

**CONFEDERATED  
SALISH AND KOOTENAI  
TRIBES**

**Higher Education Scholarships**

**Student Policy & Procedures**

***Deadline May 1, 2010***

**2010-2011  
Academic Year**

**Application Deadline: May 1, 2010**

**Confederated Salish and Kootenai Tribes**  
**Tribal Education Department**  
**POLICY & PROCEDURES**  
**Academic Year 2010-2011**

**1. STATEMENT OF POLICY:**

The Confederated Salish & Kootenai Tribes promote and encourage education beyond high school for Tribal members. The Higher Education and Vocational Training Scholarship Program is administered by the Tribal Education Department (TED). Each year, the TED submits the Scholarship Program's Students handbook of Policies and Procedures to the Tribal Council for approval. The approved Policies and Procedures are in effect for the academic year they are approved.

**STUDENTS PLEASE READ THIS HANDBOOK**

All students who receive a higher education scholarship 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.

**HIGHER EDUCATION MATURITY**

Lack of serious attempt in academic progress may result in loss of funding. Funds advanced are recoverable based on your signature and agreement contained in your application agreement.

The CSKT wants to support their tribal members to gain post-secondary education and training to become responsible citizens of our communities. To that end, we need serious students.

**Application deadline to May 1, 2010**

## **Submittal requirements:**

Applications are to be mailed to:	or	Return to:
Tribal Education Department		Tribal Education
Scholarship Officer		Scholarship Officer
P.O. Box 278		Tribal Complex
Pablo, MT 59855		(406) 675-2700 ext. 1072
Student toll-free number: 1-888-835-8766		fax: (406) 275-2814

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

All students must read and understand the Policy and Procedures. Questions or clarification should be made to the TED Scholarship Officer at the above contact options.

## **2. APPLICATION PROCESS**

Only students who submit a complete scholarship application packet by <b>MAY 1, 2010</b> will be considered for funding.
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What is a **COMPLETE** application?

**A complete application includes the following:**

1. Tribal Education Application
2. Privacy Act signed and initialed
3. 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)
4. You must have sent the Needs Analysis Part 1 to the Financial Aid Office of the school of your choice
5. Copy of Acceptance letter from the school you plan to attend (or already have letter on file IF you are a continuing student)
6. You must have filed your Free Application for Federal Student Aid (FAFSA) / Pell

The Tribal Education Department is working to protect your privacy. We are attempting to replace Social Security numbers with Student ID numbers. Please include your student ID number.

**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
4. Students cannot be in “default” status with other funding sources

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 individuals. 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.

#### **ELIGIBLE INSTITUTIONS:**

The course of study must be from a regionally accredited institution and must result in the attainment of an AA, AS, BA, BS degree, Certificate, or another instrument indicating successful completion. These institutions will accept Pell funding from the Department of Education.

#### **MEDICAL / HEALTH COVERAGE:**

Most schools offer a Health Insurance (ie: Blue Cross Blue Shield). Tribal members who are **Indian Health Service eligible** should contact the Contract Care Division of Tribal Health (406) 745-3525. Arrangements to have the cost of the institutions insurance reimbursed or paid can be made. **STUDENTS!** You must **first** contact the Indian Health Department Contract Care department to assure that your eligibility paperwork is updated. At this time, **you** will notify IHS of the educational institution you will be attending and be able to discuss health options available to you while there. The Tribal Education Department recommends you take the campus based care for minor emergency coverage.

### **3. SELECTION PROCESS**

## **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. Non-Need students – tuition, fees & books up to \$3,000.00. (If funding is available)

## **ACADEMIC CREDIT LIMIT:**

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.

## **VOCATIONAL TRAINING:**

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 (no cost to student) @ (406) 644-2217, Salish Kootenai College, Missoula or Kalispell Technical Centers. Each of these includes placement options at the time of completion.

The program and course of study you choose must be fully accredited by a regional accrediting agency. Vocational Training programs offering students the Federal Pell grant (FAFSA) 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.

## **CSKT PRIORITY FIELDS OF STUDY:**

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

Accountants / CPA's	Fisheries Biologist I & II
Attorneys	Forester I & II
Carpentry fields	Geographic Information Systems
Clinical Nurse	Journalism field
Community Health Nurse	Pharmacists
Construction/Heavy Equipment	Safety/Compliance Manager
Dental Hygienist	Social Workers
Dentists	Teacher positions: Two Eagle River School
Electrical Fields	Teacher/Supervisor - Early Childhood Services
Engineer – Civil, Electrical and Graphic	Teachers: K-12 schools
Engineering I & II	Vocational Instructors (KHJCC)
Environmental Protection – wetlands	Wildlife Biologist I & II
Environmental Scientist	

#### **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.

#### **4. SCHOLARSHIP RECIPIENTS RESPONSIBILITIES:**

1. Complete application submitted by **May 1**.
2. Must submit a current grade report within 30 days of the end of each quarter/semester.
3. Declare major area of study by the end of their second year.
4. Inform Tribal Education Department of **any** changes (ie. major, address- email, residence or course schedule).
5. Must maintain acceptable institutional academic standards.
6. Must achieve a minimum of a 2.0 GPA accumulative and pass a minimum of 12 credits per quarter/ semester.
7. Must submit a course outline for the academic year.
8. Students must submit a new application for each year they wish to be considered for scholarship funding.
9. Complete the Free Application for Student Aid (FAFSA) or Pell application each academic year.

#### **5. OTHER SCHOOL OPTIONS**

**DISTANCE EDUCATION:**

Full time, “distance education” courses, (12-15 cr.) may be funded. The institution must accept Pell (FAFSA) from the Department of Education. This assures only quality education for students and quality schools. However, freshman and sophomore students will be encouraged to enroll for only 6 credits to demonstrate extended working knowledge of the Internet, ability to complete the independent study, and course success. Junior and Senior can enroll fulltime. All students must notify TED that distance education is included in your studies.

**SUMMER SCHOOL:**

Students who select summer school are still subject to the \$5000 maximum per academic year. To the extent that funds are available, students wishing to attend summer school may receive financial assistance from the Tribal Scholarship Program to offset the cost of tuition, fees and books. Applications will be approved on a case-by-case basis.

**OUT-OF-STATE SCHOOLS:**

Students attending out-of-state and private schools will be funded at in-state tuition level and will still have a maximum of \$5,000.00 per academic year.

**OUT -OF- COUNTRY SCHOOLS:**

Students attending out-of-country schools will be funded on a case-by-case basis.

**GRADUATE FUNDING:**

A set-aside amount of \$40,000 for students attending graduate programs will be available each fiscal year. 20 students are funded per year; each student can receive up to \$2000 per year depending on need.

**6. CSKT FINANCIAL POLICY****SCHOLARSHIP DISBURSEMENTS:**

All undergraduate and graduate awards will be disbursed to the Financial Aid Office at the school the student attends. Disbursement is made by semester [twice per yr.] or quarter [three times per yr.] basis depending on the system the school uses and the students Needs Analysis. (Ex: University of Montana is semester and Salish Kootenai College is quarter) Please know your summer will be inclusive of your annual award.

**FINANCIAL AID PACKAGES:**

Students must accept the financial aid package (excluding loans) as provided by the college or university. Students are encouraged to apply for other scholarships based on your chosen career or other options you may receive matching your interests. Any financial aid declined will not be the responsibility of the Tribal Education Office to add to the student’s budget.

**FINANCIAL AID INFORMATION:**

It is your responsibility to follow through with your Part II: Needs Analysis. Contact your school's financial aid office to be sure your financial aid file is complete at the latest one full month prior to school beginning.

In 2008, the CS&K Tribal Council has approved a maximum award amount of \$5,000.00 per academic year. Disbursements are made by semester or quarter amount.

## **7. ACADEMIC CONSEQUENCES**

### **CSKT SCHOLARSHIP PROBATION:**

In the event a student should fall below 2.0 GPA or not successfully complete a minimum of 12 credits per quarter/ semester, they will be placed on CSKT Scholarship Probation or immediate suspension depending on each situation. Probation will consist of students being monitored by the scholarship officer not limited to but possible options listed below:

- a. Control the release of funding to monthly disbursements
- b. Withhold a quarter/semester funding
- c. Place the student on CSKT Suspension

### **CSKT SCHOLARSHIP SUSPENSION:**

Funded students must maintain acceptable institutional academic standards. In the event a student fails to maintain policy minimum requirements in two consecutive quarters/ semesters, he or she will be automatically ineligible for assistance for a period of one full year. During the one year suspension the student must demonstrate their ability to achieve academic success at their educational institution. No Tribal Education Department funding will be available during that time.

### **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 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.
  - Provide a copy of your current grades
  - A written recommendation from your advisor
  - Communicate with the committee in person or by tele-conference.

## CALENDAR & TIME LINE - WHAT TO DO AND WHEN

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

JAN. Tribal scholarship applications are available from the Tribal Education Office or [www.cskt.org](http://www.cskt.org).

Free Applications for Federal Student Aid (FAFSA) [www.fafsa.gov](http://www.fafsa.gov) also known as the Pell Grant, will be available from school financial aid offices for the 2010-2011 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 children.

FEB. 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.

JAN-APRIL Tribal scholarship applications are accepted by the Tribal Education Department.

### MAY 1, 2010

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

JULY Students are notified by mail in mid July whether they have been selected for or denied an award. Call your financial aid office at your school in July to make sure you have completed all your internal paperwork at the school to assure they can complete and send the form back to this office.

\*\*It is the student's responsibility to follow through with your Part II: Needs Analysis. Contact your school's financial aid office. (See July above)

### NOTES:

Amended 1/15/08  
Amended 2/10/09