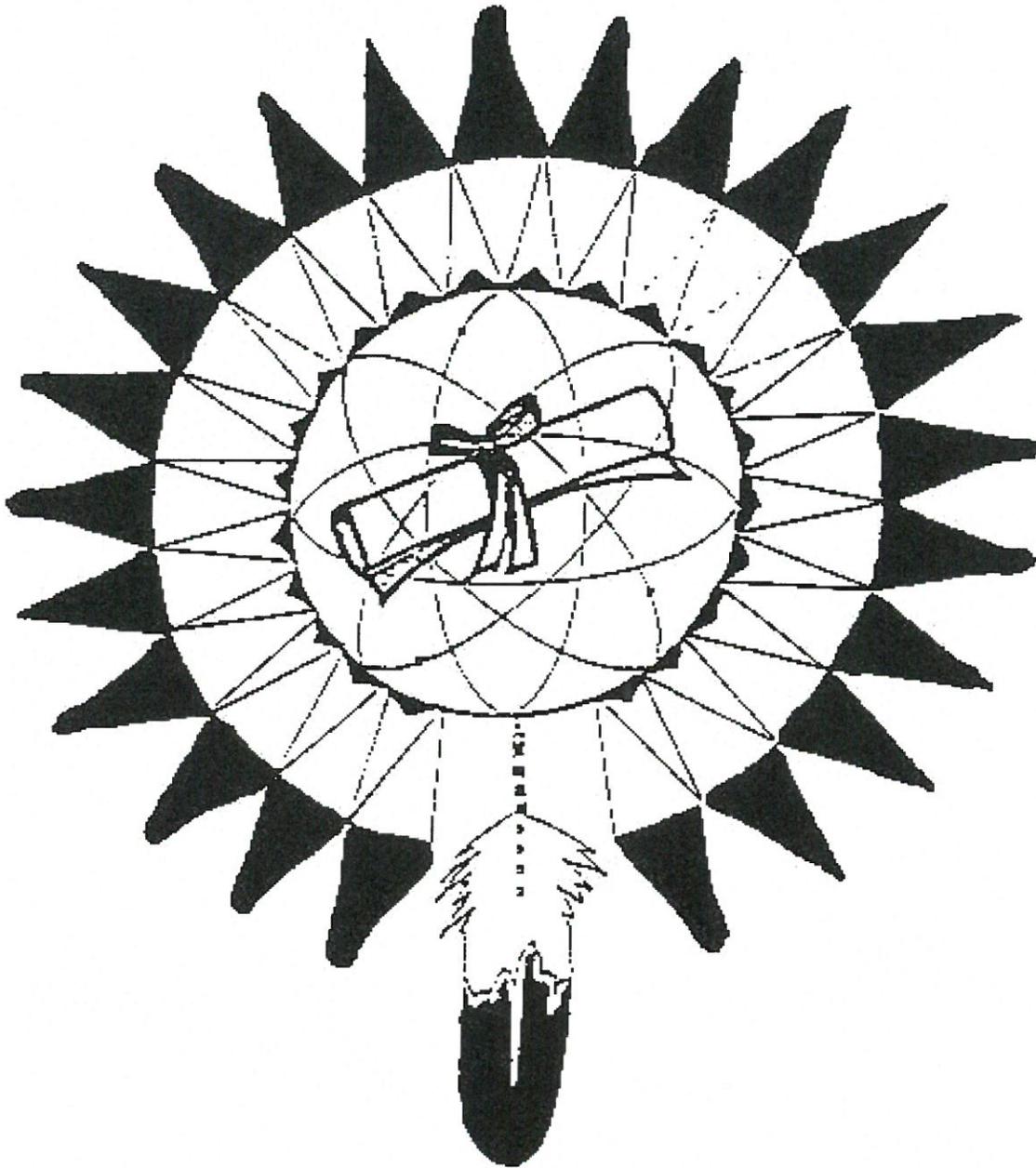


**Spokane Tribe of Indians
Education Department
POLICIES & PROCEDURES**



Spokane Tribe Education Department

Table of Contents

	Page
Objective.....	3
Statement of Confidentiality	14
1.0 Eligibility	4
1.1 Requirements for Vocational – Certificate	4
2.0 Responsibilities of the applicant	5
3.0 Special Scholarships	6
4.0 Responsibilities of the scholarship recipient.....	7
5.0 Determination of financial assistance	8
6.0 Responsibilities of the Spokane Tribe Education Program	9
7.0 Deniability of Applicant.....	10
8.0 Probation status	10
9.0 Suspension status	11
10.0 Responsibilities of the Spokane Tribe Education Committee.....	11
11.0 Incentive Awards	12
12.0 Appeal Process	12
13.0 Amendments.....	13
Statement of Confidentiality.....	14
Agreement of Confidentiality of Education Department.....	15

OBJECTIVES:

To enhance the Spokane Tribe's ability to protect and maintain culture, values, and resources for the present generation and generations yet unborn by encouraging Spokane Tribal members to further their education.

To provide financial assistance and student services to eligible Spokane Tribal members who wish to further their education by attending institutions of higher learning or vocational training, and to acknowledge college level students based on academic achievement.

Section 1.0

ELIGIBILITY – For Full time or Part time Students

THE APPLICANT SHALL:

- A. Be an enrolled member of the Spokane Tribe.
- B. Attain a **High School Diploma** or the General Education Development (**GED**) certificate.
- C. Be enrolled in a Two year or Four year Accredited College
- D. Be officially admitted to a post-secondary institution accredited by any of the six regional or state accrediting offices and be enrolled in an established or extended program.
- E. Be enrolled as a full time student to be eligible for financial assistance. **Part time** students and **Graduate** students will be considered for **tuition and books** (MUST provide receipts) only, in accordance with the Needs Analysis and will not exceed Education Department CAPS.
- F. Provide a college transcript with a cumulative grade point average (G.P.A.) of 2.0 on a 4.0 grading scale. **Full-time students** must earn a minimum of **twelve credits per term** with a **2.0 G.P.A** and **part-time** and **Graduate students** must maintain a **2.0 G.P.A**.
- G. Maintain satisfactory eligibility for federal Title IV funding (PELL, SEOG, Federal Work-Study and Loans), state funding (SNG, State Work-Study) and institutional aid (tuition waivers, grants and scholarships).
- H. The Spokane Tribe of Indians will fund approved undergraduate students for a maximum of 250 quarter credits or 167 semester credits for a **BA/BS** program that may include an **A.A.S. or A.A. degree**. Graduate students may be approved for a maximum of 161 quarter credits or 107 semester credits for a **Master's degree** program that may include a **Doctorate degree**.
- I. Accept all grants and scholarships offered to them (tuition waiver, grants, and scholarships). It is recommended that the applicant consult the Education Office to be advised of any other possible means of aid before accepting or not accepting any loans.
- J. Full-time employees (32 hours per week or greater) are eligible for financial assistance of tuition and books only. However, they must:
 - 1. Exhaust all departmental resources (**MUST BE WORK RELATED**).
 - 2. Submit all requested pertinent documentation.
 - 3. Meet the deadline dates of the program.
- K. Part-time employees (31 hours per week or less):
 - 1. Must submit pertinent documentation from the Tribal Human Resource Department or Accounting Department verifying employment status.
 - 2. Letter from supervisor stating your employment status.
 - 3. Meet the deadline dates of the program.

1.1 Requirements for a Vocational - Certificate

- A. Be an enrolled member of the Spokane Tribe.
- B. Provide proof of enrollment in a long/short term program.

Vocational & Certificate Programs will only be funded for:

- a. One long term (11 to 24 months) – AAS or Certificate.
- b. One short term (10 months or less) – License or Certificate

2.0 RESPONSIBILITIES OF THE APPLICANT

THE APPLICANT SHALL:

- A. FOR ADMISSION TO AN INSTITUTION:
 - 1. Request application from respective institution and pay required fees.
 - 2. Submit all required information requested by the institution.
 - 3. Confirm acceptance or refusal of institutional admission.
- B. FOR FINANCIAL ASSISTANCE:
 - 1. Complete a Free Application for Federal Student Aid (FAFSA) and send to the appropriate processing center.
 - 2. Provide a copy of the approved SAR and submit to the Tribal Education Office.
 - 3. Apply for and submit to the Tribal Education Office a list of at least five scholarships and or other outside grants.
 - 4. Provide a copy of acceptance letter or award notification.
 - 5. Notify appropriate donors of any refusal of awards.
- C. FOR HOUSING & ROOM/BOARD:
 - 1. Pay all required deposits and fees for on-campus or off-campus housing.
 - 2. Be responsible for all on-and-off campus housing contracts.
- D. FOR TRIBAL SCHOLARSHIP:
 - 1. Submit a copy of a tribal enrollment card. It is the responsibility of the individual student to obtain his/her tribal identification.
 - 2. Submit a completed Spokane Tribal Scholarship application each academic year.
 - 3. Submit a copy of the Letter of Acceptance from the accredited college or university.
 - 4. Submit grade report, and copy of High School Diploma or GED.
 - 5. Submit grade reports after each term.
 - 6. Submit a copy of the approved Student Aid Report (SAR).
 - 7. Submit a personal letter outlining the educational goals of the student.
 - 8. Confirm acceptance or refusal of financial aid award notification.
 - 9. Attend a Tribal Education Program freshman orientation or provide proof of attendance at a college freshman orientation.

E. GRADUATE STATUS:

1. Meet all deadline dates.
2. Provide documentation to verify that they are in a Graduate Program.
3. Follow the guidelines provided within the Spokane Tribal Education Policy & Procedure Manual/Handbook.
4. Maintain 2.0 G.P.A. at the end of each term.
5. All Graduate Students will be funded but will be subject to the availability of funds. Financial assistance will be limited to the following:

Tuition - Must meet the CAP set within the Spokane Tribe Education Policy & Procedure or line item provided from the institution. We will use the lesser amount between the Needs Analysis and CAP.

Books - Will not exceed the line item provided from the institution and MUST provide receipts before expenses will be reimbursed.

If at the end of the said quarter/semester credit limit the student has not received his/her degree or certificate, it shall be the student's financial responsibility to complete the program. Should extenuating circumstances exist, such as: a serious illness, death of a family member, or a natural disaster, the student will schedule a meeting with the Education Committee to discuss any further funding.

3.0 SCHOLARSHIPS

All scholarships above \$1,000.00 must be reported to Education Department. These scholarships will be calculated into student needs analysis. If any additional grants, scholarships, tuition waivers, etc. are provided from the institution, they will be calculated into the student's budget and needs analysis.

You DO NOT have to report any outside scholarships that are not provided from the college or university, unless \$1,000.00 or above

4.0 RESPONSIBILITIES OF THE SCHOLARSHIP RECIPIENT

THE TRIBAL SCHOLARSHIP RECIPIENT SHALL:

- A. Maintain full-time enrollment status with the exception of graduate status. All students are required to earn at least 12 credit hours (with the exception of part-time and graduate status) with at least a 2.0 G.P.A., on a 4.0 scale, each term in order to maintain program eligibility. Students receiving 0.0 G.P.A. or Z grades will be required to repay all funds received back to the S.T.O.I. which they received during that quarter/semester.
- B. Be considered for tuition and book assistance only, if they are part-time students or in graduate status and, according to the Needs Analysis completed by the institution and will not exceed CAPS.

- C. Pursue a degree program leading to a certificate of completion, Associate of Arts, Associate of Applied Science, Bachelor's or postgraduate degree.
- E. Notify the Education Office immediately upon refusing a Spokane Tribal Scholarship.
- F. Be placed on probation for one term (semester or quarter) upon failure to meet the Tribe's academic requirements, according to (page 7 A).
- G. Upon suspension, be required to complete one successful quarter/semester, meeting the academic requirements, at their own expense, in order to be reinstated. After two suspensions from the program any subsequent failure to meet the Tribe's academic requirements will remove the student from the program for a minimum of 2 years.
- H. Attend the institution indicated on the proof of enrollment document. Transfer of institutions during the academic year shall be reported to the Education Program office immediately!
- I. Report any changes ASAP to the Tribal Education program. **Providing any false information shall warrant automatic termination from Spokane Tribal programs. Intentional fraud will be prosecuted.** Submitting any false academic records shall warrant **automatic termination** from The Spokane Tribal Education program for a minimum of 2 years and shall disqualify any assistance from the program.
- J. Notify the institution and the Tribal Education program office of any intention to withdraw from school.
- K. Submit applications by the following deadlines in order to be considered for assistance. Students submitting **late applications** will have to wait until next quarter / semester to be funded.

Academic/Vocational Programs

Fall semester/quarter

June 15

*Winter quarter or Spring semester

September 1

*Spring quarter

September 1

Vocational Short Term Programs

30 days prior to program

Start date

Applications mailed must be post-marked by the due date indicated above.

All students will be responsible for requesting their own application. Students can request that an application be mailed, faxed or emailed to them.

5.0 DETERMINATION OF FINANCIAL ASSISTANCE

- A. The Needs Analysis form is what the Spokane Tribe Education Department uses to determine each students annual award to attend the college of their choice. The Needs Analysis form reflects the costs of tuition, books, room & board, personal expenses, and transportation states all resources the applicant is eligible for. The needs will be contingent in availability of funds; these amounts are set according to state and federal regulations. These amounts are determined

by the information provided on the Free Application for Federal Student Aid (FAFSA). The STOI will pay for tuition & books how ever room/board, personal expense and transportation will be contingent of funds and not guaranteed.

- B. Although some needs analysis may reflect higher budgets, the following budget limits will apply to available of funds.
 - 1. Tuition: Limited to the CAPS established by the Education Committee.
 - 2. Room & Board: Limited to students required to live on campus and within the remaining Tuition CAPS.
 - 3. Personal Expenses: Limited to the Stipend CAPS established by the Education Committee.
 - 4. Books & Supplies: Limited to the CAPS established by the Education Committee.
 - 5. If a needs analysis reflects a lower budget amount than those established by the Education Committee, the lower amount will be used.
- C. Application for foreign study outside the continental United States shall be reviewed on a case-by-case basis.
- D. No scholarship funds shall be allowed for tuition, travel or per diem to short-term workshops or professional associations, conventions, or conferences.

***Based on availability of funds**

- E. Summer students will only be funded if they are in graduating status or when a required course is offered during the summer only. Students planning to attend summer quarter must notify in writing to the Education Department any requests for Summer quarter/semester funding. All requests will be reviewed on a case-by-case basis and will be **based on availability of funds**.

Summer students. Students seeking summer funding must document their need for summer school, such as, summer course needed to graduate, summer course needed to graduate the following year, summer course needed to be admitted to major field, or if summer course is only offered during summer quarter/semester only.

- F. Failure to comply with any regulation set forth could result in repayment of any and all funding previously awarded by the Spokane Tribal Scholarship Program.

6.0 RESPONSIBILITIES OF THE SPOKANE TRIBE EDUCATION DEPARTMENT

THE DEPARTMENT SHALL:

- A. Assess financial aid eligibility to qualified students pursuing post-secondary education, vocational training, elementary, and secondary academic services.

- B. Coordinate, articulate and correlate the educational services provided by colleges and universities through provisions of leadership in higher educational goals and priorities for the Spokane Tribe.
- C. Receive, review, screen and accept applications for awarding students who meet the basic eligibility criteria and requirements, depending upon the availability of funds.
- D. Encourage students to apply for other federal and institutional financial aid and provide optional scholarship information.
- E. Provide timely and correct information on scholarship policies and procedures to prospective applicants and respective administrators.
- F. Keep students, parents administrators up-to-date on the latest higher educational developments of the Spokane Tribe.
- G. Establish and maintain effective working relations with all secondary and post-secondary institutions, parents and agencies working with students.
- H. Attend workshops, orientations, conferences, etc., to keep abreast of most current educational policies and developments.
- I. Assist students with their financial aid.
- J. Conduct on-site visits with students throughout the academic year. These visits will be documented and placed in the student's file. Such visits will be mandatory for those students placed on probation.

7.0 Deniability of Applicant

Applicants shall be denied if:

1. The student fails to meet the scholarship application deadlines.
2. No funds are available.
3. The student has withdrawn and failed to repay scholarship funds awarded.
4. The student is not in good standing with the Federal Financial Aid Program.
5. The student refuses to accept all outside financing available to them with the exception of loans.
6. The student fails to notify the education office of grades or an early withdraw.

8.0 PROBATION STATUS

- A. Students who do not meet the academic requirements, maintain a minimum load of 12 credits (with the exception to part-time students and Graduate status), or maintain a 2.0 G.P.A. on a 4.0 scale will be placed on probation for the next eligible term (quarter or semester).
- B. Funding will continue as scheduled during the probationary term. However, in order for funding to continue beyond the probationary term, the student must strictly comply with the academic requirements during this time period. Failure to again meet the academic requirements will result in the student being suspended from the program. **A total of TWO SUSPENSIONS ALLOWED before termination from program.**
- C. Part-time students must meet the GPA requirements of 2.0.
- D. Students on probation will be reviewed and will be asked to submit mandatory progress reports to the education office on a monthly basis.
- E. Students that received 0.0 G.P.A. or Z grades will be required to reimburse the education program by setting up a payback agreement. The student will be placed on probation and may receive only half of their funding. If already on probation then student will be placed on suspension and still required to set up payback agreement. Failure to comply with arranged payback agreement will resort in actions with garnished wages or per-capita's.

9.0 SUSPENSION STATUS

- A. A student on suspension will no longer be eligible to receive financial assistance from the Spokane Tribal Education Program until satisfactory academic progress has been achieved.
- B. If for the last two consecutive terms (semester or quarter) completed, a student earns less than 12 credit hours (with the exception to part-time students and Graduate status) or a GPA of less than 2.0 the student will be suspended from the program.
- C. If, after the designated probationary term, the minimum academic requirement of 12 credits (with the exception to part-time and Graduate status) and a 2.0 g.p.a. is **NOT** achieved the student will be suspended from the program.
- D. A full-time student who has been suspended from the program will have a review for reinstatement by the Education Committee. Status has been completed, after successfully completing a term or 12 credits financed on their own, after satisfaction with a 2.0 G.P.A.
- E. Part-time students and Graduate status students must meet the G.P.A. requirements of 2.0.
- F. Part-time students and Graduate status students that are placed on probation or suspension will have to meet minimum requirements of 2.0 G.P.A. before being considered eligible or future funding. A part-time student or Graduate status student suspended from the program shall have a review for reinstatement with good standing status after successfully completing a term, financed on his or her own, with a 2.0 G.P.A.

- G. Acts of fraud or providing misleading information at any time to the Spokane Tribe of Indians Higher Education Department or Committee will result in the student being suspended from participation in the Higher Education program for a minimum of 2 years.

10.0 RESPONSIBILITIES OF THE SPOKANE TRIBE EDUCATION COMMITTEE

THE EDUCATION COMMITTEE SHALL:

- A. Provide the leadership in establishing the higher education policy, goals and priorities of the Spokane Tribe.
- B. Provide guidance and direction for the Spokane Tribal Scholarship Program.
- C. Periodically review and recommend amendments and/or revisions of the department's plan of operation and submit to the Spokane Tribal Business Council for final approval.
- D. Solicit and generate new funds for the Spokane Tribal Scholarship Program by whatever means deemed necessary.
- E. Review student award letter and approve or deny funding based on policy & procedures.
- F. Provide direction necessary to accomplish the goals of the Spokane Tribal Education Program.
- G. Assist the program staff in keeping the students and parents of the latest higher educational developments of the Spokane Tribe and other functions.
- H. Attend workshops, orientations, conferences etc., to keep abreast of most current Educational policies and developments and available of funds.
- I. Maintain confidentiality at all times in order to maintain the integrity of the Education department. All verbal comments and written documents are considered confidential. **(SEE PAGE 14)**
- J. Abstain from decision making of family members.

11.0 INCENTIVE AWARDS

- A. The Education Committee hosts an annual banquet to honor the Spokane Tribal graduates of the past academic year. Also honored are those students who earned high g.p.a. during the past academic year.
- B. The Education committee requires proof of graduation or G.P.A. in order to receive recognition by the Education committee. Graduates must provide a copy of their diploma or transcript

identifying the degree achieved. Those students earning high G.P.A. will be required to provide a copy of their latest grade report or a transcript.

- C. The banquet is held at the Education Committee designated time and place, the Education Department will notify graduates and students by invitation.

12.0 APPEAL PROCESS

- A. Any decision made by the Education Committee based on the Spokane Tribal Education Policy is subject to appeal by a student.
 - 1. The appeal must be in writing and received by the Education program office within 15 days of the circumstances occurring.
 - 2. Once received, the Education program office will have 10 working days to schedule a special meeting with a quorum of the Education committee.
 - 3. After the special meeting, the Education committee will have 10 working days to respond with their final decision.

13.0 AMENDMENTS

Anytime that it is deemed necessary and appropriate, the Education Committee shall recommend amendments or revisions to the Policies & Procedures for the approval by the Spokane Tribal Business Council.

ACKNOWLEDGEMENT

Spokane Tribe of Indians Education Department POLICIES & PROCEDURES

By signing below you are acknowledging that you have read and understand the Spokane Tribe of Indians Education Department Policies and Procedures. Please return this signed signature page to the Education Program Manager.

Delays in paperwork can cause a delay or possibly negate tribal scholarship funding.

I have read the Spokane Tribe of Indians Education Department Policies and Procedures and agree to abide by all policies stated to remain eligible for Higher Education funding.

Student Name (please print legibly)

X _____
Student Signature

Date

Brea Franco, Education Program Mgr.

Date