

EDUCATION SERVICES
DEPARTMENT OF INDIAN AFFAIRS
VANCOUVER ISLAND
HANDBOOK

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INDIAN AND ESKIMO AFFAIRS
EDUCATION PROGRAM

HANDBOOK

VANCOUVER ISLAND

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P R E F A C E

The need for a Handbook to assist Bands in organizing, promoting, supervising and administering an effective educational program that will conform to the wishes and aspirations of the parents, reflect the best principles of contemporary Indian education and assure the greatest degree of local authority, has been established. This publication is an attempt to fill the gap.?

The Handbook is intended primarily as a source of information on those education programs, operated by the Department of Indian Affairs which have been or are in the process of being transferred to Band management. It explains policy, establishes program standards, describes general implementation procedures and states funding limits and will, undoubtedly, be of help to Band education staff in planning, program development and the management of Band's educational activities and operations. Moreover, it will also be of some help to Band education staff in establishing program guidelines which will be acceptable to the Department, the program funding source.

D. J. Lavin

A C K N O W L E D G E M E N T S

A special word of thanks is offered to
Earl Lee, Head, Counselling Services, Nanaimo District, and
Norm Sulis, District Superintendent of Education,
Campbell River District, for their efforts in assembling
and editing the Handbook.

Local Control of Education

Local control of education means management by a Band Council or by a group delegated by a band council, of educational services provided to all Band members - children, young people and adults.

Band Council management may include various options for control which may range from an advisory function to responsibility at the local level for all or part of the planning, budgeting and administration of band education programs.

Band Council control of education programs means that the Minister has delegated to the band council local powers and responsibilities for providing education services to the band members. In assuming this delegated authority, the Band Council is responsible both to its members for providing required services and to the Minister for meeting the terms of the authority delegated.

A Band Council may take over and control one or more education program areas excluding capital programs. Band programs are subject to the same budgetary restraints and accounting procedures as Department programs. Conditions related to budgetary and accounting procedures are detailed in the Department's Program Circular D.1 "Local Government Program - General Terms and Conditions".

education
Band Councils may participate in capital planning, but the Department does not have authority to transfer control of capital programs to Bands.

There are four established methods which may be used by Band Councils who wish to participate in the management of education programs. These are that the education program be provided by:

- a) The Department of Indian and Northern Affairs in consultation with a Band Council.
- b) A Band Council or Band Education Authority.
- c) A Provincial School District.
- d) A District or Tribal Council.

The local Education Authority, in administering all or part of the education program would be responsible among other things for:

Budgeting, spending and establishing priorities.

Determining the types of school facilities required to meet local needs, eg. nursery, kindergarten, day school (where applicable), etc.

Directing staff hiring.

Directing and developing curricula with special consideration being given to the Native language and culture.

Developing adult and special education programs

Working closely with Canada Manpower, the Provincial Department of Education, etc., to obtain funding for mounting B.T.S.D., B.J.R.T. and industrial training programs.

Negotiating agreements with parochial or private school jurisdictions for the kind of services necessary for local requirements.

Undertaking program evaluations.

Providing counselling services.

Identifying Band staff training requirements.

Educational Assistance Policy
General Information

Educational Assistance provides funds to enable students of Indian Status (a person who is registered as an Indian or entitled to be registered as an Indian under the Indian Act), to continue their education at elementary, secondary, or post secondary schools (junior colleges, universities, technical and vocational schools) including special courses offered by continuing education centres.

When eligibility has been established, educational assistance may be provided to pay:

The cost of tuition, transportation, books and supplies.

The cost of partial or total room and board while attending an institution of learning.

The cost of a monthly personal or educational allowance to cover bus fare or other expenditures in connection with educational training.

Assistance may be granted when the following conditions are met:

An application for educational assistance, by the parent or guardian, if the student is a minor, or by the student if he/she is of age of consent as defined by the Province.

The need for assistance is established and is not available from any other source.

There is no duplication of services provided by other agencies.

Education Committees

Activity 2340

The funding of this activity for each fiscal year will be as follows:

\$300.00 for the first 100 Band members

\$ 2.00 per Band member thereafter

The functions and duties of Education Committees vary with each Band Administration, and the following list is only an indication of some of the functions of Education Committees on various Reserves in British Columbia:

Assisting with the planning of the education budget.

Assisting with the interviewing and hiring of teachers and Band Education employees.

Assisting with the placement of students in Residences, boarding homes, within the Departmental guidelines.

Assisting the Home School Co-ordinator by visiting homes, schools and attending School Board meetings.

Representing the Band Council at School Board meetings, or similar type meetings with Canada Manpower, Indian Affairs, College Councils, etc.

Many Bands use the funds in this activity to assist with the travel of Committee members to education meetings, etc.

The funds cannot be transferred to another activity.

Cultural Enrichment

Activity 2360

The funding in this activity is based on the number of students actually living on Reserve. It is in order to count students who are on the boarding home program or placed at a student residence.

The following are some of the general uses made of this money by Bands:

Purchase of education materials which assist with the introduction of Indian cultural content in Nursery schools, Kindergartens and the Federal and Provincial Elementary and High Schools.

Purchase cultural materials for media centre, which is used by students and other Band members.

To pay instructors in native language, art or dancing, etc., when these persons are asked to participate in classroom instructions. (These funds should not be seen as a method for paying a permanent Band employee in this area).

The funding in this activity will be granted in the next fiscal year to Bands which have outlined a definite program, and the costs of that program. If the Band has no definite program established at the commencement of the fiscal year, a separate B.C.R. can be submitted when the planning has been completed. The actual funding will be based on the number of students residing on Reserve.

Tuition Fees For Pupils In
Parochial/Private/Band Operated Schools
Activity 2410

2 | In some areas, students who reside on Reserve are attending schools other than those operated by the Federal Government and the Province of British Columbia. Tuition, equivalent to the amount paid to the Province, can be paid to the Parochial, Private or Band operated school, or the Band can arrive at an agreed tuition rate which can be less but not more than the tuition fee negotiated with the Province under the Master Agreement in any given year.

In order to obtain funding in this activity, the Band should prepare a list of students attending the Parochial/Private/Band Operated school. The name and address of the school at which each student is enrolled should accompany the list.

It should be understood that once tuition has been paid to the Province of British Columbia (October 31st of each year), it is not possible to pay tuition a second time for any student who may elect to drop out of public school and re-enroll in a private school after that date. Parents enrolling students in schools other than those operated by the Province or the Department should be made aware of this point, and also that the student and his parents/guardians must be residents of the Reserve.

It would be best if a contract was made with each school, with the amount to be paid, the dates of payment and terms under which the amount is to be paid or the contract to be cancelled, clearly stated.

If a Band operates its own school, the list of students should be accompanied by a breakdown of the total operating costs of the school.

These funds should not be transferred to another activity.

In-School Programs

A. Elementary

1. Age Requirements

- a) Grade one - child must be 6 years old before the 31st of December of the commencement year.
- b) Grade seven - most schools will no longer keep a 13/14 year old student in this grade if he is not keeping up with his school work. Students are promoted within their age group, and the secondary school is expected to provide an alternate program for such students.

- #### 2. Private or Parochial Schools - when students reside on Reserve, parents can enroll them in non-provincial schools, but the cost of tuition over the amount paid by the department to the B. C. Department of Education is a parental responsibility.

3. Reporting - evaluation of student performance.

Each school has a slightly different method of reporting student progress, although some School Districts may have adopted a uniform procedure. Some of the reporting methods are as follows:

- a) Letter grades A to D, with E or F representing failure.
- b) Level system, based on language arts development (reading levels).

Primary - Grade 1, levels I-IV
Grade 2, levels V-VII
Grade 3, levels VIII-X

Intermediate - Grade 4, level XI
Grade 5, level XII
Grade 6, level XIII
Grade 7, level XIV

Commentary

Since students are often promoted in order to remain in the same class as their peer group (age), the level system should allow for each teacher to individualize the student's program and bring him along from the level obtained by the last teacher.

A home school co-ordinator should attempt to become familiar with the level system, or the system of reporting used in the school. Parents should be able to get some explanation from the co-ordinator, and hopefully be better able to discuss their child's progress with the classroom teachers.

c) Anecdotal Reports - comments by the teacher on each course. This system is used along with letter and/or the level system grades to give parents a better indication of progress made during the reporting period.

4. General Comments

It is in the Primary grades that learning difficulties first appear. These difficulties should be closely looked at by co-ordinators, parents and teachers. At all times it is important to avoid "blaming". Teachers blame parents, parents blame teachers. This blaming only prevents both parent and teacher working together to create an overall improved learning climate for the child, who is more important than a teacher's fear of interference with professional obligations, or a parent's fear of facing the reality of the total learning environment, and questioning by someone outside the home.

B. Secondary

1. Age Requirements

At the age of 13 or 14, most students have moved into the secondary school. Schools try to accommodate the wide variance among students with respect to learning potential and the real level of pupil achievement.

2. Reporting

It now seems to be policy to avoid the labels of "academic" or "vocational", therefore, a student's parents will need to be more concerned with actual grade placements during the 5 years of secondary schooling.

One of the factors that both parents and students must face is responsibility placed on the student to attend classes and complete assignments.

The major cause of failure is incomplete assignments. Many schools have ceased to give examinations, and students are now expected to complete a specific number of assignments for each course.

It is often the case that parents do not realize that their child is not keeping up, and/or is skipping classes.

A home school co-ordinator will need not only to be aware of daily attendance patterns but also of classes missed. A student can have a perfect attendance record but may be avoiding one or two classes.

The actual reporting methods will be a variation of those mentioned in the Elementary Section.

3. General Comments

By the time a student reaches grade 8, study habits and the general attitude towards school will be established. / ?

To change patterns of study or attitudes towards teachers and the structure of the learning environment, will require a large measure of tolerance for individual differences, and an awareness on the part of parents of what is actually taking place in the classroom.

A home school co-ordinator should perhaps spend time in classrooms observing the learning process. Such observation would hopefully improve understanding of the learning environment of the students.

Band Operated Nursery/Kindergarten Program

Activity 2410

Age Requirements

- ?
Nursery School - child should be 4 years old before
December 31st to enter class in September.
- Kindergarten - child should be 5 years old before
December 31st to enter class in September.
- Grade One - child should be 6 years old before
December 31st to enter class in September.

Funding for Nursery School/Kindergarten is the same as that granted to the Provincial Department of Education - one half the tuition fee paid for anyone residing on reserve who is enrolled in elementary or secondary school. Each fall a new tuition fee is established. The actual amount is based on an average of the cost of educating a student during the past school year in the Province of British Columbia.

Each March, the Band should prepare a list of students who might enroll in the Nursery School or Kindergarten program in the following September. It is realized that small Bands will not be able to operate a program, since there will not be adequate tuition dollars to cover the costs.

Each submission under this activity should be accompanied by a list of students, and a breakdown of the operating costs.

Operating costs - All or any of the following:

Instructor's salary and benefits	Heat
Supplies	Light
Rental	Telephone

The operating costs should be within the tuition requested,

or the Band can have a contract to contribute to the costs of operating a Nursery/Kindergarten, or simply pay the tuition fees to a private Nursery/Kindergarten. When a contract is used, it is not necessary to give a breakdown of the operating costs, but a copy of the contract should be attached to the B.C.R. | ?

The funds in this activity cannot be transferred to another activity.

Pre-School Programs

A. Nursery School

1. Age Requirements

Four years old before December 31st of the year in which the child is being enrolled.

2. Length of Program

Usually only 2 or 3 hours per day.

3. Classroom Supplies

These should be supplied by the school, unless a private school has a special cost.

4. Tuition

Amount payable on behalf of a Native student, who resides on Reserve, is one-half the current provincial tuition rate payed by the Department to the B. C. Department of Education. If a private nursery charges more than this rate, the overage is a parental responsibility. However, if the nursery charges non-Native students less than one-half the provincial tuition fee, the Band should not have to pay more just because this larger amount is available. It is up to the Band to arrive at an agreement with the private nursery school.

5. Statistics

By the 1st of October, each Band receiving nursery school tuition should supply a list of enrolled students. When a Band accepts nursery school tuition, it also accepts responsibility for supplying this information. The information is of great importance when overall District budgeting is being planned.

6. Nursery School Follow-Up

The Band should supply either the Provincial school, or the Department a list of students who will be proceeding to kindergarten. This list is important for Provincial schools, since teachers and space must be allocated in advance. A tour of the kindergarten school is also advisable.

7. Health

It would be best if each Band made arrangements for the Public Health Nurse to visit their nursery school in order to do some of the following:

Check sight, hearing, motor skills, etc.

It is at this level that problem hearing, eye sight and co-ordination difficulties should be checked, and a course of correction planned. Students often do not get help with these problems until grade 3 or 4, when teachers become concerned with general lack of progress.

8. Parental Involvement

Whenever possible, parents should be brought into the Nursery School. Young parents need to learn along with their children, in the sense that they become accustomed to visiting schools, and requesting up-to-date information on their students.

B. Kindergarten

1. Age Requirements

Five years old before December 31st of the year in which the child is being enrolled.

2. Length of Program

Usually half the normal school day.

3. Supplies, etc.

These should be made available by the school. In some instances parents should be able to supply an apron or smock to protect clothing when the children are involved in finger painting or a similar activity.

4. Statistics

By the 1st of October, each Band receiving Kindergarten tuition should supply a list of enrolled students. When a Band accepts Kindergarten tuition, it also accepts responsibility for supplying this information. The information is of great importance when overall District budgeting is being planned.

5. Tuition

Amount payable on behalf of a Native student, who resides on Reserve, is one-half the current provincial tuition rate payed by the Department to the B. C. Department of Education. If a private Kindergarten charges more, the overage is a parental responsibility, likewise, if the tuition for a non-native student is less than the amount supplied by the Department, it does not follow that the larger amount should be paid simply because the funds are available.

6. General

As with Nursery School, there should be a follow-up and a reporting of potential grade one students to the appropriate provincial school.

It is also expected that the Public Health Nurse will be kept advised of any medical problems, and that parents will visit the Kindergarten.

School Supplies

Activity 2410

School supplies are divided into two areas, which are:

1. School Supplies issued at the beginning of the school year to all Band Members residing on or off the Reserve, who are enrolled in an elementary or secondary school in grades 1 to 12. At present, the amounts are:

Elementary Students (Grade 1-7) \$20.00
per student per year.

Secondary Students (Grades 8-12) \$25.00
per student per year.

2. Industrial Arts and Home Economics Supplies:

These funds are only issued if the student is enrolled in a course requiring supplies. The student can be expected to advise the Band when the funds are required and the amount needed, or the Band can make arrangements for the school to send an invoice to cover the costs. The maximum amount available at the present time is \$25.00 per student per year.

By March, each year, the Band should have prepared a list of elementary and secondary students, and this list will be the basis on which school supply funds will be allocated on the B.C.R.

Home/School Co-ordinator Services

Activity 2420

In this District, Home/School Co-ordinator services have been provided in three ways:

1. Contract with a School District by which the costs are shared. (In future, an attempt will be made to encourage the School Districts to obtain full funding from Victoria).
2. Contract between Bands by which the funds allotted are pooled in order to provide a salary and travel monies.
3. The Band uses the amount allotted and employs its own co-ordinator.

In order to obtain funding, the Band should determine dollar requirements to underwrite the cost of providing the service and details on how the program will be mounted and administered.

Funding, which is based on student enrolment, ranges between \$30.00 and \$35.00 per student annually.

When the Band employs its own co-ordinator, a breakdown of the funds obtained should contain some of the following:

Salary	Travel	Telephone
Fringe Benefits	Postage	

The duties and responsibilities of each co-ordinator are prepared by the Band Council, and it is hoped that each Band will clearly indicate these for the following reasons:

1. The employee knows what is expected with respect to hours of work, holidays, sick leave, travel costs.

2. The employee knows what is expected with respect to the actual duties he/she is to carry out.
3. The Band Administration has a basis to evaluate the employee, and the service in order to up-grade the employee's education, and work performance, and/or change the duties and responsibilities to meet new circumstances.

The funds in this activity cannot be transferred to another activity.

A sample statement of duties is provided on page 22.

Sample Description of Duties
of Home/School Co-Ordinator

In general, the function of the Home/School Co-ordinator is to liaise between the home and the school. The purposes of the liaison role are to develop among the parents a greater understanding of matters which pertain to the education of their children and to provide whatever guidance and support is required to ensure the educational success of all the students who attend schools within the counselling jurisdiction. They call at homes of the students to inform parents about school programs and activities. During these visits, they try to appeal to the pride of the parent in their children, suggesting ways in which the parents can help their children succeed in school. They also encourage parents to increase their interest in schooling by helping them organize adult education programs, education committees and on-reserve extra-curricular activities.

Some of the day-to-day duties of the Home and School Co-ordinator listed below are representative.

The Home and School Co-ordinator shall:

Inquire into, provide guidance for, and report on problems pertaining to the attendance, conduct, attitude and school performance of students;

Conduct interviews with Indian school children for the purpose of giving them counsel on all matters affecting their education;

Visit families to counsel and advise them on school matters;

Assist the teaching and administrative staffs to become aware of and to organize for the difficulties and special problems facing the Indian students;

Confer and work co-operatively with, in order to further the educational welfare of Indian children, such federal, provincial and local agencies as Public Health, Human Resources, the Department of Indian Affairs, the Police Department and Band organizations such as the Band Council, Education Committee, etc.

The Boarding Home Program

Activity 2520

or Crown land *no home?*

The purpose of the Program is primarily to enable students who live on reserves ¹in isolated areas to acquire a secondary education. If a Band qualifies to operate this program, it must submit a list of students who are Band members and who reside on reserve. The list should indicate the grade placement of each student.

The Band will be expected to locate the boarding home, arrange transportation and school placement. The Band should also be prepared to present a student record at the end of each school year, which is certified by the school and indicates the progress of the student in each course, and the student's attendance for the entire year. The student's complete school record will be the basis upon which educational assistance is continued.

The current monthly room and board rate is \$160.00.

Education Allowances for
Secondary Students
Activity 2540

These monthly allowances are paid to all students 14 years and older. The student must be in full time attendance at school. ?

The rate of allowance is as follows:

14 - 17 years	\$10.00 per month
18 years and older	\$20.00 per month

It seems that every Band has a different method of issuing these funds, the following is an indication of what is taking place in other areas:

Allowances issued once a month at the beginning of the month, a master allowance list is used which contains the name, address, grade and school of each student. No attendance record kept.

Allowance issued at the end of each school month, a master allowance list is used which contains the name, address grade and school of each student. The allowance is paid on the basis of the student's monthly attendance. This is usually part of the Home/School Co-ordinator's function. ?

When requesting funds in this area, the Band can base its calculation on the list of students prepared for school supplies.

These funds should not be transferred to another activity.

Student Health Services

Medical Services for Indian Trainees Post School Education, Boarding Home Students and Students Attending School From Home

The Indian Act, Section 72 (1) (g) states, "Governor in Council may make regulations to provide medical treatment and health services for Indians."

Medical Care

The overall Medical Plan of British Columbia provides for the payment of medically required services rendered by doctors. If you are covered by your parents' B.C.M.P. Card, please ensure that you have a record of your number with you as it will be required if you visit a doctor.

If you are not a member of the British Columbia Medical Plan, you can obtain membership by filling out an application form obtainable through your Health Nurse, Indian Affairs Counsellor, or your nearest Medical Services. This form is used to indicate that the Department of National Health and Welfare is billed for all medical costs.

After the application form is filled out, it needs the signature of either the Health Nurse, your Chief Councillor, or Indian Affairs Counsellor. The form is then authorized by the Zone where the applicant resides:

Zone Director,
Vancouver Island Zone,
Medical Services,
1405 Douglas Street,
Victoria, B. C. PH: 388-3565

This authorized form is sent to the British Columbia Medical Plan in Victoria. Sometime later, you will receive your medical card which will also identify you for prescription drugs.

If you require medical attention before you get this medical card, advise your doctor that he cannot bill for payment until you receive your medical card, or medical services can be billed for the account.

Hospitalization

As a resident of British Columbia, you are entitled to hospital care. Minors may require parental consent for treatment.

If you need hospital care or emergency treatment, please inform either your parents or some responsible adult who can contact your parents on your behalf.

Dental Work

Students may receive up to ONE HUNDRED DOLLARS (\$100.00) worth of dental work per year without approval from Medical Services.

Medical Services have their own schedule of fees which has been accepted by the B. C. College of Dental Surgeons. When you visit a dentist, you should inform him of your Band Number as he needs this in order to bill Medical Services.

For dental care which amounts to more than ONE HUNDRED DOLLARS (\$100.00) your dentist will have to apply on form 8432D to Medical Services for approval.

Eye Examination

Membership in the British Columbia Medical Plan entitles you to one vision test every year with an optometrist or ophthalmologist of your choice.

If for some reason you require more than one vision testing within the period of a year, contact the nearest Medical Services facility or Zone Office and they will arrange for a necessary referral.

To Obtain Glasses

All students are eligible for free glasses from the Department of National Health and Welfare. These can be obtained from qualified opticians or optometrists who will bill Medical Services for accounts.

After you have obtained a prescription for glasses, it should be sent to either Medical Services in the Vancouver or Victoria Zone, depending on where you live. If ever you need your glasses replaced, as a student you can ask for a re-order as they keep your prescription on file.

If they do not meet your taste, you could pay for the difference for another type.

If frame selection is made at a cost above standard provided by Indian Health Services' agreed fee schedule, patient is responsible for entire cost of prescription. Billing will not be accepted by this Department.

If you need to see an ophthalmologist (eye doctor) your doctor will refer you to one.

Transportation Assistance

Medical Services arranges and provides transportation for legitimate medical reasons.

These services are also available to student in the Post School Program.

Seasonal Transportation

Activity 2550

residence?

This activity provides funds for boarding home students only. The student's fare is paid to and from school in September and June, and December and January (the Christmas holiday period). Except in the case of emergencies, or when a student drops out of school, all other seasonal transportation is a responsibility of the student's parents or guardians.

When funds are requested, an estimate of travel cost per student should be attached to the B. C. R.

These funds should not be transferred to another activity.

Daily Transportation
Activity 2560

This activity covers the cost of transporting students to and from school each school day. It should be noted that as school districts accept responsibility for this transportation, the number of contracts will decline, since the service cannot be duplicated.

In order to obtain funds in this activity, the Band should be prepared to submit with the B.C.R. a list of all contracts. The contracts should specify the mileage, the number of students and the schools.

size

The following guidelines should be noted:

The contractor must be able to produce evidence that he/she has the complete insurance coverage required by provincial law, and that he/she has the required driver's license. The Band should check with the local Motor Vehicle Branch Office, or with a member of the R.C.M.P.

In order for transportation to be provided by the Department, the students involved must reside on a reserve, and be over one mile walking distance from the school. In areas where the winter weather is unfavourable, it may be deemed necessary to provide transportation for Nursery School students who live less than one mile from the school. This is a local matter. The costs, if any, will be borne by the program and within the approved budget dollars.

The costs associated with transportation of students are high, and are increasing, and wherever possible, services will be kept within the guidelines in the coming fiscal year.

It should also be remembered that where transportation is less than one mile, it does not seem reasonable to provide transportation to Nursery School, when non-Indian students are walking the same distance.

The funds in this activity cannot be transferred to another activity.

?

Adult Education

Activity 2620

2630

Short evening courses, examples: pottery, cooking, basket weaving, etc.

Time: Sessions per week, two hours per session for 6 weeks.

Dates: First and last day of the course.

The cost of the course is calculated under these three headings:

Instruction: _____ hours at _____ per hour = _____.

Travel: Cost of bringing in a person to give the course, actual air, ferry or car mileage costs.

Supplies: This is not to include capital expenditures (Capital refers to permanent equipment purchased to provide for a continuing program). If equipment is rented only for the length of the program, and is returned upon completion of the program, such rental is not considered a capital expenditure.

Since funds are very limited in this area, there is no guarantee that dollars will be allocated.

The funds allocated cannot be transferred to another activity.

University and Professional Training

Activity 2720

This activity includes the following:

Tuition fees (the cost of instruction), books, supplies, laboratory fees, special equipment or uniforms.

Most universities in British Columbia charge \$462. to \$470. per student per year. Community colleges usually charge \$150. per semester, depending on the number of courses the student takes.

Each student should be expected to check the university and college calendar and also provide a statement from the post-secondary institution which will indicate the actual amount of tuition.

Tuition can be paid directly to the student, or an arrangement can be made whereby the Band advises the University or College Registrar to bill the Band directly. When the Band is billed directly, part of the tuition can be refunded to the Band if the student should drop out.

Books and Supplies

At the commencement of the university or college year, each student is entitled to receive \$150.00 for these needs. If the student's expenses for books, supplies, laboratory fees, etc. is greater than \$150.00, the student should provide the Band with an estimate of costs, or an invoice if the Bill has been paid, or a statement from a laboratory instructor, etc.

Alternate Funding

In the future, it is hoped that Bands will ask students to seek partial assistance through the B.C. Student Financial Assistance Program.

This program consists of a grant and a loan. The grant is non-repayable; therefore, the Band could obtain a wider use of funds in the 2700 area by utilizing this assistance.

Funds in this area should not be transferred outside the 2700 series.

University and Professional training includes the following:

Bachelor of Arts	Bachelor of Fine Arts
Bachelor of Science	Bachelor of Nursing
Bachelor of Education (includes N.I.T.E.P.)	Bachelor of Social Work
Bachelor of Commerce	A master's program in one of the above areas
Bachelor of Music	A doctoral program

Some students may be enrolled in two or three-year programs such as University transfer courses and Registered Nursing courses.

The students applying for funds in this activity should be listed under Sub-Activities 2720 and 2740.

Vocational Training

Activity 2730

There is often some confusion as to the persons entitled to apply for funds in this activity; however, the general rule should apply that students should first apply to Canada Manpower if they have been out of school for over one year.

When a student can produce a note from a Canada Manpower office stating why he cannot be sponsored, then the Band can consider his application. Often students must wait a few months, and this is not considered a refusal of sponsorship.

Students graduating from Grade 12, that have not been out of school for one year, should receive immediate consideration for training.

The following costs are funded under this activity:

Tuition

The actual amount charged by the college or vocational school. The amount currently granted is averaged at \$25.00 per student for a maximum of 8 months. Most tuition fees for vocational students are \$15. to \$20. per month.

Books and Supplies

The amount allocated is a maximum of \$100. per year. This amount should not be given out automatically, since most courses do not require more than \$50. per student. A check of the college or vocational calendar will reveal the actual costs, both for tuition and for supplies.

A student sponsored by the B. C. Department of Labour's Apprenticeship Branch does not require tuition, since this is paid by that Department. Under this activity, provision is also made for travel: September and the end of course. An estimate should be made for each student, based on lowest fare (bus wherever possible).

Vocational students include those listed under the vocational and pre-employment programs in the college or vocational school calendar.

The one and two year technical programs at the British Columbia Institute of Technology also fall within this activity. The fees vary with each course, and the calendar should be obtained.

Funds in this activity should not be transferred outside the 2700 series.

Maintenance of Students in
University and Professional Training
Activity 2740

To obtain funds in this activity, the Band will need to submit a list of all students currently enrolled. It is realized that the Band will not know who will be accepted in September, since the budget will be prepared in March, therefore, a supplementary B.C.R. can be submitted in August, which will include the additional students.

The lists of students should include their name, social insurance number, university or college program and the year, i.e., second year education, etc. If the student is married, then all dependents should be listed after his/her name.

Under this activity, provision is also made for transportation, September and end of year. An estimate should be made, based on the most reasonable fare (bus fare whenever possible).

The revised training allowance schedule is provided on pages 44 and 45.

These funds should not be transferred outside the 2700 series.

NOTE: Details on the taxation on student allowances are provided on pages 46 and 47.

Maintenance of Students in
Vocational Training
Activity 2750

The funding and listing of students is the same as in 2740, Maintenance of Students in University and Professional Training.

The revised training allowance schedule is provided on pages 44 and 45.

These funds should not be transferred outside the 2700 series.

NOTE: Details on the taxation on student allowances are provided on pages 46 and 47.

Post-Secondary Education

Vocational Training

Pre-Employment Programs

There are over 60 vocational training programs offered at British Columbia schools and colleges. The courses range from two weeks to twelve months.

1. Course Information

To obtain up-to-date information on vocational training programs each Band should do both of the following:

- a) Write to: Superintendent of Post
Secondary Educational Programs,
Department of Education,
Victoria, B. C.

Ask for a Directory of Vocational Training Programs in British Columbia, and also to be placed on a mailing list for new information.

- b) Write to each of the following colleges, etc ., and ask for their latest calendar. Each May, the Band should write and request the new calendar.

The calendar will outline all the programs available, the entrance requirements, the commencement dates and length of the programs, the tuition fees, and in many instances, the cost of supplies, and shop or laboratory fees.

The following is a list of B. C. Vocational Schools and Colleges:

B. C. Mining School,
Box 789,
Rossland, B. C. VOG IYO

B. C. Vocational School, Burnaby,
3650 Willingdon Avenue,
Burnaby, B. C. V5G 3HI

B. C. Vocational School, Dawson Creek,
P. O. Box 120,
Dawson Creek, B. C. VIG 4G2

B. C. Vocational School, Terrace,
P. O. Box 726,
Terra B. C.

Camosun College,
1950 Lansdowne Road,
Victoria, B. C. V8W 2R1

Capilano College,
2055 Purcell Way,
North Vancouver, B. C. V7J 3H5

Cariboo College,
P. O. Box 860,
Kamloops, B. C. V2C 5N3

College of New Caledonia,
2001 Central Street,
Prince George, B. C. V2N IP8

Douglas College,
P. O. Box 2503,
New Westminster, B. C. V3L 5B2

Fraser Valley College,
33070 - 5th Avenue,
Mission, B. C. V2V IV5

Malaspina College,
P. O. Box 130,
Nanaimo, B. C. V9R 5K8

Okanagan College,
1000 K1o Road,
Kelowna, B. C. V1Y 4X8

Selkirk College,
P. O. Box 480,
Nelson, B. C. V1L 5R3

Vancouver Community College,
675 West Hastings Street,
Vancouver, B. C. V6B IN2

Vancouver Community College, Langara,
100 West 49th Avenue,
Vancouver, B. C. V5Y 2Z6

Vancouver Community College,
King Edward Campus,
2750 Oak Street,
Vancouver, B. C. V6H 3N2

Vancouver Community College,
School of Art,
249 Dunsmuir Street,
Vancouver, B. C. V6B IX2

Note: Each Branch of Vancouver Community College prints
its own calendar, and each Calendar must be requested
separately.

Kootenay School of Art,
P. O. Box 480,
Nelson, B. C. VIL 5R3

North Island College,
1413 Island Highway,
Campbell River, B. C.

Post-Secondary Education
Pre-Apprenticeship and Industrial Training

1. Courses of Training and Time of Course

	Time (months)
Practical Horticulture	5
Sign Painting	5
Benchwork & Joinery	5
Boiler Maker (erection)	5
Brick Laying	5
Carpentry	5
Carpentry & Joinery	6
Glazier	4
Iron Worker	5
Painting & Decorating	5
Plumbing & Steam Fitting	5
Electricity	6
Electronics	6
Cooking	6
Dental Technician/Mechanic Training for	(22 weeks)
Setting Chockers	(2 weeks)
Automotive Body Repair	5
Automotive Mechanical Repair	5
Heavy Duty Mechanics	6
Millwright	6
Machine Shop	6
Sheet Metal Work	5
Steel Fabrication	(22 weeks)
Office Machine Mechanics	6

2. Requirements.

Grade 12 is required or preferred for the following courses:

Electricity, Electronics, Dental Technician/Mechanics and Machine Shop.

Grade 10 is the basic requirement for the remaining courses, but when competition is keen for spaces, grade 12 becomes the real requirement.

3. How to apply.

- a) For Ladysmith North the applicant should write to:

Department of Labour,
Apprenticeship and Industrial
Training Counsellor,
190 Wallace Street
Nanaimo, B. C. V9R 5J1
PH: 753-9185

or

For Victory North to Chemainus the applicant should write to:

Department of Labour,
Apprenticeship and Industrial
Training Counsellor,
c/o Parliament Buildings,
Victoria, B. C.
PH: 387-5973

- b) Request the following:

an application

length of apprenticeship to be served upon completion of training

education requirements - these sometimes change

financial assistance available

- c) While waiting for a reply, obtain a certified copy of your high school marks, (these will have to be sent in with your application).

4. Other points for applicants.

- a) Be certain that you notify the post office and apprenticeship training counsellor if you move.
- b) If your marks are very low, check with Canada Manpower regarding up-grading. This may or may not be recommended by Manpower.

5. Information on Courses.

The Band Administration should write to the following address, and ask to be sent the latest information, plus request that it be placed on the mailing list:

Apprenticeship and Industrial Training Branch,
B. C. Department of Labour,
880 Douglas Street,
Victoria, B. C.
PH: 387-5973

Post-Secondary Education
University and Professional Training

The range of university and professional training in British Columbia is great, and along with the college calendars, which also outline some university and professional courses, each Band should obtain calendars from the universities, and professional schools.

New calendars should be ordered each May, since you will not automatically be placed on a mailing list.

University of British Columbia,
Vancouver, B. C.

University of Victoria,
Box 1700,
Victoria, B. C. V8W 2Y2

Simon Fraser University,
Burnaby 2, B. C.

Notre Dame University,
Nelson, B. C. VIL 3C7

B. C. Institute of Technology,
3700 Willingdon Avenue,
Burnaby, B. C. V5G 3H2

The Vancouver General Hospital,
School of Nursing,
10th and Heather,
Vancouver, B. C.

St. Joseph's School of Nursing,
Victoria General Hospital,
Victoria, B. C.

Note: Registered Nursing is also offered at some colleges, each year Band can write to the following address and request a copy of "Basic Nursing Programmes in B. C."

Registered Nurses' Association of B. C.,
2130 West 12th Avenue,
Vancouver, B. C. V6K 2N3

ADULT TRAINING ALLOWANCES

"SCHEDULE A"

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Residence of Adult	Without Dependents (basic allowance)	Without Dependents (regular allowance)	One Dependent	Two Dependents	Three Dependents	Four or more Dependents	Cost of living differential (if applicable)
	\$	\$	\$	\$	\$	\$	\$
1. Subject to item 2, all provinces	45	79	90	97	103	109	33
2. Yukon and Northwest Territories	45	79	90	97	103	109	38

DEPARTMENT OF INDIAN AND NORTHERN AFFAIRS

OTA RATES

1976 ~ 1977

Number of Days	Basic Rate	Single Rate	With One Dependnt	With Two Dependnts	With 3 Dependnts	With 3+ Dependnts	Living Away From home
1	6.42	11.28	12.85	13.85	14.71	15.57	4.71
2	12.85	22.57	25.71	27.71	29.42	31.14	9.42
3	19.28	33.85	38.57	41.57	44.14	46.71	14.14
4	25.71	45.14	51.42	55.42	58.85	62.28	18.85
5	32.14	56.42	64.28	69.28	73.57	77.85	23.57
6	38.57	67.71	77.14	83.14	88.28	93.42	28.28
7	45.00	79.00	90.00	97.00	103.00	109.00	33.00
8	51.42	90.28	102.85	110.85	117.71	124.57	37.71
9	57.85	101.57	115.71	124.71	132.42	140.14	42.42
10	64.28	112.85	128.57	138.57	147.14	155.71	47.14
11	70.71	124.14	141.42	152.42	161.85	171.28	51.85
12	77.14	135.42	154.28	166.28	176.57	186.85	56.57
13	83.57	146.71	167.14	180.14	191.28	202.42	61.28
14	90.00	158.00	180.00	194.00	206.00	218.00	66.00
15	96.42	169.28	192.85	207.85	220.71	233.57	70.71
16	102.85	180.57	205.71	221.71	235.42	249.14	75.42
17	109.28	191.85	218.57	235.57	250.14	264.71	80.14
18	115.71	203.14	231.42	249.42	264.85	280.28	84.85
19	122.14	214.42	244.28	263.28	279.57	295.85	89.57
20	128.57	225.71	257.14	277.14	294.28	311.42	94.28
21	135.00	237.00	270.00	291.00	309.00	327.00	99.00
22	141.42	248.28	282.85	304.85	323.71	342.57	103.71
23	147.85	259.57	295.71	318.71	338.42	358.14	108.42
24	154.28	270.85	308.57	332.57	353.14	373.71	113.14
25	160.71	282.14	321.42	346.42	367.85	389.28	117.85
26	167.14	293.42	334.28	360.28	382.57	404.85	122.57
27	173.57	304.71	347.14	374.14	397.28	420.42	127.28
28	180.00	316.00	360.00	388.00	412.00	436.00	132.00
29	186.42	327.28	372.85	401.85	426.71	451.57	136.71
30	192.85	338.57	385.71	415.71	441.42	467.14	141.42
31	199.28	349.85	398.57	429.57	456.14	482.71	146.14
1 wk.	45.00	79.00	90.00	97.00	103.00	109.00	33.00
2 wk.	90.00	158.00	180.00	194.00	206.00	218.00	66.00
3 wk.	135.00	237.00	270.00	291.00	309.00	327.00	99.00
4 wk.	180.00	316.00	360.00	388.00	412.00	436.00	132.00
6 wk.	270.00	474.00	540.00	582.00	618.00	654.00	198.00
2 mo.	398.56	699.70	797.14	859.14	912.28	965.42	292.28
3 mo.	597.84	1049.55	1195.71	1288.71	1368.42	1448.13	438.42
4 mo.	797.12	1399.40	1594.28	1718.28	1824.56	1930.84	584.56
5 mo.	996.40	1749.25	1992.85	2147.85	2280.70	2413.55	730.70
6 mo.	1195.68	2099.10	2391.42	2577.42	2735.84	2896.26	876.84
7 mo.	1394.96	2448.95	2789.99	3006.99	3192.98	3378.97	1022.98
8 mo.	1594.24	2798.80	3188.56	3436.56	3649.12	3861.68	1169.12
9 mo.	1793.52	3148.65	3587.13	3866.13	4105.26	4344.39	1315.26
10 mo.	1992.80	3498.50	3985.70	4295.70	4561.40	4827.10	1461.40
11 mo.	2192.08	3848.35	4384.27	4725.27	5017.54	5309.81	1607.54
12 mo.	2391.36	4198.20	4782.84	5154.84	5473.68	5792.52	1753.68

Taxation of Education Allowances

The Taxation Branch, National Revenue, has ruled that allowances under our Educational Assistance Policy are considered income and consequently, taxable.

1. Student Allowances are considered bursaries.
The Recipient is eligible for a \$500.00 tax exemption on allowance income.
The balance is taxable.
2. Tuition paid by or on behalf of the student is considered income and as such is taxable.

A Student can claim an exemption for tuition paid by him or on his behalf if he has a receipt from the institution to support this.

A District or Band Office TD4 form will not be accepted as a receipt.

District or Band Offices, in raising TD4 Supplementary Slips are requested to list Educational Assistance separately under these two categories, namely:

- a) Allowances to be listed on TD4 Supplementary as "Bursary".
 - b) Tuition.
3. The liability to pay income tax is predicated on income derived from allowances, fees, or wages while the student is attending school or working off the reserve.
 4. Income derived from allowances, fees, or wages while attending school or working on the reserve is not taxable.

Some examples are provided on the following page.

Income Tax Returns

Indian Students

Examples

<u>Students going to University, College or training institutions</u>	<u>Single Student without dependents attending school for whom regular allowance has been granted</u>	<u>Married student with two dependents residing with him off reserve</u>	<u>Married student with two dependents who must live-off reserve and his dependents remaining on reserve</u>
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Income

Student Allowance 36 weeks	(\$79)	\$2,844	(\$97)	\$3,492	(\$130)	\$4,680
Tuition Fees		\$ 500		\$ 500		\$ 500
Summer Employment Income		\$ 800		\$ 800		\$ 800
		<u>\$4,144</u>		<u>\$4,792</u>		<u>\$5,980</u>

Deductions & Exemptions

Personal Exemption		\$1,878		\$1,878		\$1,878
Education Deduction 9 mos. at \$50		\$ 450		\$ 450		\$ 450
Tuition Fees		\$ 500		\$ 500		\$ 500
Exemption for dependents wife and 1 child under 16				\$1,996		\$1,996
Bursary exemption		\$ 500		\$ 500		\$ 500
		<u>\$3,328</u>		<u>\$5,324</u>		<u>\$5,324</u>

1. The schedule of rates followed by the Department, is the same as "Schedule A" of the Adult Occupational Training Regulations on Page 44.
2. The student is not liable to pay income tax because his total deductions are greater than his total income.
3. In examples 1 and 3, the student will pay income tax on the difference between income and deductions because his total income is greater than his total deductions.

References

1. Interpretation Bulletin Serial No. IT-82
Subject: Income Tax Act
Tuition Fees (December 20, 1972)

2. Interpretation Bulletin Serial No. IT-75
Subject: Income Tax Act
Scholarships, Fellowships,
Bursaires, Prizes and
Research Grants
(November 3, 1972)

3. Interpretation Bulletin Serial No. IT-62
Subject: Income Tax Act
Indians
(August 18, 1972)

Appendix - B. C. Student Assistance Program

(Reproduced Courtesy of
British Columbia Department of Education)

1. The Department of Education provides funds to assist both full-time and part-time students.

- a) Full-time Assistance Program

Provides for a maximum of \$3,300 per education year to eligible post-secondary undergraduate students through a combination of Provincial grant (non-repayable) and Canada Student Loan Funds. The amount of assistance awarded will be based on "assessed need" as determined by the Provincial Authority.

Funds will be disbursed through a combination of Provincial Grant (maximum of \$1,500) and Canada Student Loan (maximum \$1,800), for a total of \$3,300. for each educational year. Loans are provided for students studying in a faculty of graduate studies or at designated non-public institutions.

- b) Special Assistance Program

This program is intended to assist British Columbia students enrolled in public post-secondary institutions who do not qualify under the regulations governing the program of assistance designed for full-time students.

Normally, approved programs of study will include only credit courses leading to a certificate, diploma, or first degree.

- c) Scholastic Awards

The Province of British Columbia makes available a number of scholastic awards at the secondary level. Further information may be obtained from the principals of secondary schools.

d) Federal-Provincial Language Programs

Students who are planning to take courses, on a full-time basis, in the second official language may be eligible for assistance. For further information, contact the Financial Awards Office at any public post-secondary institution or write to:

Student Services Branch,
Post-Secondary Education,
Department of Education,
Parliament Buildings,
Victoria, B. C. V8V 1X4

2. Athletic/Cultural Awards

Several athletic and cultural awards are granted annually through the Provincial Government. Students attending or about to attend participating post-secondary institutions may apply. The following awards are available.

a) Physical Fitness and Amateur Sports Fund

- i. Premier's Athletic Awards - five \$1,000 each (for students already enrolled in a designated post-secondary education institution).
- ii. B. C. Athletic Awards - 25 at \$500 each (for students already enrolled in a designated post-secondary institution).
- iii. Nancy Greene Scholarships - 20 at \$750 each (for British Columbia secondary school students who are about to enrol in a designated post-secondary institution).

Further information and application forms for the above three awards may be obtained by writing to:

B. C. Physical Fitness and Amateur Sports Fund,
Parliament Buildings,
Victoria, B. C. V8W 1K7

b) B. C. Cultural Fund

Talented students who have received advance acceptance into a recognized school in any of the cultural disciplines may receive 75 per cent of a year's tuition up to \$1,000 for a period of four consecutive years. Awards are given to students attending recognized schools anywhere in the world, although the selection committee reserves the right to allot a greater portion of its scholarship funds to students attending schools in British Columbia or other Canadian provinces.

Students enrolled at the following education institutions are recommended directly by the institution concerned. Interested students at these schools should contact the Registrar or Financial Awards Officer in order to be considered.

University of British Columbia
University of Victoria
Vancouver School of Art
Community Music School of Greater Vancouver
Victoria Conservatory of Music

Students of other institutions should apply directly to the address below:

B. C. Cultural Fund,
Parliament Buildings,
Victoria, B. C. V8W 1K7

3. Manpower Training Allowances

The Federal Department of Manpower and Immigration provides financial assistance through regional offices for any training which is job-oriented, which will assist people to get jobs, or which will increase job security. Such vocational training may be taken

- a) to upgrade present work skills, or
- b) to retrain for a new job

Legitimate reasons for training include raising one's earning capacity and improving one's standard of living. It is important to note, however, that not everyone can be authorized for sponsorship. If it is felt that a client's income could be raised or his job security improved, and if the benefits of such training are thought to be in the interest of the economy, assistance will be granted. Sponsorship is restricted to well-motivated individuals who have been out of the school system for at least one year.

Persons sponsored for training by Canada Manpower, in addition to having their course fees paid for them, may be eligible for an income replacement allowance. Allowance rates in 1976/77 are:

Basic Allowance for persons living with an employed parent or spouse	\$45.00
Persons without dependents	\$79.00
Persons with one dependent	\$90.00
Persons with two dependents	\$97.00
Persons with three dependents	\$103.00
Persons with four or more dependents	\$109.00

Under certain circumstances, individuals sponsored for training in vocational schools and colleges by Canada Manpower also become eligible for other allowances such as trainee travel grants, living-away-from-home allowances, and commuter allowances. These can be discussed with your Canada Manpower counsellor.

For more information on Manpower Training Programs, contact your local Canada Manpower counsellor.

4. Pre-Indentured Apprenticeship Financial Allowances

Pre-indentured apprenticeship training is available to eligible persons who want to prepare themselves for

apprenticeship prior to employment in industry. The Department of Labour, under the Pre-Indentured Apprenticeship Plan, recognizes the importance of such training and financially assists eligible people. The selection of students is made by a committee comprised of Department of Labour officials, Department of Education officials, and representatives from industry and (or) unions. Preference is given to persons over 16 years of age who have at least a Grade X education. Recent high school students are usually ideally suited to this training.

Living allowances are as follows:

Single students living at home	\$60.00
Single students living away from home	\$120.00
Married students living at home	\$180.00
Married students living away from home	\$240.00

A transportation allowance equivalent to one return fare is paid to students who must leave home to reside near the training centre. Tuition for those selected for training is paid by the Department of Labour. For further information on application procedures, contact your local Department of Labour office or

Director of Apprenticeship and Industrial Training,
B.C. Department of Labour,
4211 Kingsway,
Burnaby, B. C. V5H 3Y6

It should be noted, in addition, that Canada Manpower purchases a substantial number of spaces in pre-indentured apprenticeship courses. Persons referred to such training by Canada Manpower are eligible for allowances at the rates shown in section 3.

5. Social Rehabilitation Training Assistance

The Department of Human Resources provides assistance to people who qualify under social assistance eligibility requirements and who are unable, for certain special reasons, to earn enough money to live. Where training is

seen as a worthwhile step in helping an individual to become economically self-sufficient, the Human Resources Department will also provide a training allowance.

If the course in which a student enrolls is approved by the Social Assistance Department, the following coverage applies.

Single	\$15.00
Married, with a family	\$25.00

This financial assistance is given only if it will improve one's family situation or help a person improve his employment situation. It is usually provided to people recommended for training in a vocationally oriented program, although university and college training is sometimes recognized.

Persons attending a university degree program on a full-time basis do not qualify for a training allowance. The purpose of all training must be to attain a specific vocational objective and become self-dependent in the shortest possible time.

6. Training Allowances for the Physically, Psychologically, or Socially Handicapped

Financial assistance is available through the Division for Aid to Handicapped in the Department of Health. The assistance is made available under the vocational Rehabilitation of Disabled Persons Act to any individual who is incapable of pursuing regularly an occupation which meets his basic economic needs.

Each applicant undergoes a medical, social and vocational assessment. When vocational training becomes a part of an individual's rehabilitation program and when such training is not available through the Department of Manpower and Immigration Training Program, financial assistance may be obtained. Allowances include such items as fees, tools, books/supplies, transportation, and maintenance.

Assistance for on-the-job training is also available when a particular training course is not offered by vocational schools. This assistance is given to an employer as reimbursement for the time and effort he expends in instructing the student.

Assistance is not limited to people in vocational training only; academic and technological course work is also endorsed when there is firm evidence that this level of training is required to assist the individual to become employable.