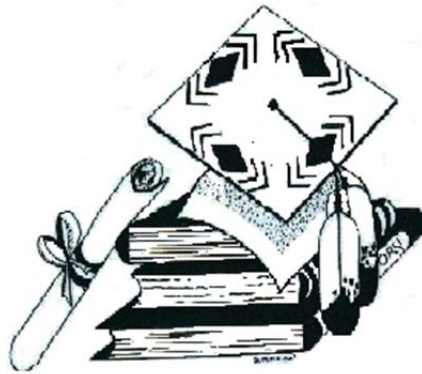


*CONFEDERATED
SALISH AND KOOTENAI
TRIBES*

**2012-2013
ACADEMIC YEAR**



**HIGHER EDUCATION SCHOLARSHIPS
STUDENT POLICY & PROCEDURES**

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.

STUDENTS 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 a school or career and also assist 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 CS& K Tribal Council wants to support the tribal members to gain post-secondary education and training to become responsible citizens of our communities.

Application deadline May 1, 2012

Submittal requirements:

Applications are to be mailed to:

Tribal Education Department

P.O. Box 278

Pablo, MT 59855

(406-675-2700 ext. 1074/or

(406)675-2700 ext. 1072

Fax: (406) 275-2814

Toll-free number: 1-888-835-8766

Applications may be faxed to **406-275-2814** however; an original of the faxed application must be submitted into the Tribal Education Department in Pablo, Montana 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.

APPLICATION PROCESS

Students who submit a **complete** scholarship application packet by MAY 1, 2012 will be considered for funding.

What is a COMPLETE application?

- Tribal Education **Application** (General Information page)
- **Privacy Act** signed and initialed
- Copy of **High School Diploma/G.E.D.** (*2012 H.S. graduates must submit a copy of your diploma by July*).
- You must have sent the **Needs Analysis to the Financial Aid** Office of the school of your choice. Your Financial Aid Office will send it back to Tribal Education Department on or before August 1.

Please include your student ID number given to you by your registrar/admissions office.

- Transcripts:
 - Continuing/current students** must have their “Official” transcript to the Tribal Education Department by the second week of July.
 - Returning students** (*former students*) must get an “official transcript” on or before May 1 to the Education Department. Most schools will send an official transcript at your request to your funding source with your signed release of information. This is your responsibility to obtain this.
 - New students** (never have attended a college/university or vocational training institute) do not have transcripts to submit.
- Copy of **Acceptance letter** from the school you plan to attend (*or you already have a letter on file IF you are a continuing student*)
- You must have filed (*completed and submitted*) your **Free Application for Federal Student Aid (FAFSA) / Pell**
- SAR (student aid report) is to be submitted to The Tribal Education Department.

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

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 the applicant must meet all of the following criteria at the time of application deadline:

1. Be an enrolled member of the Confederated Salish and Kootenai Tribes.
2. Must possess a high school diploma or GED, and
3. Admitted in a regionally accredited institution.
4. Students cannot be in "default" status with other funding sources.

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 Health Insurance (i.e.) Blue Cross Blue Shield). Tribal members who are Indian Health Service eligible should contact the Contract Care Division of Tribal Health & Human Services (THHS), (406) 745-3525 to make arrangements to have the cost of the institutions insurance reimbursed or paid. **STUDENTS!** You must first contact the THHS - Contract Care department to assure that your eligibility paperwork is updated. At this time, you will notify THHS 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 that you take the campus based care for minor emergency coverage.

Application Deadline: May 1, 2012

SELECTION PROCESS

PRIORITY FOR FUNDING:

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

Continuing students in good standing – full time 15 cr. (12 cr. Minimum) is a student who has not taken an absence from school for more than a quarter or semester.

New students – full time 15 cr. (12 cr. Minimum) is a student who has never before received Tribal Higher Education funding.

Returning students – full time 15 cr. (12 cr. minimum) is a student who has taken a break from school for one or more quarters or semesters.

Non-Need students – tuition, fees & books up to \$3,000.00 (only if funding is available)

ACADEMIC CREDIT LIMIT:

Students who complete the following Degrees may be provided financial assistance:

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. Two certificates in non related fields may be obtained however, the third and fourth certificates must relate to a previous obtained certificate.

Applications for vocational training are submitted on the same forms and criteria as higher education.

Application Deadline: May 1, 2012

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

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 (2) two years after the conviction.

SCHOLARSHIP RECIPIENTS RESPONSIBILITIES:

1. Complete application submitted on or prior to May 1, 2012
2. Must submit a current grade report within 30 days of the end of each quarter/semester by mail, e-mail, fax (quarter/semester grades are not required to be "official" grades).
3. Declare major area of study by the end of your second year.
4. Inform Tribal Education Department of any changes (i.e. major, address, email, phone number and 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.

Application Deadline: May 1, 2012

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 students 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 wanting to attend summer school may receive financial assistance from the Tribal Scholarship Program to offset the cost of tuition, fees and books. Students must select this option if they plan to attend summer school. 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 \$2,000 per year depending on need.

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 (two times per yr.) or quarter (three times per yr.) basis depending on the system the school uses and the students Needs Analysis. (Example: 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

Application Deadline: May 1, 2012

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

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

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:

- Control the release of funding to monthly disbursements
- Withhold a quarter/semester funding
- 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/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:

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.

If a student is still dissatisfied he/she must then appeal in writing to the reservation-wide Tribal Education Committee (TEC) within the specified time period of five (5) working days. TEC's decision is 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 Apply 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.

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

Free Applications for Federal Student Aid (FAFSA) www.fafsa.gov also known as the Pell Grant, will be available from school financial aid offices for the 2012-2013 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. The Tribal Education Department has computer stations available for student use. Students under 24 must report your parent's income unless you are married and/or have children.

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

MAY 1, 2012 Students who apply after the May 1 due date will not be considered for funding for the academic year.

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 financial needs analysis 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 to assure it has been sent to the Tribal Education Office. (See July above)

Application Deadline: May 1, 2012