

OCCUPATIONAL CERTIFICATION/LICENSE PROGRAM

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 or License. Certificates are non-degree awards for completing an educational program of study. All educational facilities are subject to review and approval by the Education Department prior to providing funding for Tribal member participation.

DEADLINES

One month before starting date of the 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.

APPLICATION REQUIRED DOCUMENTS

- Completed Occupational Certification/License Program Application
- Letter of Acceptance or copy of Registration from the institute you plan to attend
- Copy of Schedule or Schedule of Coursework 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.

FUNDING



\$7,500

Maximum Lifetime Funding Limit

- The Occupational Certification/License Program funding will be distributed in equal increments based upon the operating system of attendance. The Education Department 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 student who has received a Certificate or License 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 or License when completed.

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 Department 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 Department and mailed or hand delivered to the following address:
 - Cow Creek Band of Umpqua Tribe of Indians Attention: Education Department
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 Department to take into consideration; and
 - Reason(s) why applicant/recipient believes the decision should be changed.
- The Education Department 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.

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 Department 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 Department programs after the debt is resolved.

CONTACT

Email: info-education@cowcreek-nsn.gov

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Address: 2371 NE Stephens St., Suite #100, Roseburg, OR 97470

Website: cowcreekeducation.com