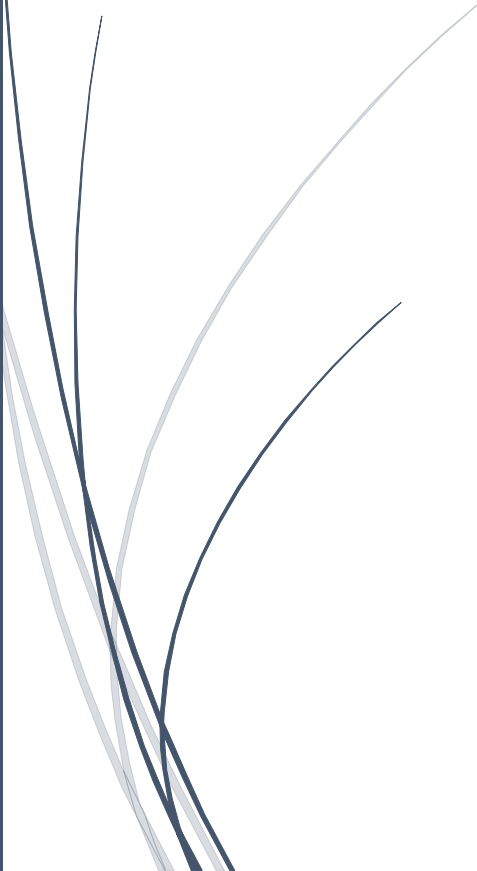




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Higher Education Policies and Procedures for Stipend Program

CTCLUSI Education Department



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Contents

Section 1: Mission Statement.....	2
Section 2: Eligibility	2
Section 3: Application.....	2
Section 4: Full/Part-Time Education.....	3
Section 5: Stipend Distribution	5
Section 6: Student Responsibilities.....	6
Section 7: Accountability for Stipend Funds	6
Section 8: Notification	6
Section 9: Academic Probation.....	7
Section 10: Reinstatement.....	7
Section 11: Review Process	7
Section 12: Education Department Services	8
Section 13: Sovereign Immunity.....	8

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 and Returning students must fill out their respective higher education packets. New students have additional documents to be approved for submission to the program initially. While Returning students have less documents to submit with their application, all documents must be submitted in order to be eligible for approval. All students must submit packets on a yearly basis. Please be aware of the higher education packet deadline to make sure funds can be received.
- 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). Higher Education applications can be found and downloaded at <http://laserfiche.ctclusi.org/forms/HigherEdPacket>. All students must apply for

the Free Application for Federal Student Aid (FAFSA) every year, and supply proof of application (either the application itself or the SAR). 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.
 4. 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 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. Disclosure of Student and Consent Form is required by the Education Department when speaking with parent(s)/guardians. We must have this on file and signed if the student would like the Education Department to be able to speak to parent(s)/guardian(s). Disclosure of Student and Consent Form request can be found on the website as well under the Education Department tab.

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
- a. Full time consideration:

- i. Undergraduate (AA, BA, BS)/Vocational: 12 credits
- ii. Masters: 6 credits
- iii. Doctoral: 4 credits
- b. Stipend Amounts
 - i. Quarter: \$2,730.00
 - ii. Semester: \$4,095.00

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

- 1. Part-time Higher Education students may take
 - a. 1-11 credits Undergrad/Vocational;
 - i. When allocating funds for stipends Vocational programs/certificates will use 16 hours equals one credit
 - b. 1-5 credits Masters;
 - c. 1-3 credits for Doctoral

- 1. 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:	Based on Quarter Units
Undergrad & Vocational	\$4,095.00.00 divided by 12 = \$341.25/credit	\$2,730.00 divided by 12 = \$227.50/credit
Masters	\$4,095.00 divided by 6 = \$682.50/credit	\$2,730.00 divided by 6 = \$455.00/credit
Doctorate	\$4,095.00 divided by 4 = \$1,023.75/credit	\$2,730.00 divided by 4 = \$682.50/credit

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. Funding is based on General Fund dollars and are subject to availability.

- 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 place of one of the allotted 18 for quarters, or 12 for semesters.
- 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).
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, 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..... 9
 - Master’s degree semester program..... 6
 - Doctoral degree quarter program..... 12
 - Doctoral degree semester program..... 8
- E. Stipend requests must be filled out completely including full address and all contact information. If the stipend request is not completed in full, it could delay receiving funding or eliminate funding for that term in which stipend was applied for.

- F. Stipends can only be applied for and received in the term that the student currently is enrolled in. The Education Department does not reimburse for previous terms when deadline to apply is missed.

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.
- 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 with ten (10) business days of receipt.

Section 7: Accountability for Stipend Funds

- A. If a stipend recipient who fails to enroll, is expelled, or withdraws from term in which stipend is received, student will be required to pay back stipend amount received. **Note:** Students must repay stipend funds owed in full **prior** to re-entering the CTCLUSI Education Stipend Program.
- B. If a stipend recipient 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.
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 7).

Section 9: Academic Probation

- A. Students are placed on Academic Probation and will receive certified notification 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 7 – 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 Director will be reviewed by the Education Committee if appealed to by Higher Education student. Decisions may be reviewed by the Tribal Chief Executive Officer for consistency with these policies and procedures

after formally appealing to Education Director then followed with formal appeal to the Education Committee. Students can submit to Director of Education a request to speak to the Committee at the next available Education Committee meeting. Education Director can also call for a special meeting if necessary. 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 and/or Education Committee. 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. Final appeal process is Tribal Council subject to code: _____

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 13: 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.

Approved by Chief Executive Officer and initiated effective immediately and utilized until further notice.

Sharol McDade, Chief Executive Officer

Date