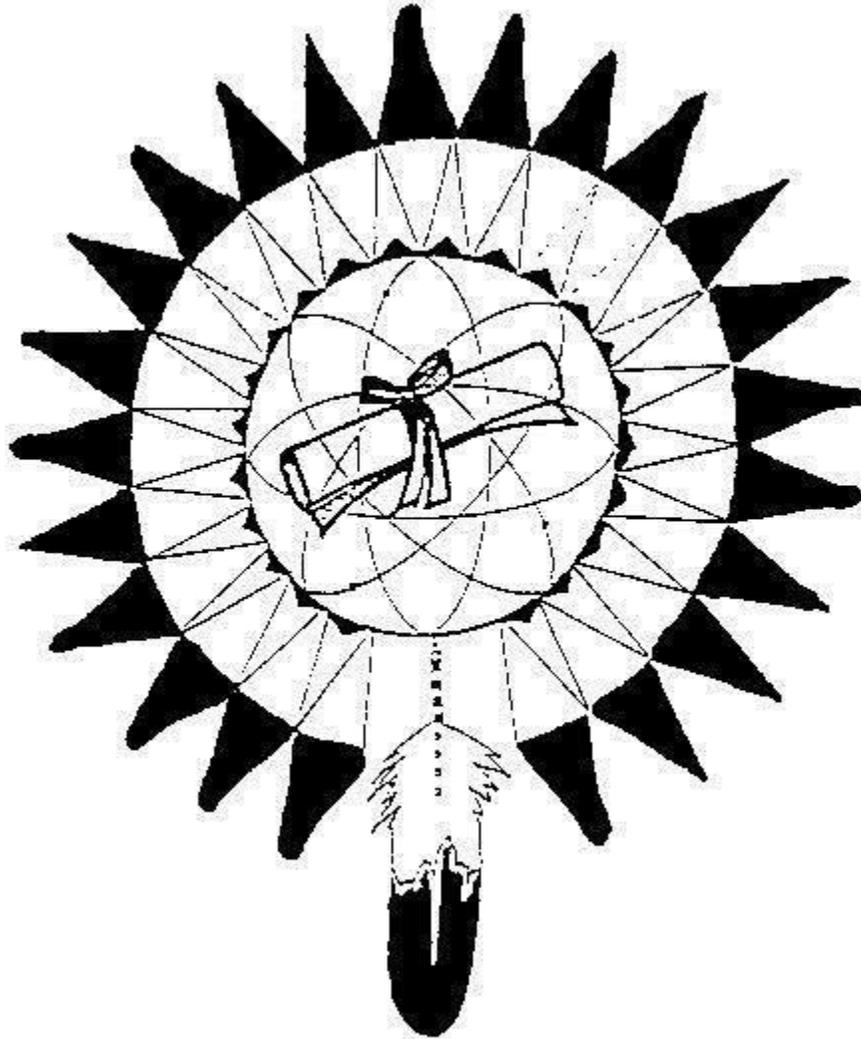


Spokane Tribe of Indians



Spokane Tribe Education Department Higher Education & Adult Vocational Training Policies and Procedures Manual

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Welcome to the Spokane Tribe Education Department!

The purpose of this Policies and Procedures Manual is to provide information, guidelines, and resources that will empower students to pursue a path to higher education. The Department is committed to providing quality support and services to Eligible Students as they pursue higher education.

Department Mission Statement:

The mission of the Department is 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 Eligible Students to further their education.

Department Objectives:

The Department's objectives are to provide financial assistance and student services to Eligible Students 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.

For information regarding the Spokane Tribe Higher Education Department, Adult Vocational Training Program (AVT), General Education Development (GED), and Johnson O' Malley Programs (JOM) please contact the Program Manager at 509-458-8005 or Outreach Coordinator at 509-458-8009.

Section 1: Definitions

The following acronyms and terms have the following meanings:

- 1.1 "AS/AAS" means an Associate of Arts or Associate of Science degree.
- 1.2 "AVT" means Adult Vocational Training.
- 1.3 "BA/BAS" means a Bachelors of Arts or Bachelors of Science degree.
- 1.4 "Committee" means the Spokane Tribe's Higher Education Committee.
- 1.5 "Department" means the Spokane Tribe Higher Education Department.
- 1.6 "DOE" means the United States Department of Education.
- 1.7 "Eligible Student" means an individual who meets the eligibility requirements described in Section 3 or Section 4, as applicable.

- 1.8 “EFC” means Expected Family Contribution.
- 1.9 “FAFSA” means Free Application for Federal Student Aid.
- 1.10 “FNA” means Financial Needs Analysis.
- 1.11 “GED” means General Education Development.
- 1.12 “GPA” means Grade Point Average.
- 1.13 “JOM” means the Jonson’ O’Malley Program
- 1.14 “STOI” or “Tribe” means the Spokane Tribe of Indians.
- 1.15 “TANF” means Temporary Assistance for Needy Families.
- 1.16 “Tribal Council” means the Spokane Tribal Business Council.
- 1.17 “Yearly Addendum” means the maximum award and incentives per each eligible academic year which shall be adopted annually as recommended by the Department and approved by the Committee in writing and pursuant to any applicable guidelines or bylaws, or by the Tribal Council pursuant to this manual.
- 1.18 “Working Day” is any day where the Spokane Tribal Government is open for business as usual. Working Day does not include:
- (1) holidays, including STOI holidays; or
 - (2) weekends; or
 - (3) days where the STOI is closed for any reason including, but not limited to, lack of water or electricity, fire danger, and adverse road or weather conditions; or
 - (4) any day where only essential STOI personnel are required to report to work.

Section 2: Department Responsibilities

The Department’s responsibilities are as follows:

- 2.1 Assist Eligible Students regarding financial support related to education.

- 2.2 Assist Eligible Students with the necessary forms to complete educational financial support applications (i.e.: applications for Higher Education, AVT, GED, JOM, etc.).
- 2.3 Assist Eligible Students in applying for educational services provided by educational institutions.
- 2.4 Assess financial aid eligibility of Eligible Students pursuing post-secondary education, vocational training, and secondary academic services.
 - 2.4.1 Secondary academic services are limited to assisting Eligible Students pursuing higher education or adult vocational training. Secondary academic services do not include tutoring high school students unless the student is eligible through JOM. For all others, please see your high school academic advisor for support services and/or assistance in applying for Federal Financial Aid, college, and/or resources to pay for college applications.
- 2.5 Provide a variety of services related to establishing effective relationships to ensure that students, parents, secondary and post-secondary institutions, and agencies working with students are aware of the latest higher educational developments by:
 - 2.5.1 Notifying students of application status and/or other education information/events via website, social media, e-mail, postal mail, and Rawhide Press;
- 2.6 Receive, review, and timely screen applications from Eligible Students.
 - 2.6.1 Any tuition assistance the Department may award shall be based on the availability of funds and shall be subject to any caps set forth in an applicable Yearly Addendum or determination of Financial Need as established by DOE.
 - 2.6.2 The Department will provide an award or denial letter to all Eligible Students who have submitted applications at least ten (10) days prior to the start of the quarter/semester.
 - 2.6.3 The Department will communicate to the Eligible Student if information is missing, or if additional information is needed.
- 2.7 Assist students with Federal Financial Aid questions and concerns.
- 2.8 Encourage students to apply for other Federal and Institutional Financial Aid and provide scholarship information.
- 2.9 Conduct on-site visits with local Eligible Students throughout the academic year.

- 2.10 Attend workshops, orientations, conferences, etc., to keep up-to-date on current educational policies and developments for TANF, FAFSA, Title IV Funding, etc.
- 2.11 Comply with applicable STOI, federal and states laws regarding confidentiality.
- 2.12 On an annual basis, the Department shall draft and present written recommendations to the Committee regarding the Yearly Addendum, including the maximum awards and incentives for the next academic year.
 - 12.12.1 If the Committee is not satisfied with the Department’s recommendations, the Department shall work with the Committee to develop an acceptable Yearly Addendum.
 - 12.12.2 If the Department and Committee are unable to agree on an acceptable Yearly Addendum, the Department and Committee shall present their respective recommendations to the Tribal Council. After reviewing the recommendations from the Department and the Committee, the Tribal Council shall draft and approve the Yearly Addendum via Resolution.

Section 3: Eligible Student Responsibilities

Eligible Student responsibilities are as follows:

- 3.1 Be accountable for all application requirements, including supporting documentation.
- 3.2 Be accountable for all educational institution program information & requirements.
- 3.3 Submit required documents as listed on Entering Freshman/New or Returning student checklists, as applicable to your specific situation, along with a complete Education application within applicable deadlines. This includes class registration and grade reports at the beginning and end of each term.
- 3.4 Utilize the Department and staff to ensure that your educational needs are being met via constant communication through phone, email, or in-person meetings.
- 3.5 Attend on-campus visits. Visits are mandatory for all Eligible Students to attend unless extreme circumstances arise.
- 3.6 Communicate changes which may affect certain eligibility items - this includes address, name, phone number, and others as determined by the Department.

- 3.7 Communicate to the Department your enrollment status, full-time or part-time.
- 3.7.1 Should your enrollment status change during the school year, you are required to notify the Department immediately.
- 3.7.2 Failure to notify the Department of class schedule changes, withdrawal, or other changes may result in delay of funding or payback of funds dispersed on student's behalf.
- 3.8 Maintain Full-Time Enrollment status to be awarded stipend;
- 3.9 Maintain the following GPA requirements:
- 3.9.1 **Full-Time Enrollment:** Earn a minimum of a 2.0 GPA on a 4.0 grading scale each term and earn 12 or more credits per term.
- 3.9.2 **Part time:** Earn a minimum of a 2.0 overall GPA each term and earn all credits attempted.
- 3.10 If an Eligible Student receives a "0.0", "Z", or "X" grade during any academic term they will be required to pay back all funds received during the term they received a 0.0 or Z, X, or other incomplete grade. All funds include tuition, stipend, and book reimbursement. Please reference Section 10.0 in regard to pay back requirements.
- 3.11 Be accountable for reading Policies and Procedures, requesting clarification of the Policies and Procedures, and signing the Acknowledgement form, stating you understand the Policies and Procedures (provided in application packet).
- 3.12 Admissions to an Institution**
- 3.12.1 Request application from respective institution and pay required fees in regard to admission at your own expense (this includes admissions applications or graduate test fees such as MCAT).
- 3.12.2 Submit all required information requested by the Education Institution of your choice, on your own.
- 3.12.3 Confirm acceptance or refusal of admission to your choice of Education Institution.
- 3.13 Housing and On Campus Room Expenses:**

- 3.13.1 Pay required deposits and fees for housing (whether on or off campus) at own expense- this includes housing applications, deposit fees, parking pass, background check, etc.
- 3.13.2 Be responsible for all on or off campus housing needs such as groceries, meal plans, transportation, utilities, etc.
- 3.13.3 On-campus room expenses are limited to entering freshman who are required to live on campus in on-campus dorm housing. On-Campus room charges and mandatory fees are subject to availability of funds, per maximum awarded amounts as provided on Yearly Addendum.
- 3.14 Be responsible for submitting Tribal Identification information at your own expense. Please contact the Spokane Tribe’s Enrollment Officer for more information at 509-458-6523. Submission of enrollment information to the Department is mandatory.
- 3.15 Understanding that the Department is not responsible for submitting your documentation.
- 3.16 Understanding that delay in student paperwork can result in a delay or denial of all funding.
- 3.17 Notify the Department and your Education Institution of any intention to withdraw. Please contact your advisor for the proper way to withdraw from school.
- 3.18 Submit Undergraduate, Graduate, and AVT applications by the following dates:

Submission must be received no later than 4:30 p.m. on the following dates:

Priority/Fall term	May 15 th
Winter Quarter/Spring Semester	November 1 st
Spring Quarter	January 4 th
Summer Term	January 4 th

- 3.19 Summer Term Assistance** is subject to Availability of Funds and will only be awarded to students who are MANDATED to attend Summer term as per their individual program requirements. Additionally, the following requirements shall apply:

- 3.19.1 Undergraduate and graduate students who wish to attend school during the summer must have a current application pending for the previous school year and must meet the submission deadlines listed above. Courses must be required for

the institution's program with availability offered in summer (i.e., application for 2017-2018 with the intent to attend summer 2018).

3.19.2 If you do not have a current academic year application (i.e., you ended undergraduate funding in the spring and begin graduate funding in the summer but did not receive undergraduate assistance from the Department [no application] in the spring, your funding will only be considered as a graduate per requirements of the institutional program).

3.19.3 If you do have a current academic year application (i.e., you ended undergraduate funding in the spring and began graduate funding in the summer, and did receive undergraduate assistance from the Department in the spring, your funding will be considered for summer term, if graduate classes are required and only offered during the summer).

3.19.4 Limitation to maximum awarded amounts per academic school year. Should a student have not utilized full award from fall-spring terms funding remaining can be applied to summer term.

3.20 Vocational programs:

3.20.1 Application may be submitted as late as thirty (30) days prior to start date **if** the program does not require you to submit a FAFSA.

3.20.2 If your AVT program requires you to submit a FAFSA (non-transferrable credits but results in AA/AAS) you will need to follow fall, winter & spring term deadlines.

3.21 The deadlines set forth in this Section 3 remain in effect regardless of whether the deadline falls on a weekend or holiday. Should a deadline fall on a holiday or weekend, the application must be submitted before the end of the last business day prior to the due deadline.

3.22 Applications may be submitted via email, fax, or drop off in person as one complete document.

3.23 Graduate Students:

3.23.1 Subsections 3.1-3.19 are mandatory requirements for graduate-level Eligible Students.

3.23.1 The following additional requirements also apply:

- a. Must provide a copy of graduate acceptance letter;
- b. Must maintain GPA of at least 2.0 at end of each term or, if a graduate program requires a different GPA per term, the Department will then follow the graduate program requirements;
- c. Understanding that by signing the student agreement, all eligible graduate students will be funded, subject to availability of funds.

Section 4: Eligibility

Department Eligibility requirements for Full-Time, Part-Time, Graduate, and AVT students.

To be an “Eligible Student” a person must:

- 4.1 Be an enrolled member of the Spokane Tribe.
- 4.2 Submit application and supporting documentation within deadlines set forth herein and ad otherwise established by the Department.
- 4.3 **Continuing Eligible Students:** if you intend to return next year, YOU MUST meet the deadline in the dates listed in Section 3.18. You must also provide all documents listed on our “Returning Student” Checklist, provided in application, even if everything is remaining the same. If you are attending a different college than the last time you received assistance or you are transferring to a different college, you must provide a copy of your current college acceptance letter.
- 4.4 **New Eligible Students** must meet all deadlines set forth in Subsection 3.18, regardless of circumstance.
- 4.5 Only one application should be submitted per academic year if you plan to attend year-round (fall through spring). You do not need to reapply every term but do need to reapply for each academic year that you wish to be funded for.
- 4.6 Provide proof of a High School Diploma or a General Education Development certificate (with the exception of high school seniors who may apply before their diplomas/certificates are awarded).
- 4.7 Provide proof of application for financial aid through the FAFSA website by submission of Student Aid Report.

- 4.7.1 Reference the FAFSA website in regard to when you can renew your FAFSA to obtain a new Student Aid Report.
- 4.8 Maintain satisfactory eligibility for Federal Financial Aid- this includes, but is not limited to, Federal Title IV funding (Pell, SEOG, Federal Work Study, Loans), State Funding (SNG, State Work Study), and Institutional Aid (tuition waivers such as MOU scholarships, grants, and scholarships) at all times.
- 4.9 Be enrolled and officially admitted in a two (2) or four (4) year college accredited by any of the six regional or state accrediting offices and be eligible for Title IV grants, state funding, and institutional aid through FAFSA.
- 4.10 Entering Freshman/High School Seniors must have applied to a 2-year or 4-year college at the time that their Spokane Tribe Education application is submitted.
- 4.11 Entering Freshman/High School Seniors must also submit documentation of college application at the time their Spokane Tribe Education application is submitted.
- 4.12 Entering Freshman/High School Seniors are required to provide a college acceptance letter no later than June 30th to be considered for funding.
- 4.13 Undergraduate students will be given funding for a maximum of 250 quarter credits or 167 semester credits for BA/BAS program(s), including credits attempted and earned during AA/AAS, regardless of whether an AA/AAS was obtained, and/or regardless of whether Department funds were utilized during credits attempted and earned.
- 4.14 Graduate students will be given funding for a maximum of 161 quarter credits or 107 semester credits for Masters, PHD, or other post baccalaureate degree program that may include a Doctorate Degree.
- 4.15 Accept all outside grants and scholarships offered, while consulting with the Department or your Financial Aid Advisor, for any possible assistance other than accepting loans.
- 4.16 **Student Status:** To be an Eligible Student, a person must meet at least one of the following:
- 4.16.1 Be enrolled as a full time or part time student and provide documentation of status enrollment at the time application is submitted, or class registration has been provided.

4.16.2 Class registration must include name of student, name of Educational Institution, name of class, credits attempted per class, in addition to total number of credits attempted per term.

4.16.3 Full Time students (minimum of 12 credits per term) will be given funding for tuition, books, mandatory fees, and stipends, in accordance with the Needs Analysis and will not exceed Department caps.

4.16.4 Part time students (less than 12 credits per term) and Graduate students will be given funding for tuition, mandatory fees, and books only in accordance with the Financial Needs Analysis, which will not exceed the Department's maximum awarded amounts. Subject to availability of funds, graduate students may be given consideration for living expenses and/or stipends.

4.17 **Employment Status:** The following requirements apply to employed Eligible Students:

4.17.1 Full time employees (30 hours per week or greater) are eligible for financial assistance of tuition and books only. However, the following applies:

- (a) Exhaust employee/department resources first (must be work related; i.e., some companies, Tribes, etc., pay for their employees to go to school; in those instances, work compensation must be utilized before Department funding);
- (b) Submit documentation as requested by the Department;
- (c) Meet all deadlines set forth herein and as otherwise established by the Department, and;
- (d) Submit letter to Department from employer, on official letter head, stating employment status and hours worked during the academic school year.

4.17.2 Part time employees (29 hours per week or less) are eligible for financial assistance of tuition, stipends, and books, subject to the following requirements:

- (a) Exhaust employee/department resources first (must be work related; i.e., some companies, Tribes, etc., pay for their employees to go to school; in those instances, work compensation must be utilized before Department funding);
- (b) Submit documentation as requested by the Department;

- (c) Meet all deadlines set forth herein and as otherwise established by the Department;
 - (d) Submit letter to Department from employer, on official letter head, stating employment status and hours worked during the academic school year; and
 - (e) Employment during summer break, spring break, or winter break, does not affect academic school year funding and not require the Eligible Student to submit employment documentation.
- 4.18 Be subject to established maximum awarded amounts as annually determined by the Department and Committee.
- 4.19 Provide a college transcript(s) that illustrates a cumulative grade point average (GPA) of a 2.0 or higher on a 4.0 grading scale.
- 4.20 Undergraduate and graduates will be given tuition assistance after all outside grants and scholarships \$1,000 or greater are applied toward the cost of tuition first. Next, the Department will determine tuition assistance amount, if any, with assistance from provided information through a complete Financial Aid Package, and a complete returned Financial Needs Analysis form (FNA).
- 4.21 Financial Aid package must be complete in order to issue any and all awards. Students must maintain contact with their Financial Aid office at all times in order to ensure a complete financial aid package through their educational institution of their choice. An FNA will not be filled out if a Financial Aid package is incomplete.
- 4.22 Students studying abroad (outside of United States) will be given consideration for funding for tuition and books only, in accordance with the FNA, and will not exceed Department caps, any awards are subject to availability of funds.
- 4.23 Providing false information at any time to the Department, 477/TANF Director, or the Committee, will result in the student being suspended from participation in the Department for a minimum of two (2) years. Students will be required to pay back the Department. Students who have entered into an agreement with the Department who commit acts of fraud may be subject to criminal or civil charges through the Spokane Tribal Court.

Section 5: Requirements for Maintaining Eligibility

In order to maintain eligibility, Eligible Students must:

- 5.1 Provide a copy of unofficial college transcript(s), that documents a cumulative GPA on a 2.0 to a 4.0 grading scale at the end of each term.
- 5.2 Full time Eligible Students must earn a minimum of twelve (12) academic credits per term and maintain a minimum of 2.0 GPA in both term & cumulative.
- 5.3 Part time and Graduate Eligible Students must maintain a minimum of a 2.0 GPA term & cumulative, or, if a graduate program requires a higher minimum GPA per term, the Department will follow the graduate program requirements as listed in Section 4.
- 5.4 Maintain satisfactory eligibility for Federal Financial Aid. This includes but is not limited to, Federal Title IV funding (Pell, SEOG, Federal Work Study, Loans), State Funding (SNG, State Work Study), and Institutional Aid (including tuition waivers such as MOU scholarships, grants, and scholarships) at all times.
- 5.5 Accept all outside grants and scholarships offered each academic school year, while consulting with Department or your Financial Aid Advisor, for any possible assistance other than accepting loans.
- 5.6 Submit copy of upcoming class registration.
- 5.7 If you are returning and a period of 6 months to 1 year or greater has passed since you last attended college, please resubmit your unofficial transcripts along with upcoming class registration.
- 5.8 New students will need to attend freshman orientation before being allowed to register for classes. Please contact your school for this information.
- 5.9 Submit a copy of your Student Aid Report, from the FAFSA website, each academic year.
- 5.10 Submit grades at the end of each term.
- 5.11 Inform the Department of refusal of any Financial Aid Award or Scholarship Award, including the Department's award, through your institution.

- 5.12 Submit a copy of signed acknowledgment form for Department Policies & Procedures each academic year, when submitting application. Policies and Procedures will be given to each student with each application.

Section 6: Requirements for Adult Vocational Training Certificate/Licensure

Requirements for Adult Vocational Training Certifications are as follows:

- 6.1 Meet all requirements set forth in Subsections 2.0-5.8.
- 6.2 Be an enrolled member of the Spokane Tribe, and provide documentation of proof.
- 6.3 Provide proof of enrollment in a long term or short term program, that includes start and end date of class/enrollment and certificate/license to be received upon completion of the program.
- 6.4 Provide invoice of tuition cost and any and all financial aid received on official invoice letterhead to include break down of costs for tuition and associated fees.
- 6.5 Provide proof of application for financial aid, if necessary, through the FAFSA website, by submitting Student Aid Report.
- 6.6 Maintain satisfactory eligibility for Federal Financial Aid, if planned program requires it- this includes but is not limited to Federal Title IV funding (Pell, SEOG, Federal Work Study, Loans), State Funding (SNG, State Work Study), and Institutional Aid (tuition waivers such as MOU scholarships, grants, and scholarships).
- 6.7 Accept outside grants and scholarships offered each academic school year. Any grants or scholarships offered, but not accepted, must be documented and discussed with Department.
 - 6.7.1 Accept all outside grants and scholarships offered, while consulting with the Department or your Financial Aid Advisor, for any possible assistance other than accepting loans.
- 6.8 Inform the Department of refusal of any Financial Aid Award or Scholarship Award, this includes the Spokane Tribe's Award, through your institution.

- 6.9 Submit a copy of signed acknowledgment form for policies & procedures each academic year.
- 6.10 Submit copy of upcoming class registration/training information as applicable to the program Department.
- 6.11 Follow all guidelines within the Spokane Tribe Education Policies & Procedures Manual.
- 6.12 Maintain satisfactory progress toward program completion, submit monthly or quarterly progress reports (dependent upon program).

Section 7: Requirements for Graduate Students

Graduate Students must:

- 7.1 Meet all dates and deadlines in regard to returning students, Section 3.18.
- 7.2 Provide documentation to verify that student is in a graduate program, in an institutional facility.
- 7.3 Follow all guidelines within Spokane Tribe Education Policies & Procedures Manual.
- 7.4 Maintain a minimum of a 2.0 GPA at the end of each term, in addition to maintaining a minimum of a 2.0 cumulative GPA.
 - 7.4.1 Should a graduate program require a higher GPA, the Department will then follow that program's required GPA to maintain eligibility.
- 7.5 Graduate Student applications will be funded if the following requirements apply:
 - 7.5.1 Student is a candidate for one and only one post baccalaureate degree (Masters, PHD, additional certificates beyond baccalaureate).
 - 7.5.2 Students will not be considered for Department funding if they currently hold a post baccalaureate level degree, regardless of how the degree was funded (self, others, etc.).
 - 7.5.3 Award will be established by maximum awarded amounts, as annually determined by the Department and Committee; see Yearly Addendum.

- 7.6 If at the end of the said quarter/semester credit limit, the student has not received his/her degree or certificate for undergraduate, AVT, or a graduate student, it shall be the student's financial responsibility to complete the program. Should extreme circumstances exist, such as: serious illness, death of an immediate family member, natural disaster, etc., the student will then be required to submit an Education Appeal following the Appeal Process.

Section 8: Scholarships

- 8.1 All scholarships above \$1,000 must be reported to the Department. Scholarship award amounts will be applied toward the Tuition Needs with respect to the FNA, before the Department will calculate awarded tuition assistance, if any. If any additional grants, scholarships, tuition waivers, etc., are provided by the institution, they will also be calculated into the student's budget and FNA as provided by your educational institution.
- 8.2 Guidelines
- 8.2.1 Any scholarship \$1,000 or more will be utilized by Department and calculated into student's budget and FNA. Each individual scholarship will be awarded as one calculated amount, per academic year, based on FNA.
- 8.2.2 Should the student not report a scholarship, and there has been overpayment on behalf of the Department, the student will then fall into payback status. Please see Section 10.0 in regard to payback.
- 8.2.3 Although scholarships under \$1,000 will not be calculated in the FNA, by the Department, the student's school may use these scholarships or grants towards tuition, as they are required to per their financial aid offices rules & regulations.

Section 9: Determination of Financial Assistance

- 9.1 The FNA is used by the Department to determine each student's academic year award. The FNA reflects the cost of tuition, books, room & board, etc., and the FNA amounts are determined by your college through your FAFSA.
- 9.1.1 Through your FNA, the Department will consider awards for tuition costs. Unless required through institution to live on campus, then Room and Board will be considered, see Subsection 9.3.2.
- 9.1.2 If a student has questions regarding their Awarded Financial Aid, the Department can provide insight and offer suggestions.

- 9.1.3 In regard to tuition, the Department covers the costs that are not covered by Financial Aid and scholarships within the allowable caps. If your returned FNA shows that your financial aid scholarships and grants exceed the cost of tuition, your award will be limited to book reimbursements and monthly stipends only.
- 9.2 Although some FNA's may reflect higher budgets, the following budget limits apply from the Yearly Addendum:
- 9.2.1 Tuition & Mandatory Fees: Limited to the established maximum awarded amount(s) in regard to tuition and mandatory fee expense(s), labeled on institution's Tuition invoice, as established by the Department and Committee.
- 9.2.2 Housing & On-Campus Room & Board Expenses: Limited to those who are required to live on campus and within the maximum awarded amounts/ "caps". This is regarding tuition and on-campus room & board expenses, as established by the Department and Committee.
- 9.2.3 Some schools offer the option to request to live off-campus, if you are at least 19 years of age. For assistance please contact the Department.
- 9.2.4 Personal Expenses: Limited to monthly stipend maximum awarded amount, in regard to stipend amount as established by the Department and Committee.
- 9.2.5 Stipends are calculated to be evenly dispersed throughout the academic year. Stipend checks are sent to the address on file with the Department. Stipend Checks are sent in the beginning of each month, during the academic year.
- 9.2.6 It is important that you list your current address on your higher education file. The Department is not responsible for checks sent to the wrong address.
- 9.2.7 Books & Mandatory Supplies: Limited to the maximum awarded amount, per academic year, as established by the Department and Committee.
- 9.3 If the FNA reflects a lower budget than those established by the Department and the Committee, the lower amount will be used for tuition & mandatory fees as well as Housing and On-Campus Room expenses.
- 9.3.1 Monthly stipends, books, and supplies, are not altered by the FNA amount.

- 9.4 Application for foreign study outside the continental United States shall be reviewed on a case-by-case basis.
- 9.5 No Department funds shall be allowed for short-term workshops or professional associations, conventions, or conferences.
- 9.6 Summer students will only be funded if they are in graduating status or when a required course is only offered during the summer.
- 9.6.1 Eligible Students planning to attend summer quarter must notify Department, in writing, by established deadline listed in section 3.18, to request funding for summer quarter/semester.
- 9.6.2 Eligible Students seeking summer funding must submit a personal letter to the Department stating their need and justification for summer school. Examples are summer course(s) needed to graduate, summer course(s) needed to graduate the following year, summer course(s) needed to be admitted to major field, or if the summer course(s) only offered during summer quarter/semester only.
- 9.6.3 Eligible Students must also submit a letter from their academic advisor, on official letter head, stating that these classes are mandatory and not offered during any other term.
- 9.6.4 Summer funds are limited to maximum awarded amounts per academic year in regard to tuition. Thus, if you have exhausted all funds prior to summer term, students cannot be given additional funding.
- 9.6.5 Summer funds are limited to those who currently have a submitted application (i.e., attended some time during academic school year fall, winter, or spring), and were awarded funds for that academic year, and the student needs to attend during summer to complete mandatory courses.
- 9.6.6 Summer funds cannot be given to those who wish to begin a new academic year in the summer, as academic year begins in the fall, to which the deadline is May 15th.
- 9.6.7 The Committee will consider requests on a case-by-case basis.
- 9.7 Failure to comply with any requirement as set forth herein could result in a requirement that the student repay any and all funding previously awarded to the student by the Department.

For further clarification please contact the Department.

Section 10: Probation, Suspension, Payback

When the Eligible Student does not maintain satisfactory eligibility, per their specific program requirements (Higher Education as Full Time or Part Time; Adult Vocational as Long Term or Short term), they will be placed into:

- 10.1 PROBATION- for one term (semester, quarter, block, etc.), upon failure to meet the Department's minimum academic requirements, including, but not limited to:
 - 10.1.1 Maintain full time enrollment status, with the exception of students who are required to be part-time, per their program requirements. Graduate students who may not be considered "full time," per number of credits being taken, but are considered "full time" as a graduate student.
 - 10.1.2 Earn a minimum of a 2.0 GPA on a 4.0 grading scale in each term, in addition to maintaining a minimum of a 2.0 cumulative GPA.
 - 10.1.3 Submit monthly or quarterly progress reports as an Adult Vocational Student.
 - 10.1.4 Maintain and/or obtain satisfactory eligibility for Federal Financial Aid- this includes but is not limited to Federal Title IV funding (Pell, SEOG, Federal Work Study, Loans), State Funding (SNG, State Work Study), and Institutional Aid (tuition waivers such as MOU scholarships, grants, and scholarships) at all times.
- 10.2 An Eligible Student on probation must meet the following requirements to be placed back on satisfactory status:
 - 10.2.1 Sign and return probationary agreement to Department.
 - 10.2.2 Students on probation will be reviewed and will be required to submit mandatory monthly or term progress reports to the Department.
 - (a) Failure to submit these items will result in monthly stipends being withheld, if student is receiving monthly stipends while on probation. In addition, student will be placed into suspension status from the Department services for noncompliance.
 - 10.2.3 Earn a minimum of a 2.0 GPA in each class in addition to a minimum of a 2.0 term GPA during probationary period.

10.2.4 Submit satisfactory grades unofficial transcript, stating satisfactory progress at the end of probationary period.

10.2.5 Additional Requirements:

- (a) Classes taken during probationary period must be relevant to the student's general degree requirements.
- (b) Some instances of probation will also require payback such as 0.0, withdrawal before completion (AVT), or X, Z, or other letter grades that signify 0.0 cumulative GPA.
- (c) Funding will continue as scheduled during probationary term. If student meets grade requirement of a minimum 2.0 GPA, student will be placed out of probation for the next term.

10.2.6 Failure to comply with probationary requirements will result in student being placed in suspension. See Suspension 10.3.

10.3 SUSPENSION

10.3.1 If for the last two consecutive terms completed, a student earns less than 12 credit hours or a GPA of less than 2.0 cumulative or current term, the student will be placed into suspension status from the Department services (except for students in specific programs, student has been part-time, or student is in a graduate program).

10.3.2 While on suspension status, the student must complete one successful quarter/semester while simultaneously meeting requirements in Subsection 10.2.

10.3.3 While on suspension the student is required to fund their education at their own expense. The student is required to contact the Department in order to ensure that they are meeting the Department requirements to be reinstated to satisfactory standing.

10.3.4 Additionally, a student on suspension will no longer be eligible to receive financial assistance through the Department until satisfactory progress has been achieved by completion of one term at the student's expense, in addition to achieving eligibility through Federal Financial Aid.

10.3.5 A student who has been placed in suspension may request a review for reinstatement by submitting a letter of Appeal to the Education Committee.

10.3.6 Suspension Status may be lifted after successful completion of a term or 12 credits financed at the student's expense, with a minimum of a 2.0 cumulative G.P.A.

10.3.7 A total of TWO SUSPENSIONS will result in termination from the Department services for 2 years.

10.4 PAYBACK STATUS. A student is in pay back status when they are required to payback funds received from the Department for an academic term, which includes tuition, stipends, and book reimbursements. The student will be placed in Payback Status if any of the following apply:

10.4.1 Students receiving 0.0, Z, or other incomplete grades in one overall term.

10.4.2 Students who withdraw from classes from Higher Education or Adult Vocational Programs, with failure to complete the program.

10.4.3 Students who receive outside funds \$1,000 or greater in the form of scholarship, grant, or other award, and do not notify the Department, for any overpayment by STOI that may have occurred on the student's behalf.

10.4.4 During payback status the student will be ineligible for further funding until completing the following:

- (a) Payback agreement is signed and returned.
- (b) Payment arrangements will be made within a 24-month span.
- (c) If the student is in school, the Department may apply part of monthly stipend to payback.

10.4.5 **By signing an acknowledgement of this Policy and Procedures Manual, the student is agreeing to payback terms.**

Section 11: Application Denials

An Application shall be denied if any of following apply:

11.1 Student fails to meet the Department application deadlines.

11.2 No funds for a particular program are available.

11.3 The student has withdrawn and failed to payback funds previously awarded from the Department.

- 11.4 The student is not in good standing with Federal Financial Aid.
- 11.5 The student refuses to accept all outside financial options available to them with the exception of loans.
- 11.6 The student fails to notify the Department of grades or early withdrawal.
- 11.7 Student has already met or exceeded the established maximum awarded amount(s) in regard to academic year award for tuition, stipend, or book reimbursement.
- 11.8 Student has already successfully completed a BA/BAS, AA/AAS, Certificate, or License, regardless if student utilized Department services during the time they received their first degree, certificate, or license. This does not apply to students who are currently holding an AA/AAS to pursue a BA/BAS, or BA/BAS pursuing MA or Doctorate.

Section 12: Education Committee Responsibilities

Education Committee responsibilities are as follows:

- 12.1 Hold regular monthly meetings with a majority of the members present.
- 12.2 Assist in establishing the education policy, goals, and priorities, and direction of the Department.
- 12.3 Periodically review and recommend amendments and/or revisions of the Department's policies and procedures.
- 12.4 Keep up to date on Department policies & procedures.
- 12.5 Keep up to date of financial aid eligibility requirements in addition to requirements set forth by the Bureau of Indian affairs.
- 12.6 Assist in the annual banquet to honor recent graduates for AA/AAS, BA/BAS, MA/Ph D and AVT programs.
- 12.7 Request periodic reports, including General Council Reports or Annual Narrative Reports from the Department, and evaluations regarding the Higher Education or AVT Programs.
- 12.8 Maintain confidentiality at all times in order to maintain the integrity of the Department. All verbal comments and written documents are considered confidential.

- 12.9 Refrain from becoming personally involved in any student’s education status.
- 12.10 Do not participate in any decisions involving a conflict of interest as that term is defined in the Spokane Tribe’s Human Resources Manual. “Conflict of interest” shall also include decisions regarding Department funding eligibility for children, siblings, nieces, nephews, parents and grandparents.
- 12.11 Follow the Appeal process as detailed in Section 14, including but not limited to holding and attending special meetings, reviewing and voting on Appeals, and issuing written responses to Appeals.
- 12.12 On an annual basis, the Committee shall review the Department’s recommended Yearly Addendum, including the maximum awards and incentives for the next academic year.
 - 12.12.1 If the Committee is satisfied with the Department’s recommendations, the Committee shall approve the Yearly Addendum in writing and pursuant to any applicable guidelines or bylaws.
 - 12.12.2 If the Committee is not satisfied with the Department’s recommendations, the Committee shall work with the Department to develop an acceptable Yearly Addendum.
 - 12.12.3 If the Committee and Department are unable to agree on an acceptable Yearly Addendum, the Committee and Department shall present their respective recommendations to the Tribal Council. After reviewing the recommendations from the Committee and Department, the Tribal Council shall draft and approve the Yearly Addendum via Resolution.

Section 13: Annual Banquets & Incentives

- 13.1 With assistance from the Education Committee, the Department will host an annual banquet to honor the Spokane Tribal graduates of the past academic year. Also honored are those who earned an honor roll GPA during the past academic year. To participate in the banquet, please note the following:
 - 13.1.1 The Department requires students to provide proof of graduation (copy of diploma or official/unofficial academic transcripts that show that the student has graduated) or GPA in order to receive recognition.
 - 13.1.2 Students must notify the Department if they are graduating by January 1st.

- 13.1.3 The Department will invite graduates and honor roll students by via U.S. Postal mail to the listed address of the student and include the location, time and date of the event.
- 13.2 Incentives for the completion of a degree/program will be given to each student who has completed their degree and programs. The ONLY form of verification acceptable to receive these incentives will be the official diploma/certificate.
- 13.3 Other incentives will be based upon the Student's GPA and Student Recognition, Student Packages, See Yearly Addendum.

Section 14: Appeal

- 14.1 An Eligible Student may appeal any interpretation or application of this Policies and Procedures Manual which affects said Eligible Student (the "Decision").
- 14.2 **How to Appeal:** The Eligible Student must submit a written letter (the "Appeal") to the Department explaining the basis for the appeal. The Appeal must include the following information:
- a) an explanation of the Decision being appealed;
 - b) the date of the Decision being appealed;
 - c) an explanation why the Eligible Student feels the Decision violates this Policies and Procedures Manual or is otherwise incorrect;
 - d) an explanation of measures the Eligible Student believes will correct or resolve the Decision being appealed; and
 - e) current contact information for the Eligible Student.
- 14.3 The Appeal must be received by the Department within ten (10) Working Days of the Decision. Upon receipt of an Appeal, the Department shall immediately provide a copy of the Appeal to the Committee.
- 14.4 Upon receipt of an Appeal, a quorum of the Committee shall hold a special meeting within ten (10) Working Days.
- 14.5 The Committee shall make every effort to provide a written response to the Appeal within five (5) Working Days of the Committee's special meeting.
- 14.5.1 The Committee's relief shall be limited to those actions which the Committee has valid authority over.

- 14.5.2 The Committee may not allocate Department funds to Eligible Students unless such funds are readily available.
- 14.5.3 The Committee does not have the authority or ability to force or attempt to force any other entity to adjust any criteria, or extend any deadlines, with respect to the Eligible Student. This includes, but is not limited to, any training program, college, university, institute of higher learning, or STOI department.
- 14.6 The Committee's written response shall be final and is not subject to further review or appeal.
- 14.7 The Department shall serve the written response on the applicable Eligible Student in a timely fashion by either electronic mail (e-mail), Personal Service as defined in RSLOC 4-4.02 or Service by Mail as defined by RSLOC 4-4.03.
- 14.8 If the Committee's written decision requires the Department or Committee to take any actions, the Committee shall hold an additional special meeting within ten (10) Working Days of the Committee's written decision for follow-up purposes.
- 14.9 Regardless of the Appeal outcome, the Eligible Student may schedule a meeting with Department to go over the Eligible Student's options.
- 14.10 The Tribe consents only to the review of the Decision via the Appeal process as set forth in this Section 14 and expressly reserves its sovereign immunity.

Section 15: Amendments

The Department shall recommend amendments or revisions to this Policies & Procedures Manual for approval by the Spokane Tribal Business Council.