



The Confederated Tribes of the Grand Ronde Community of Oregon

Education Division – Higher Education Programs
(503) 879-2275 • FAX (503) 879-2286
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9615 Grand Ronde Road
Grand Ronde, OR 97347

Umpqua • Molalla • Rogue River • Kalapuya • Chasta

FULL TIME COLLEGE PROGRAM (Certificate - Vocational – Undergraduate - Graduate)

POLICIES AND PROCEDURES

The Purpose of this program is to provide funding to Grand Ronde Tribal members pursuing a Vocational Degree or Certificate, Associate, Bachelor, or Graduate Degree from a not for profit accredited College or University. All educational institutions are subject to review and approval by the Education Division, prior to providing funding for Tribal member participation.

I. ELIGIBILITY REQUIREMENTS

Applicants must meet the following requirements to be eligible for program funding:

- A. An enrolled member of the Confederated Tribes of Grand Ronde;
- B. A high school graduate or have earned a GED;
- C. Enrolled at, or accepted for enrollment at a not for profit accredited Academic Institution, College, or University and pursuing a Vocational Degree, Certificate, Associate, Bachelor, or Graduate degree.
- D. Pursuing a degree as a full-time student, with at least 12 credit hours per term / semester for undergraduate students and 9 credit hours per term / semester for graduate students, or full time institution standards;
- E. Apply for Federal Financial Aid for the academic year for which they plan to attend, Graduate students are not required to apply for federal financial aid; and
- F. Apply for at least one outside scholarship each academic year for which they plan to attend and provide verification of application;

II. ACCREDITATION:

- A. All students funded through the Confederated Tribes of Grand Ronde Higher Education Programs must attend a not for profit institution accredited by one of the national or regional accrediting associations listed below in order to be eligible for funding:
 1. **American Medical Association, AMA** (all medical students) <http://www.ama-assn.org/>
 2. **American Bar Association, ABA** (all law students) <http://www.abanet.org/>

3. **Higher Learning Commission of Colleges and Schools, HLC** (Formerly the North Central Association) <http://www.ncahigherlearningcommission.org/>
 4. **Middle States Association of Colleges and Schools, MSA**
<http://www.middlestates.org/>
 5. **New England Association of Schools and Colleges, Inc.-Commission on Institutions of Higher Education, NEASC-CIHE** <http://www.neasc.org/>
 6. **New England Association of Schools and Colleges, Inc.-Commission on Technical and Career Institutions, NEASC-CTCI**
<http://www.neasc.org/ctci/ctci.htm>
 7. **Northwest Commission on Colleges and Universities, NCCU** (formally Northwest Association of Schools and Colleges) <http://www.nwccu.org/>
 8. **Southern Association of Colleges and Schools/Commission on Colleges, SACS-CC** <http://www.sacs.org/>
 9. **Western Association of Schools and Colleges/Accrediting Commission, WASC.** <http://www.wascweb.org/>
- B. All institutions must accept Federal Student Aid (Title IV funding).
- C. Proprietary institutions that do not meet the above criteria may be reviewed for consideration with a legitimate letter of explanation from the student. The appeal letter should be sent to the Education Manager and must express why there is no other institution they can attend that offers a similar program of study that is accredited by the above mentioned accrediting associations. Students must also provide verification of the institution's accrediting agency and the estimated school cost (tuition/fees & books/supplies) from the Financial Aid Office. Proprietary institutions will not automatically be eligible for funding.

III. TERMS AND CONDITIONS:

Students must meet the following terms and conditions to be eligible for program funding:

- A. A completed application must be received at the Education Division office at least 30 days before the beginning of the term/semester for which they are requesting funding.
- B. Students must meet the minimum academic requirements of earning at least 12 credit hours for undergraduate students and 9 credit hours for graduate students, or meet full time status per educational institution standard, and earn equivalent to a minimum 2.0 GPA each term / semester or other grading schedule as per institute.
- C. Students are required to submit a class schedule and grade report to the Higher Education Program staff for each term / semester prior to receiving funding. Failure to submit grade reports and schedules in a timely manner may result in a delay or denial of future funding and/or repayment of the term / semester missing the grade report.

- D. Students are required to submit an Official Transcript at the conclusion of their degree program or their final term/semester of funding. Staff may request a student to submit an Official Transcript at any time and for any reason.
- E. Students are required to submit a copy of their Student Aid Report (SAR) for each year of attendance. Graduate students are not required to apply for financial federal aid.
- F. Students who withdraw for any reason before the term / semester is complete or receive a 0.0 GPA will be required to reimburse the Higher Education Program for the funding advanced and students will not be eligible for additional funding from any Higher Education Programs until the debt owed to the Tribe on behalf of education is paid in full.
- G. Students are encouraged to contact their Institute of attendance to perform a degree evaluation at the end of each academic year. Degree evaluations will assist students to complete their program of study within the maximum award time frame.

IV. FUNDING

- A. The Full Time College program maximum funding limits per term/semester are as follows:

Undergraduate Level:

Vocational or Technical College/Institute or Community College

Quarter System - \$2400 per quarter

Semester System – \$3600 per semester

College or University - Bachelor Degree

Quarter System – \$ 4000 per quarter

Semester System – \$6000 per semester

Graduate Level

Quarter System – \$6,000 per quarter

Semester System – \$9,000 per semester

- B. Funding will be mailed directly to the school of attendance after all required documentation has been received by the Higher Education Program. Funding must be applied towards the cost of tuition and fees first and any remaining funding may be disbursed according to the institutional standards back to the student by the school of attendance.
- C. Students who maintain the program academic requirements are eligible for funding up to the program maximum limits as follows:

Undergraduate Level:

Vocational or Technical College/Institute or Community College - maximum of nine (9) cumulative quarters (terms) or six (6) cumulative semesters.

College or University – maximum of fifteen (15) cumulative quarters (terms) or ten (10) cumulative semesters. This includes all funding received for terms/semesters at the vocational/community college level.

Graduate Level

Masters Degree – maximum of nine (9) cumulative quarters (terms) or six (6) cumulative semesters.

Doctoral and Professional Degree – maximum of twelve (12) cumulative quarters (terms) or eight (8) cumulative semesters.

- D. Students who attend consecutive terms / semesters do not need to submit a new application each year of attendance, but they do need to notify the Full Time Program staff of their plan to continue the next academic year as well as provide a copy of their Student Aid Report, Class Schedule, Previous Term/Semester Grade Report and verification of applying for an outside scholarship.
- E. A recipient who has utilized the Full Time College Program funding to obtain a Vocational Degree or Certificate, Associate, Bachelor, or Graduate degree is not eligible to reapply for funding for a second degree of the same level except under the following circumstances or at the discretion of the Education Committee.
 - 1. Forced career change due to company layoffs or closures.
 - 2. Injury requiring a career change
 - 3. Disability requiring a career change.
- F. Second degree applicants will only be considered after first degree applicants have been funded.
- G. The Full Time College program will not duplicate funding the student receives from a Tribal Vocational or Social Services Program.
- H. Students are only eligible to receive funding for college credit courses through one Higher Education Program at a time, with the exception of the Eula Petite scholarship.
- I. The level of funding for this program is subject to availability of Tribal resources and budget approval. Funding received may be taxable and thus reportable to the Internal Revenue Service.

V. PROBATION, SUSPENSION, AND REPAYMENT

- A. The Higher Education Program Staff will notify program recipients in writing when they fail to meet the program academic requirements.
- B. Students who fail to meet the minimum academic requirements listed in section III B above will be placed on Academic Probation for their next term / semester of attendance.

- C. Students who have been placed on Academic Probation and fail to meet the minimum academic requirements listed in III B above for their next term / semester of attendance will be Suspended from the Full Time College Program.
- D. Students who have been Suspended from the Full Time College Program may apply for reinstatement after they have successfully completed one term / semester at their own expense. Students will be required to meet the minimum academic requirements of earning at least 12 credit hours for undergraduate students and 9 credit hours for Graduate students with a minimum 2.0 GPA for the term / semester and provide evidence of the successful completion to the Higher Education program staff with their request for reinstatement. Students who are approved for reinstatement will be placed on a permanent probation status.
- E. Students who fail to meet the minimum academic requirements two (2) times while receiving full time funding will be placed on a Permanent Probationary status. From that time forward, if the student does not meet the academic requirements of the program, they will be placed on a suspended status and will have to follow the reinstatement process listed in D above.
- F. Students who have been Suspended from the Full Time College program a second time will not be eligible to reapply for reinstatement for a one year period after the notification of the second Suspension.
- G. Students who have been Suspended from the Full Time Program may not use another Education program to meet the reinstatement requirement of paying for one term/semester at their own expense, however they can use any other funding available to them including federal financial aid.
- H. Students who withdraw before the term / semester is over for any reason, drops out, or receives a 0.0 GPA and 0 credits for the term, semester, or grading period will be required to reimburse all awarded funds and they will not be eligible for additional funding until the amount is paid in full.
- I. If a student does not reimburse the Education Division monies owed by the time of a Tribal Disbursement, the amount owed will be withheld from the Tribal Disbursement and credited to the Education Division to reimburse for the debt owed.
- J. Once a student has repaid a debt they will be placed on academic probation for the next three terms or two semesters for which they receive full time funding. .

VI. APPEALS

- A. An applicant/recipient who objects to a decision made by the Full Time College Program may file an appeal. Appeals must be submitted in writing on the Student Appeal Form and include any supporting documentation.
- B. Written appeals should be addressed to the Education Division Manager and mailed or hand delivered to the following address:

The Confederated Tribes of Grand Ronde
Education Division Manager
9615 Grand Ronde Road
Grand Ronde, OR 97347

- C. The appeal should contain at least the following information:
- Anticipated outcome;
 - Dates of Occurrence;
 - Extenuating circumstances (documentation must be provided to verify the extenuating circumstances);
 - Any additional relevant information the applicant/recipient wants the Education Division Manager to take into consideration; and
 - Reason(s) why applicant/recipient believes the decision should be changed.
- D. The Education Division Manager will review the appeal and provide a decision based on the information submitted. The applicant / recipient may request a meeting to present additional oral testimony related to the appeal. Appeals will be forwarded to the Education Committee as necessary.
- E. The Education Committee will review appeals forwarded to them at their next scheduled committee meeting and provide a decision based on the information submitted.
- F. If a student's appeal includes a request for waiver of repayment, and the Education Committee recommends approval of the request, the Education Committee will forward the request to the Executive Review Committee. The Executive Review Committee will review the waiver request and notify the Higher Education Program staff of their decision. The decision of the Executive Review Committee is final.
- G. Students will be notified of the decision in writing via postal mail.
- H. Students cannot appeal a decision or action of the Higher Education Program if it has been more than one year after the action or decision was made.

VII. DEBT

Students who owe a debt to the Education Division for failure to comply with program requirements **will not** be eligible for any Higher Education Program funding until the debt to the Tribe on behalf of Education is paid in full. Once this occurs, the student may apply for funding through the standard application process. Students that have repaid a debt will be placed on **probationary** status for the next three terms or two semesters for which they receive full time funding.

VIII. FRAUD

- A. Students who submit fraudulent grade reports or other fraudulent information will be required to repay all funding disbursed for the fraudulent grading period, as well as any other grading period funded thereafter.

- B. Students who submit fraudulent grade reports will be ineligible for future Education Division funding for **five (5) years** after the debt is resolved.
- C. Students will also remain on a permanent probation status with all Full Time College programs after the debt is resolved.
- D. After Students are again eligible to access the programs in Higher Education they will be required to submit **official transcripts** at the conclusion of each term in order to continue to receive funding.

IX. IMPLEMENTATION AND REVIEW

This policy shall become effective upon review and approval by the General Manager. The Higher Education program staff are responsible for the implementation of this policy upon approval. Any questions regarding the policy or application should be directed to the Education Division Manger. This policy will be reviewed on an annual basis.