

CTCLUSI Education Department

2018-2019



HIGHER EDUCATION POLICIES AND PROCEDURES FOR STIPEND PROGRAM

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SECTION 1 MISSION STATEMENT

To provide Tribal education services to students who are enrolled members of the Confederated Tribes of Coos, Lower Umpqua and Siuslaw, and are pursuing their higher education goals at approved, accredited institutions of higher learning, including vocational and technical schools.

SECTION 2 ELIGIBILITY

A. A person must be an enrolled member of the Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians. The Education Department will work with:

1. Adult students over 18, or emancipated Tribal Members under 18.
2. Minor students — The Education Department will work with the student's legal guardian(s) permission.

B. Student must have a high school diploma or equivalent.

C. Student must be enrolled by a vocational college or university/college that has a national, regional or industry specific accreditation.

D. Student must be pursuing an undergraduate, graduate or post graduate degree, or attend an accredited vocational/technical school. Students may begin studies at an accredited community college and transfer to a university.

E. The student must complete and submit all required documents to the Education Department before the end of the quarter or semester the student intends to enroll.

F. Student must maintain a minimum 2.00 GPA each quarter or semester, including the completion of the minimum amount of credit hours for approved study as indicated in this manual.

G. Student must provide a detailed class schedule prior to each quarter or semester and submit an unofficial transcript at the end of every quarter or semester. *Unofficial transcripts are available at the school's Registrar's Office or through a student's online school portal.*

SECTION 3 APPLICATION

A. New students must complete an entire application packet. Returning students must submit a CTCLUSI online stipend <https://laserfiche.ctclusi.org/Forms/StipendRequest> request and a copy of the FAFSA award letter each year in which funding is desired.

B. It is the responsibility of the applicant to obtain the necessary application packet and relevant documents to the CTCLUSI Education Department (please check the Education Department webpage on the CTCLUSI website <https://laserfiche.ctclusi.org/Forms/StipendRequest>). All students must apply for the Free Application for Federal Student Aid (FAFSA), every year, and supply proof of application (example; a confirmation print from the application web site). Each student must apply for 3 scholarships that are non-CTCLUSI scholarships, and provide proof of application by screenshot or with an e-mail confirmation of each scholarship application.

C. A complete CTCLUSI Higher Education Application packets includes each of the following:

1. Higher Education Stipend Application Form.
2. Stipend Application Checklist.
3. Tribal ID Card Number.
4. High School Transcripts.
5. Tribal Education Terms, Conditions and Acceptance.
6. Release of Information (FERPA Optional).
7. Questionnaire for New Students.

D. Students will also need to provide:

1. Unofficial college transcripts for students beyond high school
 - i. Or GED equivalency certificate (if applicable).
2. FAFSA confirmation e-mail.
3. Copy of all financial aid award letters.

Proof of application to 3 non-CTCLUSI scholarships.

E. The Education Department will review prepared applications and make recommendations regarding a student's eligibility for stipends. The Education Department must receive all documents, including unofficial transcripts and a detailed class schedules in order to process a stipend. All documents must be

received or the student may be denied funding due to lack of compliance with the Education Department Policy.

F. Full-Time students and funded by the appropriate amount for quarter or semester. The Education Department considers a student full-time when they take a minimum of 12 credit hours per quarter or semester. This is the amount of study most institutions and FAFSA recognize as “full time”.

Section 4 Full/Part-Time Education

A. Higher Education students may NOT change from full-time status to part-time status (or vice versa) after the start of a quarter or semester. This is allowed following the quarter or semester completion.

B. Stipend Amount full time;

- Undergraduate/graduate degree programs and vocational education programs.
 - Quarter \$2275.00
 - Semester \$3412.50

C. Part-time students will be funded at a percentage of the full-time rate:

- Part-time Higher Education students may take from 1-11 credits.
- Part-time Higher Education students will receive a pro-rated stipend totaling the amount of units taken based on this scale:

For example, based on Semester units:

- Bachelor's degree/vocational education — \$2275.00 divided by 12 (# of units) = \$189.58 divided by 2 = Student will receive \$94.79 per unit taken.
- Master's degree- \$2275.00 divided by 9 (# of units) = \$252.78 divided by 2 = Student will receive \$126.39 per unit taken.
- Doctoral degree - \$2275.00 divided by 6 (# of units) = \$379.17 divided by 2 = Student will receive \$189.59 per unit taken.

D. Students may become eligible for part-time coursework funding through the CTCLUSI Education Department. The CTCLUSI Education Program will allow only a limited number of Higher Education students every year to be funded for part-time education.

E. The only exception to this part time status is the recognition that higher education programs consider fewer credits as full time for accelerated summer courses. The Education Department will take this into consideration for any summer stipends a student may utilize.

F. Students who decide to go to school during the summer shall do so with the understanding that summer credits and stipends will still apply to the cumulative cap of stipend funds per student.

An example of this if a student had gone to school for 3 years, and wanted to accelerate their 4th year of school. A summer stipend will still take the place of one of the allotted 18 for quarters or 12 for semesters (see Section V).

G. The part-time student must maintain a minimum grade of C average (2.0 GPA) for the quarter or semester. A detailed class schedule (before the start of each quarter or semester) is required along with any unofficial transcripts (required after each quarter or semester). Failure to follow all the policy and procedures of the Education Program could result in the student being placed on probation or denial of their stipend.

H. All part time credit work still falls under the maximum number of cycles of undergraduate stipend funds.

SECTION 5 STIPEND DISTRIBUTION

A. All stipends will be paid by check to the student.

B. Provided the student has turned in all the required documents and is in good standing in the program, the Education Department will submit check approvals to the finance office prior to the start of the quarter or semester. Every attempt will be made to make stipend payments prior to the start of each term or semester.

C. Please allow up to 2 weeks of processing before the stipend is mailed out. Students will receive e-mail confirmation when a check is being processed.

D. The maximum amount of cycles funded for each student will not exceed:

- Undergraduate quarter program 18
- Undergraduate semester program 12
- Accredited vocational quarter program 9

- Accredited vocational semester program 6
- Master's degree quarter program 8
- Master's degree semester program 6
- Doctoral degree quarter program 12
- Doctoral degree semester program 8

F. All stipends within the Higher Education Program are subject to availability of funds.

G. There will be NO reimbursements for any Higher Education course work.

SECTION 6 STUDENT RESPONSIBILITIES

A. Each student must complete the minimum amount of quarter or semester hours in the course of study in which they are enrolled. (See Section III, C).

B. Students are required to set up and use their own e-mail account to communicate with the CTCLUSI Education Department.

C. Unofficial transcripts must be sent to the Education Department within 21 calendar days of the end of every term/semester. Unofficial electronic submissions from the school are acceptable or unofficial by e-mail. If transcripts are not received within the 21 day time frame, funding WILL NOT be made available for continuing students.

If a student's unofficial transcripts reflect a probationary status, the Education Department will evaluate the transcripts and take relevant action.

D. Each student must notify the Education Department of any changes in personal contact information within 30 calendar days.

E. In order to receive stipend funds each quarter or semester, the student must provide a detailed class schedule to the CTCLUSI Education Department within ten (10) business days of receipt.

SECTION 7 ACCOUNTABILITY FOR STIPEND FUNDS

A. If a stipend recipient who fails to enroll, or withdraws, is expelled, or fails to meet the academic standards of the program, the recipient must account for the stipend amount awarded for that specific quarter or semester. **Note:** Students must repay stipend funds owed in full **prior** to re-entering the CTCLUSI Education Stipend Program.

An example of this is if a student is taking 14 credits, drops a class, which places them at 11 credits. This student would be responsible for paying back the credit in the amount of 189.58 for the quarter.

B. If a stipend recipient fails to enroll, withdraws or is expelled, they must submit the following information to the Education Department within ten (10) business days:

1. Date of withdrawal, expulsion or transfer.
2. Written statement and supporting documentation regarding the withdrawal, expulsion or transfer including any mitigating circumstances.

SECTION 8 NOTIFICATION

A higher education stipend may be denied for any of the following reasons:

- A. Failure to comply with Education Policy and Procedures.
- B. Availability of Education Program Stipend funds.
- C. Incomplete Higher Education Stipend Application.
- D. Failure to submit an application for FAFSA.
- E. Failure to complete the required number of credits per term with the required grade point average.
- F. Student is not accepted by the college.
- G. Student is suspended by the college.
- H. Student has used all allocated funds available to them for the stipend program.
- I. Student has defaulted on the repayment requirement. (See Section VII).

SECTION 9 ACADEMIC PROBATION

A. Students are placed on Academic Probation when:

1. The student has a grade point average below 2.0 for the quarter or semester as determined on an unofficial transcript at the end of each quarter or semester. (A cumulative GPA is not used to determine academic probation).
2. A full-time undergraduate or vocational student has earned less than the required 12 credit hours by the end of the quarter or semester, 9 hours for full-time master's degree students and 6 credit hours for full-time doctoral degree students.
3. Part-time and online students will be placed on probation if they fail to achieve a 2.0 GPA from any previous part-time term or semester attended.

An Example of this would be a part time student taking two classes falls below a 2.0 average for that term, they would be placed on probation for the following term, regardless of when the next academic term is (i.e. Winter–Spring).

SECTION 10 REINSTATEMENT

In order to gain re-instatement and procure further stipends from the CTCLUSI Education Program, a student must:

1. Pay any owed funds to the CTCLUSI Education Program (see Section 12 A.)
2. Satisfy all requirements from being on probation.
3. Re-apply to the CTCLUSI Higher Education Program.
4. Provide proof of good standing with their school.

After these steps have been taken and the student proves they are in good standing with their institution, the Education Department will then review for reinstatement.

SECTION 11 REVIEW PROCESS

Decisions made by the CTCLUSI Education Department may be reviewed by the Tribal Chief Executive Officer for consistency with these policies and procedures. All requests for review by the Chief Executive Officer must be submitted in writing within seven (7) business days of the date of decision made by the Education

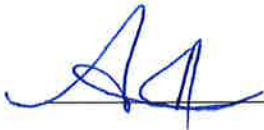
Department. Review by the Chief Executive Officer is not subject to the hearing requirements of Chapter 2-1 of the CTCLUSI Tribal Code and the decision is final and not subject to judicial review.

SECTION 12 EDUCATION DEPARTMENT SERVICES The Education Department offers career advisement, counseling and case management for Higher Education Students, including financial aid application assistance. Advisement will be made available throughout the student's college career on an as needed basis.

Section 12 SOVEREIGN IMMUNITY

Nothing in this manual shall be construed to have waived the sovereign immunity of the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians, any Tribal entity, department or program, or any Tribal Official or employee.

Higher Education Manual and Policy



Alexis Barry, Chief Executive Officer

12-5-18

Date