

# HIGHER EDUCATION

## Policies & Procedures

### PURPOSE

The Purpose of this program is to provide funding to Cow Creek Band of Umpqua Tribe of Indians Tribal members pursuing a Vocational Degree or Certificate, Associate, Bachelor, or Graduate Degree from an accredited College or University. All educational institutions are subject to review and approval by the Education Director prior to providing funding for Tribal member participation.

### VOCATIONAL UNDERGRADUATE GRADUATE

The award amount is based on financial need identified in the financial aid award letter from the college or University. A recipient who has utilized the Higher Education 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.

Doctorate Programs will be reviewed on a case by case basis.

\*This program is NOT a taxable benefit. You will NOT need to report this on your federal or state income taxes.

# DEADLINES

Students **MUST** submit their required documentation by deadline to receive "on-time" funding .

## SEMESTER STUDENTS

Fall - October 15  
Spring - February 15  
Summer - June 15

## TERM STUDENTS

Fall - October 15  
Winter - February 15  
Spring - April 15  
Summer - June 15

**Students applying for the program must submit their applications and the required documentation for each academic year.**

**Students must submit their application through this link:**

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

# REQUIRED DOCUMENTATION

- Letter of Acceptance from the institute you plan to attend
- Signed Funding Acceptance Agreement
- Educational Goals
- Signed Authorization for Release of Information
- Signed Policy Acknowledgement Form
- Copy of Financial Aid Award Letter from college/university
- Copy of Schedule for the term/semester
- Copy of program requirements (may be copied from College/University catalog)

# 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;
- Have obtained a high school diploma, GED certificate, or a home-school diploma;
- Enrolled at, or accepted at, an accredited Academic Institution, College, or University.
- Pursuing a Vocational Degree or Certificate, Associate, Bachelor, or Graduate degree.
- Adhere to all rules and regulations of conduct as established by the College or University;
- There are no residency requirements;
- Apply for Federal Financial Aid (FAFSA) for the academic year for which they plan to attend;

# ACCREDITATION

- All students funded through the Cow Creek Band of Umpqua Tribe of Indians Higher Education Programs must attend an accredited institution of post-secondary education.
- All institutions must accept Federal Student Aid (Title IV funding).

# TERMS & CONDITIONS

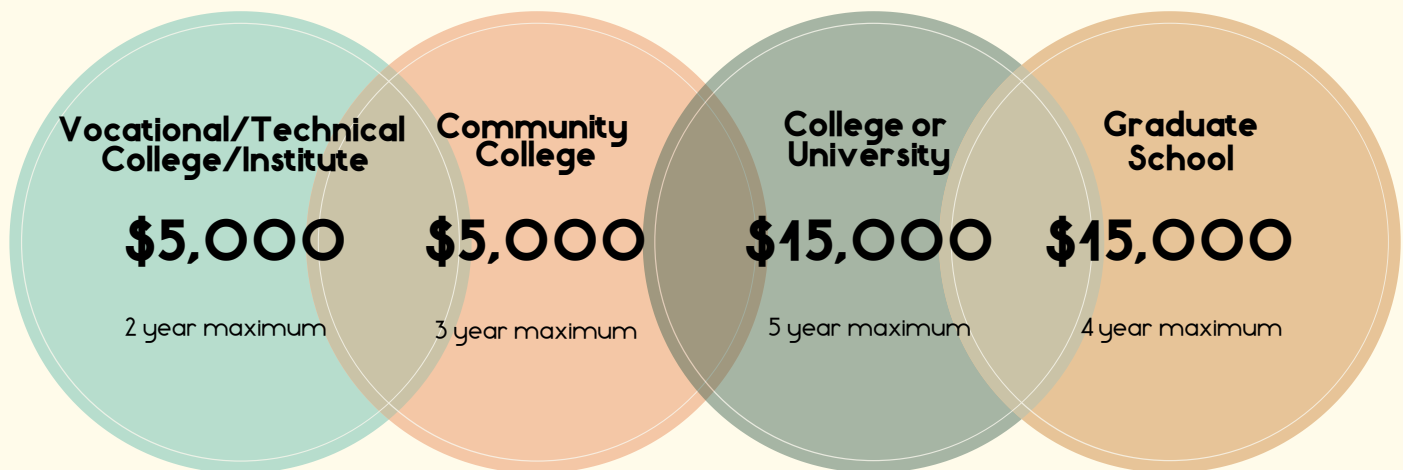
Students must meet the following terms and conditions to remain eligible for continued program funding:

- Students must meet the minimum academic requirements of completing the number of credits for which they were funded through the Higher Education Program and receive a passing grade of A, B, or C.
- Students must take at least 12 credits per term/semester for undergraduate and appropriate number of credits (per university standing) for graduate level to be eligible to receive maximum full-time benefits.
- Students are required to submit a class schedule and grade report to the Education Director for each term/semester they receive 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.
- Students are required to submit a copy of their Financial Aid Award Letter for each year of attendance.
- Students who withdraw for any reason before the term/semester is over without prior contact with the Education Direction will be required to reimburse the Education Division for the funding of that class.

# FUNDING

The Higher Education program funding will be distributed in equal increments based upon the operating system of attendance, with the maximum funding limits set in accordance with the operating system. The following funding is based on full-time attendance status. Part-time attendance status will be adjusted proportionately to the amount of credits taken.

## Maximum Funding Limits per Academic Year



\*The level of funding for this program is subject to availability of Tribal resources and budget approval.

\*Doctorate Programs will be reviewed on a case by case basis.

Funding will be posted to the Tribal member's Rapid Pay card. A letter will be emailed to the student noting the amount of funding for each term/semester. Funding must be applied towards the cost of tuition, books, and fees first and any remaining funding may be used by the student to offset living expenses.

# FUNDING continued

A recipient who has utilized the Higher Education 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 and Tribal Board approval:

- 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 a certificate or two year Associate degree can access the Higher Education Program for additional funding towards a Bachelor Degree. Students who have received a Bachelor Degree can access the Higher Education Program for additional funding towards a Graduate Degree.

# PROBATION, SUSPENSION, & REPAYMENT

- The Education Program Manager will notify program recipients in writing when they fail to meet the program academic requirements.
- Students who fail to meet the minimum academic requirements listed above will be placed on Academic Probation for their next term/semester of attendance.
- Students who have been placed on Academic Probation and fail to meet the minimum academic requirements listed above for their next term/semester of attendance will be suspended from the Higher Education Program.
- Students who have been suspended from the Higher Education Program may apply for reinstatement after they have attended one term/semester at their own expense. Students will be required to meet the minimum academic requirements of earning at least an A, B, or C for the term/semester and provide evidence of the successful completion to the Education Program Manager with their request for reinstatement. Students who are approved for reinstatement will be placed on Academic Probation for the term/semester for which they have been reinstated. If the student meets the minimum academic requirements for the reinstatement term/semester then they will be removed from probation.
- Students may only be placed on an Academic Probationary status two (2) times while receiving funding. After a student is placed on Probationary status for the second time, 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 above.
- Students who have been suspended from the Higher Education program a second time will not be eligible to reapply for reinstatement for a one year period after the notification of the second Suspension.
- Students who have been suspended from the Higher Education Program may not use another Education program to meet the reinstatement requirement of paying for one term/semester at their own expense.
- Students who withdraw before the term/semester is over without prior communication with the Cow Creek Education Director for that grading period, will be required to REIMBURSE all awarded funds and will not be eligible for additional funding until the amount is paid in full.
- Once a student has repaid a debt they will be placed on academic probation for a one year period from the date the repayment has been made. Students will be on probationary status with all Higher Education programs.

# 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 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 reports will be ineligible for future Education Division funding for five (5) years after the debt is resolved.
- Students who submit fraudulent grade 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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