada; or,
- the student cannot gain admittance to the Canadian post-secondary institution nearest the student's home.

It is strongly encouraged that recipients ensure students always seek economic means for travel. The cost of travel, meals and accommodation should not exceed [the rates](#) set for government travel in the Treasury Board of Canada Secretariat's Travel Directive where possible. Rates are periodically updated throughout the year.

Living allowances

- The living allowances will be paid in Canadian dollars regardless of the location of the institution
- Living allowances are paid for Christmas and study breaks. Additional time may be allowed for students to settle into accommodation at the place of study at the beginning of the academic year and to move out at the end of the academic year.
- The recipient may provide to students an advance of the living allowance, for example, rent advances
 - where a student is provided an advance, the recipient may spread the adjustment over the payment periods of the academic year and make the appropriate deductions from the living allowance for each payment period.
- Where two students are married to each other, and have no dependents, the living allowance for each will be calculated as a married student with an employed spouse
- Where two students are married to each other and have dependents, one of them will be designated as a married student with an employed spouse with dependents; the other will be designated as a married student with an employed spouse

7.1 Eligible tuition

Tuition support may be provided under the following conditions:

- students attending Canadian public institutions at the actual tuition rate, including compulsory student fees charged by the institution for a Canadian student
- or
- students attending private or foreign post-secondary institutions at the same tuition rate, or the tuition rate that is the least amount, including compulsory student fees, charged by the public or private Canadian institution nearest to the

student's place of residence (that is, residence at the time of application) which offers the least expensive comparable program

or

- students enrolled in a foreign institution at the actual tuition rate, including other compulsory student fees charged by the foreign institution, when it is demonstrated that there is no comparable program available at an institution in Canada

Canadian public post-secondary institutions

- The student will provide documentary evidence of tuition, registration and mandatory student fees.
- In exceptional circumstances, tuition support may be paid directly to the student as opposed to directly to the post-secondary institution.

Private and foreign post-secondary institutions

- For support purposes, students may enroll in any private post-secondary institution recognized by the provincial or territorial Ministry of Education or in an acceptable program of studies in a foreign institution (consult Section 5.4, Eligible institutions, of the National Program Guidelines).
- A program of studies at a private or foreign institution is comparable to a program of studies at a Canadian public institution when the following conditions are met:
 - the minimum academic prerequisites are equivalent;
 - the number of credit hours are equivalent to within 10%, such as, a 20 credit hour program is equivalent to another program which has between 18 to 22 credit hours; and,
 - the course content generally covers the same subject matter.
- The student will provide documentation which identifies the most comparable program in the nearest Canadian public institution to his or her place of residence. The documentation must include registration, tuition and mandatory student activity fees of the Canadian public institution.
- In some cases an institution in the United States of America may be nearer to a student's home than a Canadian institution. If the United States' program of studies is eligible per the National Program Guidelines, it may be cost effective and less disruptive for a student to enroll in the United States' institution.

An example of calculating tuition for private or foreign institutions:

A student living in Ottawa and enrolling in an equivalent business administration program at St. Lawrence College, New York must provide documentation of the registration, tuition and mandatory student fees for the business administration program at in Algonquin College, Ottawa. If the St. Lawrence College tuition is \$1,000 U.S. and

the Algonquin College is \$700 Canadian, the tuition support provided to the student will be \$700 Canadian.

7.2 Maximum amount payable to students

The maximum amount payable per full-time student under PSSSP or UCEPP cannot exceed \$53,000/per year. On an extraordinary and justified basis, the maximum amount payable per year for a student in an advanced or professional degree program (for example, dentistry, medicine) or a Masters or Doctoral program may exceed \$53,000 up to a maximum of \$90,000. Such awards may be granted by special request on a case-by-case basis only and considered when a graduate student has extraordinary circumstances that warrant the setting aside of the standard policy on maximum amounts payable.

Part-time students, as defined by the post-secondary institution being attended, may receive assistance for tuition and fees, and the cost of books and supplies which are listed as required by the post-secondary institution. Part-time students may be awarded assistance for living allowances or travel, at a pro-rated amount.

Note: This is a maximum allowable payment per student. No student is **automatically entitled** to this amount. The maximum amount was established to ensure that the most extreme circumstances could be funded as necessary. The actual amount of funding available to a student will depend on the overall amount of funding available in the program and for each recipient.

7.3 Administration costs

Administration costs must not exceed 15% of the sub-total amount requested before administration costs. The program's Data Collection Instrument (DCI) will automatically calculate the amount.

Eligible administration costs include only the actual costs proportional to resources used that are required to directly administer the PSSSP and UCEPP. These may include, but are not limited to:

- salaries and benefits of personnel directly employed in the administration and delivery of the funding. In the case of multiple responsibilities, the portion of the salary to be included under administration costs should be proportional to the amount of time spent fulfilling PSSSP and or UCEPP duties;
- materials and resources required for the management of funds;
- rent and utilities;
- printing and communications costs, including web presence;
- travel and accommodation;
- the collection, maintenance, and reporting of data and information in accordance with program and financial reporting requirements; and,

- costs associated with ensuring that personal information is appropriately managed and safeguarded during its collection, retention, use, disclosure and disposal.

For travel and accommodation: It is strongly encouraged that recipients always seek the most economical means for travel. The cost of travel, meals and accommodation should not exceed [the rates](#) set for government travel in the Treasury Board of Canada Secretariat's *Travel Directive*. Rates are periodically updated throughout the year.

Further distribution of funds by ISC's funding recipients: When a funding recipient further transfers, to a third party, funds that were received under this program, the 15% allowed for administration costs must be divided between the parties, as agreed to between the parties. The total administration costs retained by all parties must not exceed 15% of the sub-total amount requested before administration costs.

8. Funding

8.1 Funding approaches

Transfer payments to funding recipients of the Post-Secondary Student Support Program and University and College Entrance Preparation Program may be made using Fixed, Flexible or Block contribution, or Grant, depending on the eligibility of the recipient and of the service to be delivered. Set funding may also be used if the recipient so wishes. ISC regional officers can advise on the eligibility of these funding approaches as well as on the requirements related to the management of the funds. The funding approach used to transfer funds to a recipient is identified in the recipient's signed funding agreement.

The following specific Program directions for the management of transfer payments complement the directions provided in the recipient's signed funding agreement and are to be read in conjunction with the funding agreement.

a) Set contribution funding

Reallocation of funding

Reallocation of funds is not allowed with transfer payments made using Set contribution.

b) Fixed contribution funding

Reallocation of funding

During the fiscal year, recipients may reallocate funds between the Post-Secondary Student Support Program Functional Area and the University and College Entrance Preparation Program Functional area. Reallocation of funds toward the Administration Post-Secondary Functional area is not allowed.

Unexpended funding

Recipients may retain unexpended funding from a fiscal year to expend in the one year period immediately following the fiscal year for which it was provided, on eligible activities and expenditures outlined in the Post-Secondary Student Support Program and University and College Entrance Preparation Program National Program Guidelines 2019-2020.

c) Flexible contribution funding

Reallocation of funding

During the fiscal year, recipients may reallocate funds between the Post-Secondary Student Support Program Functional Area and the University and College Entrance Preparation Program Functional area.

Reallocation of funds toward the Administration Post-Secondary Functional area is not allowed.

Unexpended funding

Recipients may retain unexpended funding remaining at the end of each fiscal year to expend in a subsequent fiscal year, to further achieve results toward the program objective.

9. Monitoring and accountability

Funding recipients must deliver the programs in accordance with the provisions of their funding agreement and the program delivery requirements outlined in these National Program Guidelines while ensuring that the necessary management controls are in place to manage funding and monitor activities. Funding recipients are required to exercise due diligence when approving expenditures and must ensure that such expenditures are in accordance with the eligible expenditures set out in these National Program Guidelines.

ISC is committed to providing assistance to recipients in order for them to effectively carry out obligations under these National Program Guidelines and funding agreements. Regional offices and other departmental contacts are available to answer questions and provide guidance related to ISC programs and funding.

Indigenous Services Canada is accountable to provide funding to First Nations in a timely manner through contributions payments under the First Nations Post-Secondary Education Strategy.

To ensure that strategy outcomes and objectives are being met and opportunities for continuous improvement with a goal to improve results for First Nations are being identified, activities including audits, evaluations and targeted strategy reviews (i.e. desk and on-site reviews) may be conducted with funding recipients. Of note, these activities may be developed through the regional post-secondary education strategies.

Note to recipients: Refer to Annex 3 for more information concerning student record files requirements.

- The department's collection and use of personal information and other records for the purposes of program compliance reviews will be limited to what is necessary to ensure program delivery requirements are met.
- The department is responsible for all information and records in its possession. The confidentiality of the information will be managed by ISC in accordance with the *Privacy Act* and other related policies on privacy. Recipients are responsible for the protection of personal information per the privacy legislation, regulations or policies that govern them up to the point that it is transferred to ISC

10. Reporting requirements

The reporting requirements (program and financial reports) are listed in the recipient's funding agreement, and details on these requirements are available in the [Reporting Guide](#). Recipients are responsible for ensuring that reporting requirements are met and reports are accurate and submitted on or before the established due dates. Recipients who have access to the [ISC Services Portal](#) can access the reporting forms by opening a session on the portal. If you do not have access to the portal, contact your [regional office](#).

Recipients must report on all funds received and expended, including the use of unexpended funding they were allowed to retain to use in the following fiscal year.

Recipients shall use these guidelines in conjunction with their funding agreement with respect to reporting requirements.

11. Contact information

For further program information, please visit the [Post-Secondary Education](#) page.

The regional offices coordinates can be found on the [Regional Offices](#) page.

You can also write to:

Education Branch
Indigenous Services Canada
10 rue Wellington
Gatineau QC K1A 0H4
aadnc.education-education.aandc@canada.ca

These National Program Guidelines can be consulted in the [Education National Program Guidelines](#) page of ISC's website and through the *View Instructions* button on the first page of this program's Data Collection Instrument (DCI).

Annex 1 : Glossary

Term

Definition

Academic year

is as defined by the post-secondary institution.

Band

as defined by the *Indian Act*.

Canadian public institution

is a post-secondary institution that receives the majority of its funding from federal and provincial governments.

CÉGEP

is an abbreviation of Collège d'enseignement général et professionnel. CÉGEP's operate in Quebec.

Dependent

means a person who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of income allowed for a dependent spouse by Canada Revenue Agency.

Dependent spouse

means a person who is married to the student or a person who has lived with the student as husband or wife for a period of at least one year prior to application for educational support. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by Canada Revenue Agency.

Full-time students and part-time students

are as defined by the post-secondary institution. Note that short term intensive summer programs may qualify at full time.

Post-secondary education

means a program of studies, offered by a eligible post-secondary institution, for which completion of secondary school studies or its equivalent is a prerequisite.

Post-secondary institutions

are degree, diploma, and certificate granting institutions that are recognized by a province or territory in Canada or abroad. They include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution, as well as First-Nations-designated and directed institutions.

Private post-secondary institution

is a Canadian or foreign post-secondary institution which receives the majority of its funding from sources other than governments.

Program of studies

includes all post-secondary programs, at least, leading to a certificate, diploma or degree. Programs less than one academic year which are prerequisites to post-secondary programs of at least one academic year are included.

Recipient

is an administering organization in receipt of funds intended to finance the PSSSP and UCEPP in accordance with the National Program Guidelines. This may be band Councils of recognized First Nations bands, organizations designated by Band Councils (bands/settlements, tribal councils, education organizations, political/treaty organizations engaged by or on behalf of First Nations), or other First Nations organizations which have responsibility for the administration of the program or a portion of it.

Semester

refers to a part of the academic year, as defined by the post-secondary institutions. Semesters usually cover the periods from September to December, January to April, and May to August. Number of semesters, period and length are defined by the individual institutions.

Student

is an individual who has successfully applied to be funded under the PSSSP or UCEPP and fulfills the conditions of the programs in order to receive financial support to successfully attain a recognized post-secondary education credential.

Treaty or Status Indian and Indian

means a person whose name has been entered in the Indian Registry maintained by Indigenous Services Canada as defined by the *Indian Act*.

Annex 2 : List of provincial or territorial Ministries of Education weblinks

Atlantic

- [New Brunswick Department of Post-Secondary Education, Training and Labour](#)
- [Newfoundland and Labrador Department of Advanced Education, Skills and Labour](#)
- [Nova Scotia Department of Labour and Advanced Education](#)
- [Prince Edward Island Department of Workforce and Advanced Learning](#)

Quebec

- [Ministère de l'Éducation et de l'Enseignement supérieur](#)

Ontario

- [Ministry of Advanced Education and Skills Development](#)

Manitoba

- [Ministry of Education and Training](#)

Saskatchewan

- [Ministry of Advanced Education](#)

Alberta

- [Ministry of Advanced Education](#)

British Columbia

- [Ministry of Education and Training](#)

Yukon

- [Department of Education](#)

Northwest Territories

- [Department of Education, Culture and Employment](#)

Nunavut

- [Department of Family Services](#)

Annex 3 : Student record files

Student information	Yes	No	Notes
Name of applicant			
Indian registry number			
Address and contact information			
Marital status			
Dependents information			
Previous education history			
Proof of admission			
PSE eligible institution			
Eligible program of studies			
Length of program			
Required books and supplies list			
Academic standing			
Tuition and fees receipts			
Books and supplies receipts			
Report a problem on this page			