

		<b>Student Aid Appeal Committee</b> (usually known as Student Assistance Higher Appeal Board)
1	Statute	Established under the <i>Nova Scotia Student Aid Appeal Committee Regulations</i> , made under Section 15 of the <i>Student Aid Act</i> .
2	Purpose	To provide opportunity for independent review of student assistance appeals.
3	Functions	The Nova Scotia Student Aid Appeal Committee shall receive appeals from students who are dissatisfied with an award made with respect to their application for Student Aid and recommend to the Minister that the award be confirmed, increased or decreased. s.3
4	Composition	The Minister may appoint a Nova Scotia Student Aid Appeal Committee composed of not more than six voting members for such term or terms as he deems appropriate and may appoint one of such persons to be the Chairman of the Committee. s. 1
5	Formal Qualifications	None specified in legislation.
6	Work Experience & Requirements	Appointees should have demonstrated knowledge and understanding of post-secondary education and student loan processes.
7	Skills Required	<p>Applicants should have demonstrated the following in their work, volunteer, or other life experiences:</p> <ul style="list-style-type: none"> <li>• Respect for the essential dignity of all persons, regardless of their circumstances, and commitment to diversity and employment equity;</li> <li>• ability to apply a broad perspective on issues, and work with a team to listen to others, constructively solve problems, make objective and fair decisions, and reach consensus in a timely manner;</li> <li>• ability to deal professionally with confidential and sensitive information;</li> <li>• ability to communicate effectively and write clear and concise board reports;</li> <li>• ability to commit required time and effort, and if necessary, travel;</li> <li>• peer/community recognition of high ethical standards and integrity in professional and personal interactions;</li> <li>• <b>preference</b> will be given to applicants with previous involvement/experience in matters related to the board's function, for example, activities where one would acquire an understanding of related issues, interests, practice, policy, legislation, and collective agreements and/or former client of program or service; this preference will not be in violation of code of conduct and conflict of interest practices;</li> <li>• knowledge of post-secondary education and the student loan system;</li> </ul> <p><b>In addition to the above noted criteria</b>, any head or chair of an adjudicative board should have a proven ability, preferably as a board or meeting chairperson, in leading groups to constructively solve problems and bring about fair and consensus-based decisions.</p>
8	Statutory Nomination Requirements	None specified in legislation.
9	Traditional Nomination Requirements	There are two members representing students who must be enrolled in a post-secondary education program. There are three members who together represent university financial aid administrators, Nova Scotia Community College staff involved with student services or students receiving student assistance, and/or licenced private career college staff involved with student services or students receiving student assistance. Where possible and appropriate, members should be drawn from several different regions of the Province and should include members of traditionally under-represented groups: racially visible persons, persons with disabilities, aboriginal persons, and women.
10	Remuneration	The Chairman of the Nova Scotia Student Aid Appeal Committee shall be paid the sum of \$100.00 per meeting. All members of the Committee shall be reimbursed for expenses necessarily incurred by them in performing the duties of members. s. 2

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11	Anticipated Time Commitments	As frequently as every second Tuesday of each month at 9am, at a venue outside the Student Assistance office.
12	Term of Appointment	Not specified in legislation, but traditionally students are appointed for a term of 1 year or more, providing they continue to be enrolled as a student; other members are appointed for a 3 year term.
13	Other Notes	

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