

OCCUPATIONAL CERTIFICATION

Policies & Procedures

PURPOSE

The Purpose of this program is to provide funding to Cow Creek Band of Umpqua Tribe of Indians Tribal members pursuing an Occupational Certificate. Certificates are non-degree awards for completing an educational program of study. All educational facilities are subject to review and approval by the Education Program Manager prior to providing funding for Tribal member participation.

DEADLINES

One month before starting date of the educational program

Students applying for the program must submit their applications and valid receipts through this link:

<https://www.surveymonkey.com/r/cowcreekeducationalbenefits>

*This program falls under the Indian General Welfare Act and is NOT a taxable benefit. You will NOT need to report this on your federal or state income taxes.

ELIGIBILITY REQUIREMENTS

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

- An enrolled member of the Cow Creek Band of Umpqua Tribe of Indians;
- There are no residency requirements.
- A high school diploma or GED is not necessary
- Certificate program must be outlined and established by the educational facility offering said program.

REQUIRED DOCUMENTATION

- Completed Occupational Certificate Program Application
- Letter of Acceptance or copy of Registration from the institute you plan to attend
- Copy of Schedule or Schedule of Course Work to Complete Programming/Certificate

TERMS & CONDITIONS

- Completed application must be received at the Education Department at least 30 days prior to start date of certificate program.
- Students must be on track at all times to complete required programming, according to educational facility.
- Students are required to submit an updated progress report to the Education Program Manager for distribution of funding to educational facility. Failure to submit progress reports in a timely manner may result in a delay or denial of future funding.
- Students who withdraw for any reason before the completing of the certificate program is over will be required to reimburse the Education Division for the funding advanced and will not be eligible for additional funding from any Education Division program until reimbursement is complete.

FUNDING



Maximum Funding Limits per Program OR Calendar Year

Whichever is appropriate for the training period.

- The Occupational Certificate Program funding will be distributed in equal increments based upon the operating system of attendance. The Education Program Manager will work with the educational facility to arrange appropriate distributions.
- Funding will be mailed directly to the school of attendance along with an award letter noting the amount that will be funded and the distribution dates.
- Funding will be for education and any materials needed to complete training and will not cover travel, living expenses, day care, food, rent, etc
- A recipient who has utilized the Occupational Certificate Program funding to obtain a Certificate is not eligible to reapply for funding for a second Occupational Certificate of the same level except under the following circumstances or at the discretion of the Education Program Manager. Certificate "hopping" is not permitted.
 - Forced career change due to company layoffs or closures.
 - Injury requiring a career change
 - Disability requiring a career change
 - Demonstrated career limitations/hardship
- A student who has received an Occupational Certificate can still access the Higher Education Program for additional funding towards an Associate's, Bachelor's, or Graduate degree.
- The level of funding for this program is subject to availability of Tribal resources and budget approval.
- Students must provide a copy of Certificate when completed.

PROBATION, SUSPENSION, & REPAYMENT

- The Education Program Manager will notify program recipients in writing when they fail to meet the program academic requirements.
- Students who withdraw before the Occupational Certificate Program/Training is over without prior communication with the Education Program Manager, will be required to reimburse all awarded funds and they will not be eligible for additional funding until the amount is paid in full and will be on probationary status.

APPEALS PROCESS

- An applicant who is aggrieved by a decision of the Education Program Manager may file an appeal. Appeals must be submitted in writing and received by the Education Program Manager within ten (10) working days of receiving a written decision. The appeal must include any supporting documentation.
- Written appeals should be addressed to the Education Program Manager and mailed or hand delivered to the following address:
 - Cow Creek Band of Umpqua Tribe of Indians
Attention: Education Director
2371 NE Stephens St., Suite #100
Roseburg, OR 97470
- 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 Program Manager to take into consideration; and
 - Reason(s) why applicant/recipient believes the decision should be changed.
- The Education Program Manager will review the appeal and render a decision within fifteen (15) working days after receiving the appeal. The decision will be based on the information submitted. The applicant/recipient may request a meeting to present additional oral testimony related to the appeal.
- Students will be notified of the decision in writing via postal mail.

DEBT

Students who owe a debt to the Education Division for failure to comply with program requirements will not be eligible for any Education Division funding until they are placed in good standing with finance. Once this occurs, the student may apply for funding through the standard application process. Students that have repaid a debt will be placed on a one year probationary status after the debt has been paid.

FRAUD

- Students who submit fraudulent grade/progress 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.
- Students who submit fraudulent grade/progress reports will be ineligible for future Education Division funding for five (5) years after the debt is resolved.
- Students who submit fraudulent grade/progress reports or other fraudulent information will also remain on a permanent probation status with all Education Division programs after the debt is resolved.

CONTACT

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