May 14, 2020

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

**Re: 2020-2021 Post-Secondary Education (PSE) Application for Additional Funding
          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 Protected / General Pool Application process was developed to provide First Nations in British Columbia with the opportunity to apply for additional funding. Please refer to the attached forms, definitions and questions and answers to learn how to submit an application. A pre-populated 2020-2021 PSE Form 1 Application Summary with each nation's budget information will be emailed to all First Nations individually.

You may apply for all or part of your protected pool and/or the general pool by submitting an application no later than **June 26, 2020.** If you do not submit an application, you will still receive your 2020-2021 PSE initial allocation, but you will not receive funds from your protected pool or from the general pool. 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.bcfsppallocationofficer.aandc@canada.ca. If you have any post-secondary education policy related questions, please contact Laura Langs, Post-Secondary Education Advisor, by email laura.langs@canada.ca

Yours truly,

Alison Olney
A/Manager, Education, Programs and Partnerships
Indigenous Services Canada
British Columbia Region
600-1138 Melville Street
VANCOUVER, BC V6E 4S3

Canada

Encl.   2020-2021 Post-Secondary Education - Form 1 Application Summary
2020-2021 Post-Secondary Education - Form 2 List Eligible PSSSP Students
2020-2021 Post-Secondary Education - Form 3 List Eligible UCEPP Students
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	<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. <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.
Eligible First Nation Communities	• 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	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

Final Report Due Date	DCI #	DCI Name	Due Date
	4016769	Annual Register of Post-Secondary Education Students	August 31, 2021

Resources and Tools	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 Transfer Payments Terms and Conditions for PSE program: https://www.aadnc-aandc.gc.ca/eng/1386268704500/1386269142450 The Reporting Guide: https://www.aadnc-aandc.gc.ca/eng/1385559716700/1385559777677 List of Designated Educational Institutions: https://www.canada.ca/en/employment-social-development/programs/designated-schools.html
Application Submission	Applications may be submitted via email to: aadnc.bcreports.aandc@canada.ca

Frequently asked Questions and Answers

WHAT'S NEW

- 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.
- 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. Why are we identifying the Indian Registry System (IRS) number for eligible students on our list?

A. As per the National Program Guidelines 2019-2020, section 5.2 Eligible Students, identifying students with their IRS number is required to demonstrate the eligibility of the students to receiving funding.

Q. What if we don't have enough space on the form to list all of the eligible students we hope to fund?

A. There is no limit to the number of students you can list on your application. However, your Initial Allocation and Protected Pool Amounts (if applicable) will remain the same. Please use as many additional PSE Form #2 List of Eligible PSSSP Students forms as necessary. This is applicable for Form # 3 List of Eligible UCEPP Students form. This will ensure the eligibility requirements of all students are demonstrated as per the National Program Guidelines 2019-2020. Refer to the link on the summary sheet.

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. 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 Eligible Programs in the National Program Guidelines 2019-2020 (which remains applicable).

Q. What determines the eligibility of a program?

A. 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 National Program Guidelines at: https://www.sac-isc.gc.ca/eng/1415377531020/1531401688567

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

A. Eligible costs or expenditures are the same as those found in the PSSSP and UCEPP National Program Guidelines 2019-2020 (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

Refer to Section 5.3 Eligible Programs and 5.4 Eligible Institutions in the National Program Guidelines 2019-2020 for the criteria on eligible programs and institutions of study. 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.bcfsppallocationofficer.aandc@canada.ca

APPLICATION / PROPOSAL

Q. How do we apply for Protected Pool and/or General Pool funds?

A. Complete the attached PSE Application Summary Form #1, Eligible PSSSP Students Form #2 and #3 for Eligible UCEPP students. Any eligible expenditure above your initial allocation can be applied to your protected pool, if applicable and/or be considered as a general pool request.

Submit the completed forms to the BC Regional Office via email to aadnc.bcreports.aandc@canada.ca

Q. How much can we apply for?

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 2019-2020.

All approved allocations must be spent on eligible activities that occur in 2020-21 by March 31, 2021.

FUNDING

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

A. First Nation Communities will receive an initial allocation equal to PSE eligible expenditures reflected on their 2018-19 audits. In addition, a per capita amount is calculated using the regional allocation and the total population (as of December 31, 2019). An additional allocation may be applied for through this application process. Your initial budget and the amount up to the per capita allocation will be protected. Remaining funds (if any) will be made available to all non-Block funded First Nation Communities with a student waitlist. 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. What is our Post-Secondary Protected Pool?

A. The protected pool is the difference between your initial allocation and your formula-based maximum per capita budget. You can access all or part of your protected pool if you have more eligible students than you can fund with your initial allocation (i.e. if you have a waitlist).

Q. What is the Post-Secondary General Pool?

A. The general pool represents the remaining unused protected pools. Unused protected pools are from First Nation Communities who have not applied for all of their protected pool by **June 26, 2020.**

Q. What if there are unexpended funds in our PSE budget at year end?

A. PSE funding is fixed funding that contributes to the Post-Secondary Education program. First Nation Communities are required to use any unexpended funding (i.e. surplus) from 2019-20 towards 2020-21 Post-Secondary Education program funding. Before you can apply for

additional funding for the current year, you must first spend and/or plan to spend any surplus you have carried forward from last year.

Fixed Contribution Funding (FIXED) – Unexpended FIXED funds can be retained only if the First Nation Communities have met all of the following conditions:

- 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 the additional allocation that your First Nation will receive will be sent in early August, 2020.

Q. What if our audit amount is greater than our per capita calculation? How much funding would we receive?
A. Your First Nation would receive an initial allocation equal to the eligible expenditures identified in your 2018-19 audit up to your per capita allocation. The maximum you could receive from the protected pool is the per capita amount (if applicable).

Q. Why is the department not using 2019-20 audit information?
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. Will all First Nations get an additional allocation through the protected pool process?
A. The budget for this PSE pool will be allocated on an application basis, to interested First Nation Communities only. Where a First Nation applies and demonstrates a need for additional funding by having a wait-list of eligible students, the First Nation can access an additional allocation up to its protected pool amount. If a First Nation expended its full per capita amount in 2018-2019, it would receive its full protected amount in its initial budget, and could only apply for the general pool.

Q. What are the maximum amounts allowed for administration costs?
A. For non-grant First Nations, administration costs are not to exceed 15% of the sub-total amount requested 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 each funding pool?

A. The PSE - Eligible Students Form is used to apply for all funding which includes the Initial Allocation, Protected Pool and/or General Pool (if applicable) requests.

To determine the amount of funds you require, you must list all of the eligible students on Form #2 List of Eligible PSSSP Students and Form #3 if the students are in UCEPP. 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 Protected and/or General Pool funds.   Please see the examples below.

Example #1 – For non-grant First Nations:

A First Nation has an Initial Allocation of $50,000 and a Protected Pool Amount of $20,000. Their List of Eligible students adds up to $75,000. First, they would apply their initial allocation of $50,000 against the requirement of $75,000. They still have $25,000 in funds required after applying their initial budget. Next, they would apply for the maximum amount indicated in their Protected Pool which is $20,000. 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	$50,000
3	Total Budget in 2020-21	$50,000
4	Amount Required on List of Eligible Students	$75,000
6	Less Current Budget (#3)	$50,000
5	Amount required from Protected/General Pool	$25,000
6	Amount required from Protected/General Pool (#5)	$25,000
7	Less Protected Pool	$20,000
8	Amount required from General Pool	$5,000

Example #2- For non-grant First Nations:

A First Nation has $5,000 of unexpended funds from their 2019-20 PSE Allocation. Their Initial Allocation is $50,000 and a Protected Pool Amount of $20,000. Their List of Eligible students adds up to $65,000. First, they would apply their 2019-20 unexpended funds $5,000 plus the initial allocation of $50,000 against the requirement of $65,000.

They still have $10,000 in funds required after applying their initial budget and 2019-20 unexpended funds. Since their protected pool amount is greater than their need, they would only need a portion of their protected pool. The $10,000 remaining in their protected pool will be redistributed to First Nation Communities that have applied to the General Pool.

#	Budgetary Items	Amount $
1	2019-20 Unexpended Funding	$5,000
2	Initial Allocation in 2020-21	$50,000
3	Total Budget in 2020-21	$55,000
4	Amount Required on List of Eligible Students	$65,000
6	Less Current Budget (#3)	$55,000
5	Amount required from Protected/General Pool	$10,000
6	Amount required from Protected/General Pool (#5)	$10,000
7	Less Protected Pool	$20,000
8	Amount required from General Pool (If the protected pool (#7) is greater than the need (#6), then no funds are required from the General Pool. The remaining protected pool is redistributed to the Regional General Pool.)	-$10,000

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/general pool funding. The purpose of the Annual Report is to account for all PSE funds received and expended, 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.

Indigenous Services Canada

Services aux Autochtones Canada

Form 1

2020 - 2021 Post-Secondary Education (PSE)
Protected / General Pool Application Summary

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 (box 1 + 2)	3
2019-20 PSE Actual Expenditure (Amount to be reported on 2019-20 Financial Statements)	4

Part C: 2020-21 Application Summary

Total Requested for Eligible PSSSP Students on Form 2	1
Total Requested for Eligible UCEPP Students on Form 3	2
Administration Cost *(cannot exceed 15% of the total requested budget)*	3

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 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 Initial Budget Allocated in Funding Agreement	1
2019-20 PSE Unexpended Funding (Part B: box 3 - 4). If deficit, enter "0"	2
Total Initial PSE Budget (box 1 + 2)	3
2020-21Total Budget Requested (Part C: box 1 + 2 + 3)	4
Additional Funding requested (box 4 - 3)	5
2020-21 Protected Pool (pre-determined based on formula)	6
2020-21 Protected Pool Requested *(If box 5 is greater than box 6, then equal to box 6. If box 5 is less than box 6, then equal to box 5)*	7
2020-21 General Pool Requested (box 5 - 7, if applicable)	8

Indigenous Services Canada   Services aux Autochtones Canada

Form #2

2020 - 2021 POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) Application
LIST OF ELIGIBLE PSSSP STUDENTS

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
	Example: Johnny Adams	*1230045601*	*eg. Bachelor of Science Program*	*e.g. University of British Columbia*	*A*	*Y*	*4*	*$ 18,000*	
1									
2									
3									
4									
5									
6									
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8									
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10									
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21									
22									
23									
24									
25									

TOTAL COST of eligible students (Do Not Include Administration Cost) **$ -**

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

Indigenous Services Canada / Services aux Autochtones Canada

Form #3 — 2020 - 2021 UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAM (UCEPP) Application
LIST OF ELIGIBLE UCEPP STUDENTS

Recipient #: _____

	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	ISC USE ONLY
	Example: Johnny Adams	*1230045601*	*Y*	*e.g. University of British Columbia*	*P/T*	*$ 18,000*	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
					TOTAL COST of eligible UCEPP students (Do Not Include Administration Cost)	$ -	

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

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 Requested for Eligible PSSSP Students on Form 2	Equals the total of all students on Form 2 List of Eligible PSSSP Students. If there are multiple pages of form 2, add them all up.
Total Requested for Eligible UCEPP Students on Form 3	Equals the total of all students on Form 3 List of Eligible UCEPP Students.
Administration Cost	Costs involved in supporting students through administration; can include partial salary for Education workers. Administration costs cannot be over 15% of the budget (No exceptions)
Part E - ISC USE ONLY	
2020-21 Initial Budget Allocated in Funding Agreement	Equals the Initial Budget Allocated in Funding Agreement for 2020-21.
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. PSE funding is fixed funding that contributes to the PSE program. First Nations are required to use any unexpended funding (i.e. surplus) from 2019-20 towards 2020-21 Post Secondary Education program funding.
2020-21 Total Budget Requested	Total Budget Requested for 2020-21, including all students on Form 2 and 3, and administration cost on form 1.
2020-21 Protected Pool (pre-determined based on formula):	Difference between initial allocation (April 1, 2020) and formula based per capita budget (based on Dec 31, 2019 population statistics). If you have more eligible students than you can fund with your initial allocation, you can apply for all or part of your protected pool.
2020-21 General Pool Requested:	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 initial and protected pool, you can apply for the General Pool.

Form #2 Eligible PSSSP Students List	
Student Name:	Identify students first and last name
	For quick reference, the criteria for Eligible Student, Eligible Program and Eligible Institution are listed below. Please refer to Sections 5.2, 5.3, 5.4 in the National Program Guidelines 2019-2020 for more detailed information
Indian Registry System (IRS)#	IRS # is required on the Eligible Student Form to identify registered individuals eligible for PSE funding. Refer to 5.2 Eligible Students from the National Program Guidelines 2019-2020.
Eligible Student: (Section 5.2 of National Program Guidelines)	In BC, eligible students must meet all of the following criteria for PSSSP and UCEPP 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
Area of Study - Category: (Section 5.3 of National Program Guidelines)	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. 3. UCEPP must provide the student with the necessary courses to attain the academic level for required for entrance into post-secondary programs.
Post Secondary Eligible Institution: (Section 5.4 of National Program Guidelines)	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. *This is not a mandatory field.*
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 #3 Eligible Students List (UCEPP ONLY)	
Student Name:	Identify students first and last name
	For quick reference, the criteria for Eligible Student, Eligible Program and Eligible Institution are listed below. Please refer to Sections 5.2, 5.3, 5.4 of the National Guidelines 2019-2020 for more detailed information
Indian Registry System (IRS)#	IRS # is required on the Eligible 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)	In BC, eligible students must meet all of the following criteria for PSSSP and UCEPP 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
	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.
Area of Study - Category: (Section 5.3 of National Program Guidelines)	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)	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
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?	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 **Also refer to the list of Questions and Answers attached to the call letter.**

Form 1

2020 - 2021 Post-Secondary Education (PSE)
Protected / General Pool Application Summary

Indigenous Services Canada / **Services aux Autochtones Canada**

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 (box 1 + 2)	3	$100,000
2019-20 PSE Actual Expenditure *(Amount to be reported on 2019-20 Financial Statements)*	4	$100,000

Part C: 2020-21 Application Summary

Total Requested for Eligible PSSSP Students on Form 2	1	$ 226,061
Total Requested for Eligible UCEPP Students on Form 3	2	$ 43,100
Administration Cost *(cannot exceed 15% of the total requested budget)*	3	$ 26,916

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 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 Initial Budget Allocated in Funding Agreement	1	$283,077
2019-20 PSE Unexpended Funding (Part B: box 3 - 4). If deficit, enter "0"	2	
Total Initial PSE Budget (box 1 + 2)	3	$283,077
2020-21 Total Budget Requested (Part C: box 1 + 2 + 3)	4	$296,077
Additional Funding requested (box 4 - 3)	5	$13,000
2020-21 Protected Pool (pre-determined based on formula)	6	$5,000
2020-21 Protected Pool Requested *(If box 5 is greater than box 6, then equal to box 6. If box 5 is less than box 6, then equal to box 5)*	7	$5,000
2020-21 General Pool Requested (box 5 - 7, if applicable)	8	$8,000

Indigenous Services Canada / **Services aux Autochtones Canada**

Form #2

2020 - 2021 POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) Application
LIST OF ELIGIBLE PSSSP STUDENTS

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
	Example: Johnny Adams	*1230045601*	*e.g. Bachelor of Science Program*	*e.g. University of British Columbia*	*A*	*Y*	*4*	*$ 18,000*	
1	First Name Last Name	1234567890	Doctorate of Dermatology	University of British Columbia	A	Y	5	$ 39,983	
2	First Name Last Name	1234567891	Bachelor of Computer Science	University of British Columbia	A	Y	4	$ 28,850	
3	First Name Last Name	1234567892	Bachelor of Commerce Degree in Accounting	University of British Columbia	A	Y	4	$ 22,730	
4	First Name Last Name	1234567893	Bachelor of Arts in Sociology	Mount Royal University	A	Y	4	$ 19,763	
5	First Name Last Name	1234567894	Kinesiology Diploma	University of British Columbia	A	Y	2	$ 17,650	
6	First Name Last Name	1234567895	Bachelor of Arts in Nursing	Thompson Rivers University	A	Y	4	$ 22,680	
7	First Name Last Name	1234567896	Bachelor of Arts Social work	Thompson Rivers University	A	Y	4	$ 20,240	
8	First Name Last Name	1234567897	Registered Massage Therapy	Langara College	A	Y	2	$ 19,165	
9	First Name Last Name	1234567898	Environmental Studies	University of British Columbia	A	Y	4	$ 35,000	
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22									
23									
24									
25									

TOTAL COST of eligible students (Do Not Include Administration Cost) $ 226,061

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

Indigenous Services Canada
Services aux Autochtones Canada

Form #3

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

Recipient #:

	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	ISC USE ONLY
	Example: Johnny Adams	*1230045601*	*Y*	*e.g. University of British Columbia*	*P/T*	*$ 18,000*	
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	
4							
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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 students. The Administration Cost should only be completed in Part C on Form 1 for all students.

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

Table of contents

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 pursing 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:

- o the required program of studies is not offered at the Canadian post-secondary institution nearest the student's home;

- o the program of studies selected is not available in Canada; or,

- o 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

  - o 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:
    o the minimum academic prerequisites are equivalent;
    o 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,
    o 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.

<u>Unexpended funding</u>

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

<u>Reallocation of funding</u>

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.

<u>Unexpended funding</u>

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			

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