

# 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 an Associate, Bachelor, or Graduate Degree from an accredited, non-profit College or University. All educational institutions are subject to review and approval by the Education Programs Manager prior to providing funding for Tribal member participation.

### UNDERGRADUATE GRADUATE

All Tribal applicants must submit a Student Aid report from the college or University. A recipient who has utilized the Higher Education Program funding to obtain an 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 or funding may be significantly delayed.

## SEMESTER STUDENTS

Fall - July 15  
Spring - November 15  
Summer - May 15

## TERM STUDENTS

Fall - August 15  
Winter - November 15  
Spring - March 15  
Summer - May 15

**Students applying for the program must submit an application and the required documentation each academic year (fall).**

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

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

# APPLICATION REQUIRED DOCUMENTS

- Letter of Acceptance from the institute attending or for returning students, a previous term/semester grades
- Copy of Financial Aid Award Letter from college/university or FAFSA Summary Submission
- Copy of schedule for the term/semester

# 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, non-profit Academic Institution, College, or University;
- Pursuing a Associate, Bachelor, or Graduate degree at a non-profit school;
- Adhere to all rules and regulations of conduct as established by the College or University;
- Apply for Federal Financial Aid (FAFSA) for the academic year for which they plan to attend;
- Must be in good standing with FAFSA, school attending, and Cow Creek Education Department;
- There are no residency requirements

# 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 eligible institutions must be non-profit and 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 current GPA of 2.0 or higher.

Students must be enrolled as a full time student to receive maximum full-

- time benefits. For undergraduates, this is 12 credits per term/semester and individual universities set the standard for post graduate work.

Students are required to upload a class schedule and grade report for each

- term/semester they receive funding. Failure to upload grade reports and schedules may result in a delay or denial of funding.

- Students are required to submit a copy of their Financial Aid Award Letter (or FAFSA Summary Submission) for each year of attendance.

Students are required to inform the Education Department of any changes.

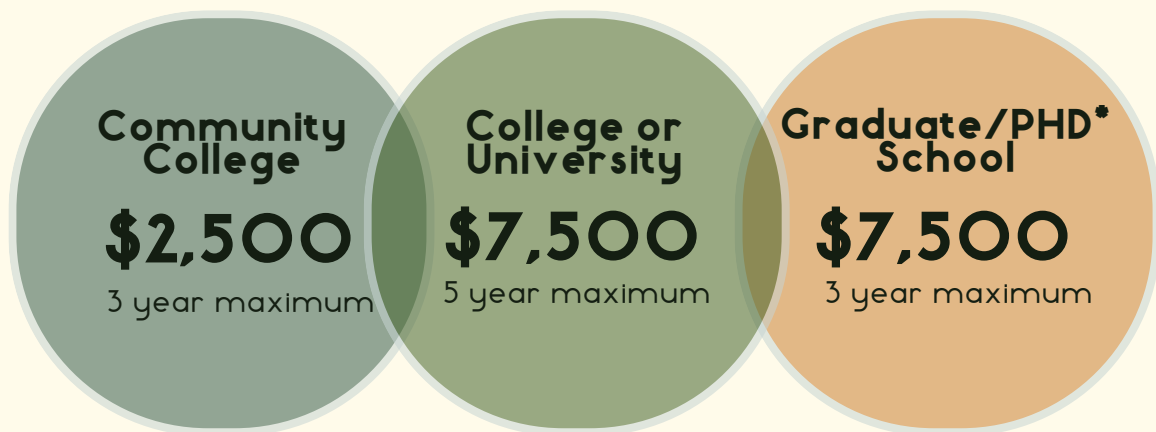
- Those who withdraw for any reason before the term/semester is over without prior approval of the Education Department will be penalized.

# FUNDING

The Higher Education program funding will be distributed in equal increments based upon the operating system of attendance, with the maximum funding limits outlined below. 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

**(Calculated Fall - Spring, if you are planning on attending summer, notify the Education Department before your spring payment. Failure to notify us may result in denial of funding for summer.)**



\*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 may be posted to the Tribal member's preferred method of payment or the Education Department may choose to direct pay the college/university at their discretion. 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 an 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
- Documented injury requiring a career change
- Documented disability requiring a career change
- Demonstrated career limitations/hardship

A student who has received a 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 Department 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 Department 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 who receive an F or equivalent in a class will retake that class at their own expense.
- 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 Department for that grading period, will be penalized and will be on academic probation for a one year period upon their return.

# APPEALS PROCESS

An applicant who is aggrieved by a decision of the Education Department 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 staff 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 reports or other
- fraudulent information will be required to repay all funding disbursed for the fraudulent grading period.

- Students who submit fraudulent grade reports will be ineligible
- for future Education Department 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 Department programs after the debt is resolved.

# CONTACT

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Website: [cowcreekeeducation.com](http://cowcreekeeducation.com)