

January 15, 2008

Students,

Please be advised that the Policy Handbook that is to accompany this is in revision at this time.

There will be notable changes to this handbook for this academic year 2008-2009, so please contact this office by email, or call to leave your address so that one of these handbooks can be mailed to you as soon as they are completed. It is imperative that you read this handbook thoroughly.

Contact information

tribaled@cslt.org

877- 575-0086 or (406) 675-2700

Ext. 1073 or Ext 1072

**CONFEDERATED
SALISH AND KOOTENAI
TRIBES**

Higher Education Scholarships

Student Policy & Procedures

**2007-2008
Academic Year**

Application Deadline: May 1, 2007

Confederated Salish and Kootenai Tribes
Tribal Education Department
POLICY & PROCEDURES
Academic Year 2007-2008

1. INTRODUCTION:

The Tribal Council is committed to providing an opportunity for enrolled tribal members to pursue higher education including vocational training. Tribal Higher Education scholarships for the school year 2007-2008 will be available to students to pursue their chosen course of study.

ALL STUDENTS SHOULD READ THIS THOROUGHLY.

All students who receive financial aid from the Confederated Salish & Kootenai Tribes are subject to the provisions contained in this handbook of education scholarship policies. Every effort will be made to be fair and equitable given our available resources.

The Scholarship Officer is available to assist students in completing Higher Education, Vocational Training and Pell Grant applications, provide information on financial aid sources, assist in choosing a school or career and help with the problems encountered while a student is attending school.

Applications are to be mailed to:

Tribal Education Department
P.O. Box 278
Pablo, MT 59855

Returned To:

Tribal Education Department Scholarship Officer
Upstairs in the N.W corner of the new
Tribal Complex
P.O. Box 278
Pablo, MT 59855

(406) 675-2700 ext. 1072

Student toll-free number: 1-877-575-0086

Or faxed to:

(406) 275-2814

Applications can be faxed however, a hard copy of the application must be submitted into the Tr. Education office within 5 working days

Application deadline to May 1, 2007

Only students who submit a complete scholarship application packet by **MAY 1, 2007 will be considered for funding.**

What is a COMPLETE application?

NO application will be accepted without the following:

- 1. Tribal Education Application**
- 2. Privacy Act signed and initialed.**
- 3. Certificate of Indian Blood (attached or already on file with TED)**
- 4. Copy of High School Diploma/G.E.D. (Unless you're a new H.S. Graduate than a copy can be submitted after your graduation date)**
- 5. You must have sent the Needs Analysis Part 1 to the Financial Aid Office of the school of your choice.**
- 6. Copy of Acceptance letter from the school you plan to attend. (Or already have letter on file IF you are a continuing student.)**
- 7. You must have filed your Free Application for Federal Student Aid (FAFSA)**

2. APPLICANT ELIGIBILITY:

The tribal funding that an applicant may receive is supplemental to other forms of federal and campus-based financial aid. An applicant must apply for federal funding the Free Application For Federal Student Aid (FAFSA) or (PELL), Supplemental Educational Opportunity Grant (SEOG), State Student Incentive Grant (SSIG), and College Work-Study and Montana University Systems Native American Fee Waiver. Funds can be used to pay for tuition and fees, room and board, books, and miscellaneous expenses related to school.

To be considered eligible for a Tribal Scholarship applicant must meet all of the following criteria at the time of application:

- 1. Be an enrolled member of the Confederated Salish & Kootenai Tribes.**
- 2. Must possess a high school diploma or GED, and**
- 3. Admitted for enrollment in a regionally accredited institution.**

The course of study must be from an accredited institution and must result in the attainment of a degree, certification or other instrument, which indicates successful completion.

3. ACADEMIC CREDIT LIMIT:

Academic Demand Requirements:

Students may be provided financial assistance to complete the following:

Associate Degree: maximum quarter credits of 134

Associate Degree: maximum semester credits of 70

Bachelor Degree: maximum quarter credits of 225

Bachelor Degree: maximum semester credits of 154

Students who have exceeded the maximum credit allowance may petition the Tribal Education Department for financial consideration.

4. PRIORITY FOR FUNDING:

Students will be funded based on availability of funds in the department and the following criteria:

1. Continuing students in good standing – full time 15 cr. (12 cr. Minimum)
Continuing student - is a student who has not taken an absence from school for more than a quarter or semester.
2. New students – full time 15 cr. (12 cr. Minimum)
New students – students who have never before received Tribal Higher Education funding.
3. Returning students – full time 15 cr. (12 cr. minimum)
Returning student – is a student who has taken a break from school for one or more quarters or semesters.
4. Part-time students – tuition, fees & books up to \$3,000.00. (6-11 credits)

Should our budget allow Tribal Education to support additional students the non-need student will be considered. However, should the current demand for scholarships continue, NOT all eligible applicants can be funded.

INCARCERATED APPLICANTS:

Applicants under the jurisdiction of tribal, state or federal penal institutions are ineligible to receive funding while they are incarcerated.

DRUG CONVICTIONS:

Applicants who have been convicted of a drug charge will not be considered for funding for two years after the conviction.

PART-TIME STUDENTS:

Part-time students are students carrying less than 12 credits.

SUMMER SCHOOL:

To the extent that funds are available, students wishing to attend summer school may receive financial assistance from the Tribal Scholarship Program to off set the cost of tuition, fees and books. Applications will be approved on a case-by-case basis.

GRADUATE FUNDING:

Graduate students are students who have received their first B.A or B.S. A small set-aside for students attending graduate programs will be available. Selection will be based on meeting the application deadline of **May 1, 2007**, and academic standing. The award amounts will be based on the number of applications received. During the 2007-2008 academic years, this amount will be capped at \$2,000 per graduate student.

VOCATIONAL TRAINING:

The program and course of study must be fully accredited by a state, professional review group, or regional accrediting agency. Vocational Training programs offering students the federal PELL grant will be considered for funding. Vocational training programs that do not offer the federal PELL grant to students will not be funded. A limit of 4 one year vocational/technical training certificates can be obtained and must remain within the number of specified credit hours. Applications for vocational training are submitted on the same forms and criteria as higher education.

A limited number of vocational training programs are available locally. Students who have an interest should consult with school counselors, Kicking Horse Job Corps Center, Salish Kootenai College, Missoula or Kalispell Technical Centers.

INDIANS FROM OTHER TRIBES:

The scholarship office will accept applications for BIA federal funding from members of federally recognized Indian Tribes who maintained a permanent resident on the reservation for one (1) year preceding the application. Applicants are advised that the priorities established by the Tribal governing body is, that members of the CS&KT are given priority over other applicants. To the extent resources permit, non-CS&KT applicants will be accepted. The only funds applicable are those funds that are identified as federal. No tribal funding will be expended on non-enrolled tribal members. Under the Bureau of Indian Affairs rule – other tribes may be eligible for funding. The reality is that enrolled Confederated Salish & Kootenai Tribal members have exhausted funds in the past years.

5. EDUCATION CONTRACTS:

A tribal department and a tribal employee may negotiate educational contracts for the purpose of providing a tribal member employee an opportunity to gain professional education to fill a professional position within a tribal department. Students who negotiate and enter into an educational contract with their department will be limited in financial assistance from the Tribal Education Department. Education loans that are incurred under an education contract are the responsibility of the student.

6. CONTRACTS MEDICAL / HEALTH COVERAGE

Most schools offer a Health Insurance ie: Blue Cross Blue Shield). Tribal members who are Tribal Health eligible can waive the insurance IF you have first contacted the Tribal Health Department to file the proper paperwork to continue Tribal health Coverage while at school. Contact “Contract Services” to obtain the proper documentation.

7. GENERAL SCHOLARSHIP:

Student Responsibilities:

1. To apply for funding and have all items submitted by the **May 1**.
2. To read and understand the student handbook and to ask questions if the handbook is not clearly understood.
3. Funded students **must submit a current grade report at the end of each quarter/semester** to determine academic standing in the scholarship program.
4. Declare major area of study by the end of their second year and inform Tribal Education Department of any changes.
5. Funded students must maintain acceptable institutional academic standards or the following actions will be necessary: In the event a student is dropped for academic reasons from an institution he/she will be ineligible for assistance from the CS&KT for a period of one (1) year. Students must achieve their own reinstatement satisfactory to the institution. No Tribal Education Department funding will be available during that time.
6. Funded students must achieve a minimum of a 2.00 GPA and complete a recommended 15 credits or (at least 12) academic credits per quarter or semester.
7. Quarter students must accumulate 45 academic credit hours each year; semester students must accumulate 30 academic credit hours each year.
8. Each funded student must submit a course outline for the academic year.
9. All students must re-apply each year for funding in accordance with the new funding year procedures and timeline.

10. Students must accept the financial aid package (excluding loans) as provided by the college or university. Any financial aid declined will not be the responsibility of the Tribal Education Office to add to the student's budget.
11. Free Application for Student Aid (FAFSA) or PELL applications must be filed by the due date of the school that the student is going to attend.
12. Full time, "distance education" courses, (15 credits or more) will not be funded. However, freshman and sophomore status students may enroll in up to six (6) credit hours distance education to demonstrate extended working knowledge of the Internet, ability to complete independent study, and course success. Juniors and seniors will be limited to nine (9) credit hours of "distance education" specific to their course of study. Students have the option to petition the Tribal Education Department to take additional credits.
13. Students can not be in "default" status with other funding sources.

8. SCHOLARSHIP DISBURSEMENTS:

Awards will be disbursed to the Financial Aid Office at the school the student attends. Disbursement is made on a semester or quarterly basis depending on the system the school used. Ex: University of Montana is semester and Salish Kootenai College is quarter.

9. OUT-OF-STATE SCHOOLS:

Students attending out-of-state schools will be funded at in-state tuition level. Any additional costs will be the responsibility of the student. The Tribal Education Department maintains information on scholarships and web information.

10. PRIVATE COLLEGES:

Students who attend private institutions may be awarded no more funding than students who attend a public in-state college.

11. OUT -OF- COUNTRY SCHOOLS:

Students attending out-of-country schools will not be funded. Students who, as a part of their course of study, are placed in foreign countries as an extension of their domestic course of study may petition the scholarship officer for consideration for additional assistance or approval.

12. APPEALS PROCESS:

1. The Scholarship Officer will make the initial decision on scholarship awards, applying the established criteria in the Student Handbook Policy & Procedures. Students will be notified of incomplete application packets, allowing the student sufficient time to correct the deficiencies.
2. If a student is dissatisfied with the initial decision by the staff person, he or she must appeal in writing to the program director for review within ten (10) working days.
3. If a student is still dissatisfied he or she must then appeal in writing to the reservation-wide Tribal Education Committee (TEC) within the specified time period of five (5) working days. Their decision will be final.

13. CALENDAR & TIME LINE - WHAT TO DO AND WHEN

NOV. & DEC. 2006 Write to each school for admission application and financial aid forms, to determine which forms are required.

JAN. 2007 Tribal scholarship applications are available from the Tribal Education Office.

Free Applications for Federal Student Aid (FAFSA) also known as the Pell Grant, will be available from school financial aid offices for the 2007-2008 year. Remind your parents that your financial aid application will soon be due so they can begin gathering financial records. If the school you are applying to does not have electronic data processing it may take up to six weeks before your FAFSA and Student Aid Report (SAR) will be processed and returned. Tribal Education Department does have computer stations available to student use. Students under 24 must report your parents income unless you are married or/and have a child/ren.

FEB. 2007 Fill out the FAFSA as soon as possible in order to get back the SAR. It is recommended that the FAFSA be mailed no later than the end of March.

MARCH 2007 Tribal scholarship applications are accepted by the Tribal Education Department. **Due date for accepting the Tribal Scholarship is MAY 1, 2007.**

Students who apply after the May 1 due date will not be considered for funding.

JULY 2007 Students are notified by mail in mid July whether they have been selected for or denied an award.

ADDITIONAL INFORMATION:

According to Tribal Personnel (2005) the following areas are professions which are in need of trained tribal members for which there exists current professional employment opportunities.

Education, all areas; Engineering and Computer Sciences, Geographic Information Systems (GIS),

Attorneys	Fisheries Biologist I & II
Carpentry fields	Forester I & II
Clinical Nurse	Geographic Information Systems
Community Health Nurse	Journalism field
Dental Hygienist	Pharmacists
Dentists	Safety/Compliance Manager
Electrical Fields	Social Workers
Engineer - Civil and Electrical	Teacher positions - Two Eagle River School
Engineering I & II	Teacher/Supervisor - Early Childhood Services
Environmental Protection – wetlands	Vocational Instructors (KHJCC)
Environmental Scientist	Wildlife Biologist I & II

NOTES:

Amended 12/21/99
Updated 12/2/-00
Updated 01/29/02
Amended 02/6/03
Amended 01/10/05
Amended 01/11/07