



The Confederated Tribes of the Warm Springs Reservation of Oregon (CTWS)
 Higher Education Services
 1110 Wasco Street, PO Box C
 Warm Springs, OR 97761
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**Application Due Date
 July 1st Annually**

Tribal Education Grant Program

(Tribal Scholarship Program for College/University, Masters, Distance Learning & Vocational (Long/Short term))

2016-17 GUIDELINES

I. Purpose

The purpose of the Tribal Educational Grant Program/Tribal Scholarship Program is to assist The Confederated Tribes of the Warm Springs Reservation of Oregon "CTWS" Tribal Members to successfully complete one major (NO minors) in a post-secondary education in the undergraduate programs, masters, distance learning/on-line or vocational program (long/short term) at an approved/accredited institution of higher learning.

Due to tribal scholarship Budgets: The tribal educational grant program/tribal scholarship CANNOT FUND

- Private colleges will be limited.
- Internships and careers that require substantial cost – submit request to Education Committee
- No longer fund below 100 level classes

II. Partnership

Accepting funds from the Tribal Education Grant Program- Tribal Scholarship constitutes a partnership between student and The Confederated Tribes of the Warm Springs Reservation of Oregon "CTWS".

Students are committed to utilize the funding for specified purposes. Funding obtained from the Tribal Scholarship Program is considered a loan/grant.

- If a student completes a program of study, all funding obtained is considered a grant.
- If a student fails to complete a program of study, all funding obtained is considered a loan with payback obligations.
- Student in non-compliance will be placed on a stop payment status.

III. Eligibility Requirements

To be eligible for funding from the Tribal Scholarship Program applicants must meet the following:

Basic Requirements.

- CTWS Tribal Member
- High School Graduate/G.E.D. recipient
- Comply with CTWS Drug Free Work Place.

In addition students must complete the following:

- Student Success Strategies:
- Summer Bridge: complete all below 100 level classes first.
- Complete FAFSA and apply for other scholarships.
- Develop Personal Education Plan with Higher Education. Meet Tribal Scholarship deadline date

IV. Application Process (Checklist)

All students must first meet with Higher Education/Education Committee to develop a Personal Education Plan "PEP". (PEP Includes: HS GPA, Placement tests scores (below 100 level), official transcripts/requirements, registration/academic plan/degree check list, tuition cost/FAFSA/NAS form, full time student-employment and tribal scholarship guidelines: probation/suspension to determine your eligibility for funding from the Tribal Scholarship Program.

Continuing students are required to complete an application for a Tribal Scholarship annually until completion of degree.

Incomplete and/or illegible applications will be returned to student/applicant.

CHECKLIST

- CTWS tribal member
- Submit Official high school transcript & diploma (MHS 541.475.7265) or GED along with test scores.
- By March 1st annually apply for Financial Resources – Free Application for Federal Student Aid (FAFSA) – <http://wwwfafsa.ed.gov> 1-800-4-FED-AID. -Submit fafsa confirmation & award letter
- Student Success Strategies (Higher Education Workshops throughout the year.)
- Summer Bridge if required
 - a) Apply to <http://cocc.edu> (Madras 541.550.4100) (requires \$25.00 app. Fee)
 - b) Receive acceptance letter from COCC
 - c) Register for placement testing on COCC website.
 - b) Submit placement test results to Higher Education.
 - e) Appointment to determine eligibility for Summer Bridge
- PEP Appointment with Education Committee Member and to review tribal scholarship guidelines. (541) 553-3311
- Submit Tribal Scholarship Application for Financial Assistance by **July 1st**.
- Submit personal letter stating education/career goals.
- Submit letter of acceptance from institution.
- Submit official transcripts of all college coursework completed. **ALSO DUE BY JULY 1ST**
- Submit a degree checklist of major requirements. (See college catalog or advisor).
- Submit academic plan on tribal scholarship application & Registration must include billing
- Needs Analysis Summary: 1. Student – complete and sign 2. Submit to financial aid office at their college/university institution. 3. College/University returns to Higher Education
- If a **full time student is working** you must submit a copy of paycheck stub every payday.

OFFICAL TRANSCRIPTS DUE WITH APPLICATION by July 1st

****Applications received after the deadline "July 1st" will not be considered for funding**.**

V. Continued Eligibility

Eligibility for Tribal Scholarship funding apply to all post secondary programs and will continue until student completes a program of study as long as student complies with the following standards:

- Successfully complete each term with Tribal Minimum Academic Standards.
- Submit a copy of grade report or transcript immediately following each term of study. In the event that schools do not furnish a grade report, it is the responsibility of the student to obtain grades from on-line or transcripts from the registrar's office and submits to Higher Education.
- Review and update status by meeting the Director each term.

VI. Tribal Minimum Academic Standards

Students are required to enroll in and complete as follows:

	G.P.A.	Credits	Year
Freshman	2.00	12	
Sophomore Students & Higher Students can enroll 12 to 13 credits when registering for classes that require Lab classes	2.20	15	2012-13
	2.30	15	2013-14
	2.40	15	2014-15
	2.50	15	2015-16

15 credits per term with a minimum 2.50 G.P.A. Exception is made for first-year students, who are allowed to enroll in and complete 12 credits per term with a minimum 2.00 G.P.A.

VII. Academic Status

Students who fail to meet Tribal Minimum Academic Standards in a given term will be subject to progressive academic probation or suspension. If a student submits grade report/transcripts with a 0.00 G.P.A or with 0 earned credits is cause for automatic suspension.

VIII. Academic Probation

Academic Probation will occur if student fails to meet Tribal Minimum Academic Standards. Students will be required to submit a grade report before following term's funding will be processed.

IX. Academic Suspension

Students who fail to meet Tribal Minimum Academic Standards while on probation will be placed on Academic Suspension. Funding will cease and student will be required to conduct an Exit Interview with Higher Education.

A pattern of repeated academic probation will result in Academic Suspension.

Failure to use tribal funding for education purposed as specified immediately ends the *partnership* between student and The Confederated Tribes of Warm Springs and the student is placed on automatic Academic Suspension – the option for probation is not available (Example: Student who accepts a tribal scholarship check does not enroll, does not attend, earns 0 credits or a 0.00 GPA)

X. Regaining Eligibility Status

Students on Academic Suspension may regain eligibility status by:

- 1) Meeting the Higher Education and developing a Personal Education Plan.
- 2) Students seeking to regain eligibility established Application Process (refer to page 1) and submit application by the annual date of July 1st.
- 3) Must fund self one quarter/semester and meet tribal scholarship requirements (see section VI – tribal minimum academic standards) then submit grades before student can be picked up for tribal scholarship funding.
- 4) Students who are suspended because of misuse of Tribal Scholarship funds will be required to repay scholarship

program before eligibility is regained. (For more info see IX. – Academic Suspension.)

- 5) REPETED – Misuse of Tribal Scholarship funding after repayment or based on payback student will be suspended for one year from the tribal scholarship program.

XI. Financial Assistance

Eligible students will receive financial assistance based upon needs analysis summary for the following:

- Tuition.
- Book Allowances
- Educational Living Expenses

Tuition: Tuition will be paid directly to the institution's Financial Aid Office (FAO). Unused tribal funds for tuition and fees will be returned to the Higher Education Office by the institution. In the event, the institution issues a tuition refund directly to the student; it is the responsibility of the student to return monies to the Higher Education Office.

Students who receive a Non-Tribal grant or scholarship for tuition will not be eligible for Tribal Scholarship for tuition.

Students are required to submit a registration for each term of study, which shows classes and tuition costs.

Students must submit all tuition to higher education in a timely manner for payment to be processed.

Repeated classes – student will be responsible to pay for any repeated classes.

Below 100 level classes – CTWS scholarship no longer provides tribal scholarship funding for below 100 level classes.

Example of a below 100 level schedule

Summer	Fall	Winter	Spring	Summer	Fall
Math 10	Math 20	Math 60	Math 65	Math 95	Math 105
?ABS	Wrtg. 60	Wrtg. 65	Wrtg. 95		Wrtg. 121

<https://www.cocc.edu/tutoring-and-testing/>

Students or required to apply for FAFSA. Students Not eligible for FAFSA then the tribal scholarship will pay for tuition and books only for below 100 level classes. Students must do their Below 100 level classes at an in state community college.

Book Allowances: Allowance will be paid directly to student.

Distance/Part-time learning students must submit

- Invoice for books (must include all book information) or
- Submit Original receipts or if
- On-line payment must submit a copy of BANK STATEMENT for proof of payment.

Educational Living Expenses (ELE): An ELE check will be paid directly to student. Once an amount of ELE is established, it is the responsibility of students to provide toward their educational living expenses. Students have the opportunity to provide to the cost of attending post-secondary education institutions by working under the Student Trainee Program and by utilizing Minor's Trust Fund.

Students' Tribal Scholarship for ELE may be processed in two payments for the following students:

1. First Year Students and or
2. Students on Probationary Status

XII. Federal Financial Assistance/Other Scholarships to Supplement the Tribal Scholarship

To supplement the Tribal Scholarship and due to budget constraints with the Tribal Organization

Students are required to file a Free Application for Federal Student Aid (FAFSA) or apply on line <http://www.fafsa.ed.gov> 1-800-4-fed-aid. Submit a Confirmation sheet along with your Tribal Scholarship Application. Later submit a copy of your FAFSA award letter. Students are required to apply (**submit award letters**) for a minimum of five (5) scholarships to supplement tribal scholarship.

Attendance will be required at Financial Aid Workshop sponsored by the Higher Education Services.

<https://www.cocc.edu/financial-aid/> - for additional workshops OR check your college website

Needs Analysis Summary: 1) Student must sign the needs analysis form 2) Submit to college/university financial aid office for their completion. 3) Return form to Higher Education

Any student loans acquired at the institution are the responsibility of the student. The Confederated Tribes of Warm Springs will bear no responsibility for repayment.

XIII. Transfer to another Institution

Students who wish to transfer to another institution prior to completion of a program of study are required to obtain advance approval from Higher Education.

Student is required to follow establish Application Process (refer to Page 1) and fill out an Application for Financial Assistance and submit all applicable documents including official transcripts and transfer credit analysis.

Transfers will not be approved if student has incomplete grades, is currently on probationary status or other reasons that maybe deemed inappropriate for transfer.

Highly recommend that students DO NOT transfer in middle of school year/quarter/semester you may lose your FAFSA grants.

Students who transfer with advance approval will be responsible for all expenses incurred.

XIV. Incomplete Grades

Students who received any "Incompletes" grades will be required to contact the Higher Education to prevent delay in Tribal Scholarship. It is important and necessary for students to submit grade report even if "Incomplete" grades are earned.

XV. Hardship Withdrawal Circumstances

Students who cease attending classes must contact the Higher Education Office immediately to discuss the circumstance and continuation of Tribal Financial Assistance. Proper documentation will be required.

The following hardship circumstances will be considered if a student needs to cease attending classes from school:

- Death in immediate family (Spouse, Father, Mother, Grandparents, Son, Daughter, Sister or Brother).
- Extreme Medical Conditions of Student – will be required to submitted medical verification for withdrawal and submit a release a return to class full-time.

XVI. Graduation

After completing a program of study, students are required to submit:

- Official Transcripts. (Transcripts must be sealed sent directly from College/University).
- A copy of diploma.
- Students are also requested to meet with Higher Education to discuss their educational experience and provide feedback as how to improve services to students.

XVII. Exit Interview

An exit interview is required when students graduate, complete a short-term program, or withdraw from classes.

XVIII. Repayment of Funds

Students who fail to complete an educational program will be responsible to reimburse the Tribal Scholarship Program for all monies advanced for educational purposes. Students who accepted a Tribal Scholarship and do not enroll in a program of study are required to reimburse the Tribal Scholarship Fund. Tribal Accounts Receivable policies will govern repayment of outstanding accounts. Delinquent accounts will be referred to Tribal Court.

XIX. Vocational (Long/Short term) Financial Assistance

Tribal Education Grant Program/Tribal Scholarship guidelines required documents apply to vocational education student (long/short term)

It is important that a career choice be seriously considered when requesting financial assistance for Vocational Education.

- 1) Applicants are eligible for vocational training assistance **one time only**. Students who are funded for vocational education are not eligible for additional funding in other fields. Funding will be considered for related fields (upgrade to existing certification).
- 2) Due to limited funding applicants will be placed on a waiting list or apply at an Oregon community college
- 3) Your application will be reviewed and approved by a committee.

Students seeking Short-Term vocational education (30 days or less) are not required to complete Student Success Strategies and Summer Bridge.

Applications for Short-Term Vocational Education are due 60 days in advance of start date.

Students seeking Long-Term vocational education are required to complete Student Success Strategies and or Summer Bridge.

Applications for Long-Term vocational education are due by July 1st Annually.

Financial Assistance:

Funding for vocational education students vary.

- Students are required to file a Financial Aid Form (FAF). This may be completed on-site at school, as most vocational educational institution required student file federal application.
- Approved students will be funded for 100% tuition, minus and grants student receives. Grants (Pell, State, and Federal) will be applied to tuition.
- Educational Living Expenses: 80% of approved college budget.
- Books: As necessary according to student budget submitted by institution.
- Supplies: As necessary according to student budget submitted by institution.

Transfer to another Institution is not allowed.

XX. Tribal Distance Learning Program (part-time)/on line

Tribal Education Grant Program/Tribal Scholarship guidelines required documents apply to Distance Learning Program/On-line.

Distance Learning/On-line is for Full-time permanent employees and community members and coordinates through the tribal distance education and partnerships. (Intended for employee's who are close to obtaining a degree.)

- Employees who wish to seek funding are required to: Initially meet with their director to outline educational goals.
- A personal education plan will be developed at this initial meeting and finalized as student progresses toward completion of degree.
- Maximum 3-6 credit hours.
- University pre-requirements.
- Remedial Classes.

-Funding is limited to tuition and books only -Funding for part-time employees is not intended to replace departmental training funds. Department

will be required to provide matching funds towards employee's educational expenses.

-Employee must have written agreement signed by supervisor and submit to Higher Education.

XXI. Graduate Program at Master's Level

Tribal Education Grant Program/Tribal Scholarship guidelines required documents apply to the Graduate/Masters Program.

There is a *limited* funding available for students pursuing a Master's Degree. Limited to six students and required to reapply annually until completed.

Must complete:

- All coursework towards a bachelor's degree. Submit official transcripts from college/university and a copy of undergraduate degree.
- Have been formally accepted into a Graduate Program (see "Conditional or Provisional Acceptance").
- Complete the G.R.E., GMAT, LSAT or other graduate exam, if applicable, and provide score to Higher Education office.

There is no funding available for Doctoral Studies.

XXII. Employment

Students who are employed 20 hours or more a week is not eligible for education living expenses. If a student is working they must submit a copy of their paycheck stub every payday.

XXIII. Student Trainee Program TBA will depend on funding for the program

The purpose of the Student Trainee Program is to assist eligible students to earn money and provide towards their educational living expenses.

Students may work under the Student Trainee Program for a total of (320 hours) 8-10 weeks per year in a worksite that relates to their educational goal. **(NO Extensions may be given depending upon availability of funding.)** Eligibility for the student trainee program depends upon student's status with the Tribal Scholarship Program.

Student may work during the following breaks only, provided there is funding available.

- Winter Break
- Spring Break
- Summer Break

Students on Eligible status may begin work as soon after term is over and all paperwork is completed and have **MUST HAVE OFFICIAL TRANSCRIPTS ON FILE**. Students on probationary status are required to submit a grade report prior to being allowed to work. Students who are on Academic Suspension are not eligible to work under the Student Trainee Program.

All Students are required to submit an OFFICIAL TRANSCRIPT at the end of the school year (by July 1st) to determine eligibility status.

Prior to employment, student trainees must complete pre-employment drug test and all appropriate hire papers. All tribal scholarship paperwork must be completed before start date. Students must adhere to Tribal Personnel Policies and to Department Guidelines. The Student Trainee Program budget does not allow for overtime wages.

(All hiring process is completed through the Higher Education Office).

XXIV. Student Success Strategies (SSS)

SSS is developed to prepare student to succeed in college. Topics covered are time management, managing a personal budget, cost of attending college, test taking tips, critical thinking skills, choosing a career. An alternate course may be developed to replace SSS.

XXV. Summer Bridge

- A) Accepted to a College
- B) Required to do a placement test
- C) Submit your scores to Higher Education
- D) Set up an appointment to review your test scores
- E) To determine summer bridge

Summer Bridge is a 10-credit course offered through COCC for first time students and students who are returning to college after a lengthy absence from school.

The course is preparatory classes intended to develop and enhance Reading, Writing and Math skills. Students who have proven exemplary knowledge of the basic skill may be exempt from attending Summer Bridge.

Students enrolled must attend and pass all their classes. The students are required to attend the first week of classes and, if students do not attend the first week of classes the Instructors will drop you from the class.

Students will NOT be funded if they drop or do NOT pass their summer bridge classes.

OUT OF STATE STUDENTS: Must fund self one quarter/semester and pass 12 credits hours or more with a 2.50 GPA or higher

Students are required to submit their grade report to the Higher Education Department at the end of the summer term.

XXVI. Special Circumstances

- a) A special circumstance is giving to tribal member displaced workers.
- b) A second deadline date for tribal scholarship applications is December 1st for current (within last school year) returning students.

Appeals Grievance

Students who disagree with decisions made may submit an appeal to the Higher Education Work Group within 14 days of occurrence.

Address appeal to:

Tribal Education Work Group
ATTN: Higher Education Services
PO Box C
Warm Springs, OR 97761

XXVII. Medical/Dental Assistance

Please contact the Managed Care Program if there are any questions regarding medical coverage.

ATTN: Manage Care Program
1270 Kot-Num, PO Box 1620
Warm Springs, OR 97761

Call 1-800-880-2499
(541) 553.4948
Fax (541) 553.2476.

XXVIII. Higher Education

Carroll Dick carroll.dick@wstribes.org
Or Human Resources Director Phone: (541)553.3262

The Confederated Tribes of the Warm Springs Reservation of Oregon

ATTN: Higher Education
1110 Wasco Street, PO Box C
Warm Springs, OR 97761
Office: (541) 553-3311
Fax: (541) 553-3263

XXIX. Education Committee

The Confederated Tribes of the Warm Springs Reservation of Oregon

ATTN: Education Committee
1233 Veterans Way, PO Box C
Warm Springs, OR 97761
Tribal Council Office: (541) 553-3257
Tribal Council Fax: (541) 553-2241

Questions?

Please call Higher Education Services. Guidelines are revised annually to accommodate rising cost of attending a post-secondary institution and the increase of the number of CTWS tribal members applying for a Tribal Scholarship.