

# COQUILLE INDIAN TRIBE

## CULTURE, EDUCATION, AND LIBRARY SERVICES DEPARTMENT

### CHAPTER 1:

### HIGHER EDUCATION PROGRAM POLICY

#### 1. Purpose

The purpose of this program is to provide funding to enrolled Coquille Tribal Members who are pursuing an undergraduate or graduate degree at an accredited college or university.

#### 2. Funding

The Higher Education Program is a program authorized by the Tribal Council. Funding for the Higher Education Program and the educational benefits it provides shall be subject to Tribal Council appropriations. The authorization of the program does not create any liability on the part of the Tribe for any payment, nor shall any Tribal member have any vested right in future benefit payments. The amount of the award will be based on a Tier System, not to exceed an authorized amount per academic year.

#### 3. Program Management and Evaluation

Except as otherwise provided in this Policy or under Tribal law, the Culture, Education and Library Services (CELS) Department is assigned to carry out the Policies and Procedures of the Higher Education Program.

The Program will be formally evaluated and updated annually by both the CELS Department Director and the Culture and Education Committee, and any amendments will be approved by the Tribal Council.

#### 4. Documentation and Filing System

The CELS Department will maintain a system of documentation for the program administration.

#### 5. Confidentiality

The CELS Department will maintain strict confidentiality concerning student records and applications. Student education records will be shared only as authorized under Federal law or as authorized in a release signed by the student.

#### 6. Eligibility

6.1. An Eligible Person is a person who meets the following criteria:

6.1.1. Enrolled member of the Coquille Indian Tribe, who is also

6.1.2. A high school graduate or G.E.D. recipient;

- 6.2. Subject to the provisions of this Policy, an Eligible Person may receive funding if they are
- 6.2.1. Enrolled in or accepted for enrollment in an accredited College or University;
  - 6.2.2. Pursuing an associate degree, bachelor degree or graduate degree as a full-time student with a minimum of 12 credit hours per term/semester or full-time institution standards; or pursuing an associate degree, undergraduate degree or graduate degree as a part-time student, with a minimum of 6 credit hours per term/semester;
  - 6.2.3. Pursuing a certificate program with transferable credits towards an associate, bachelor or graduate degree.
- 6.3. To maintain eligibility students must earn equivalent to a minimum 2.0 GPA each term or semester in which they are enrolled and have received Tribal funds;

## **7. Application Process -New Students**

- 7.1. New students are defined as
- 7.1.1. students who are attending college for the first time;
  - 7.1.2. students who have been out of college for one or more academic years;
  - 7.1.3. students who have transferred or changed college/university of attendance.
- 7.2. New students must submit a complete Higher Education Grant Application including 30 days prior to start of the first term/semester of attendance for the academic year:
- Information Sheet
  - Signed Statement of Privacy and Release of Information
  - Financial Needs Analysis (completed by Financial Aid Officer)
  - Education Goals
  - Signed Funding Acceptance Agreement
  - High school diploma or official transcripts from previous colleges.
  - Copy of schedule of classes for term/semester you will be attending.

## **8. Application Process- Returning Students**

- 8.1. Returning students are defined as
- 8.1.1. students who are returning to the same college/university that they attended the previous academic year.
  - 8.1.2. students who have taken a leave of absence less than one year and are returning to the same college/university.
- 8.2. Returning students must submit the following materials 30 days prior to start of the first term/semester of attendance for the academic year:
- Update Form
  - Financial Needs Analysis (completed by Financial Aid Officer)

- Copy of schedule of classes for term/semester you will be attending.
- Grades from previous term/semester attended.

## 9. Verification Materials

9.1. In order to receive funding for the following term/semester within the same academic year ALL students must submit:

9.1.1. Copy of schedule for following term/semester

9.1.2. Copy of grade report from previous term/semester

9.1.2.1. If a student is not on probation/suspension status for current term/semester, they must submit grade report as soon as it is available but it does not have to be received prior to funding being sent for following term/semester

9.1.2.2. If a student is on probation/suspension status for the term/semester, they must grade report prior to being funded for following term/semester.

## 10. Funding

Funding is based on a Tier System with four levels:

Graduate (Masters, PhD, JD)	\$12,000 per academic year
Four year program (Bachelor degree)	\$9,000 per academic year
Two-year college (Certificate or Associate)	\$7,500 per academic year
Part-time (any program)	Tuition and books only

10.1. Full-time students enrolled in Master degree program will receive maximum amount;

10.2. full-time students enrolled in a Bachelor degree program will receive a reduced amount;

10.3. full-time students enrolled in a Associate degree program or certificate program with transferrable credits will receive a further reduced amount;

10.4. part-time students will receive funding for books and tuition only with a maximum amount cap of the full –time amount awarded;

10.5. students seeking a second undergraduate degree or graduate degree will receive an amount equal to half of what they would normally be eligible.

## 11. Payment Processing

11.1. Higher Education Grant funding will be mailed directly to the school of attendance with exceptions that may allow for direct funding to be determined on a case by-case basis.

11.2. Funding will be distributed in equal increments based upon the operating system of attendance (term or semester) at a maximum amount per academic year;

- 11.3. An academic year runs from July 1 to June 30 regardless of the operating system of attendance;
- 11.4. Students are eligible for awards up to a maximum of nine (9) cumulative quarters (terms) or six (6) semesters to complete an associate degree program if attending full-time. Part-time students are eligible for funding for up to eighteen (18) cumulative quarters (terms) or twelve (12) semesters to complete an associate degree program
- 11.5. Students are eligible for awards up to a maximum of eighteen (18) cumulative quarters (terms) or twelve (12) semesters to complete a bachelor degree program if attending full-time. Part-time students are eligible for funding for up to thirty-six (36) cumulative quarters (terms) or twenty-four (24) semesters to complete a bachelor degree program. Any terms or semesters used previously towards an associate degree or certificate program will be subtracted from total terms/semesters allowed for bachelor program.
- 11.6. If student switches between part-time and full time, terms will be calculated as 2 part-time terms = 1 full-time term.
- 11.7. Failure to submit the Higher Education Program Application, grade reports and schedules in a timely manner may result in delay of funding, reduced funding, and/or denied payment of the term/semester missing the materials;
- 11.8. Funding will not be retroactive to pay for terms/semesters that have already ended when the student has failed to provide necessary documents in a timely manner.

## **12. Probation and Suspension**

- 12.1. If a student fails to meet the minimum program academic requirements during any one academic term/semester for which they have received funding:
  - 12.1.1. They will be notified in writing by U.S. Mail and placed on Academic Probation for their next term/semester of attendance;
  - 12.1.2. Students who have been placed on Academic Probation and fail to meet the minimum academic requirements for their next enrolled term/semester of attendance will be suspended from the Higher Education Program;

## **13. Reinstatement**

- 13.1. Students who have been suspended from the Higher Education Program may apply for reinstatement after they have attended one term/semester at their own expense;
- 13.2. Students will be required to meet the minimum academic requirements of 12 credit hours and a 2.0 GPA for the term/semester and provide evidence of the successful completion with their request for reinstatement;
- 13.3. Students who are approved for reinstatement will be placed on Academic Probation for the term/semester for which they have been reinstated. If the student meets the minimum academic requirements for the reinstatement term/semester then they will be removed from probation;

13.4. Students who have been suspended from the Higher Education Program cannot use funding from another Tribal program to meet the reinstatement requirement of paying for one term/semester at their own expense.

**14. Grievance Procedure**

See Section 1, Chapter 1, No. 12 of CELS Department Manual