

**WALKER RIVER PAIUTE TRIBE
ADULT VOCATIONAL TRAINING (AVT) POLICY**

SECTION I – PURPOSE:

The Walker River Paiute Tribal Adult Vocational Training Grant Program is to assist enrolled Walker River Paiute Tribal members acquire the job skills necessary for full time satisfactory employment.

The purpose of this policy is to set forth procedures and requirements to govern the awarding of vocational education scholarships as administered by the Adult Vocational Education Grant Program.

SECTION II – ELIGIBILITY:

To be eligible for a grant, an applicant must be:

1. An enrolled member, certified with the Walker River Paiute Tribe.

SECTION III – DETERMINATION:

1. The responsibility of determining an applicant's eligibility shall lie with the Walker River Paiute Tribe Education Department.
 - a. Eligible students who demonstrate a financial need.
 - b. This funding is done on a quarterly basis.
 - c. The main criteria will be based upon the availability of funds.
 - d. Funds cannot be used to pay debts that have already been incurred from previous semester(s).

SECTION IV – STANDARDS OF GRANT APPLICATION & FUNDING:

Contingent upon funding made available by the Walker River Paiute Tribe, eligible students will be funded according to the following:

1. Applicants will be funded based upon a completed application. A completed application consists of:
 - a) An Adult Vocational Training (AVT) Application on file.
 - b) A letter of acceptance from the vocational training school/program or proof of enrollment.
 - c) Provide documentation of financial need, which includes tuition, transportation, room/board, and

books/supplies from the vocational training facility financial office.

- d) An official document from the adult vocational training institution referencing duration, cost, course, and other requirements.
 - e) High school diploma or GED
 - f) Applicant must have satisfactory standing within all Walker River Paiute Tribe BOE grant funded programs.
2. Incomplete applications may be considered if reason is beyond student's control.
 3. Continuing students **must** submit progress reports quarterly to remain in the program. Students may apply twice a year, each standard semester, if their program runs into another semester or if they are in a program longer than 12 months, or a program that runs into a new fiscal year.
 4. Grants will be awarded based upon need and the availability of funding. Students may receive up to fifty percent (50%) of demonstrated need not to exceed \$2,500 per semester or \$5,000 per year. Vocational training grants can be awarded for the length of the training program, not to exceed two (2) years, as long as the student demonstrates satisfactory progress. A one-year extension may be granted for registered nurse training.

Section V – ACADEMIC REQUIREMENTS:

The following requirements for academic progress will be used to determine continuation of funding under the Adult Vocational Training Program:

1. A student will maintain a minimum of 2.0 grade point average (GPA), if applicable, or satisfactory progress reports quarterly for the duration of the training program.
2. A student earning less than a satisfactory report or unsatisfactory attendance/compliance with program guidelines will not receive continued funding.
3. Failure to complete a program funded through the Adult Vocational Training Program will result in the student being terminated from the program. The student must pay back all funds awarded for that program before he/she is eligible for future funding through any tribal education program.

SECTION VI – APPEAL PROCEDURES:

RIGHT TO A HEARING

Upon filing a written request as provided herein, a participant shall be entitled to a hearing before the Board of Education.

DEFINITIONS

1. A participant is defined as anyone participating in a program or funding sponsored by the WRPT Education Department.
2. Appeal or complaint is defined as any dispute with respect to the WRPT Education Department regulations, guidelines, or procedures, which affects the rights, duties, welfare or status of the participant.

PROCEDURE PRIOR TO A HEARING

Any appeal or complaint shall be presented in writing to the Education Director so that the appeal may be informally discussed and settled without a hearing. The appeal or complaint must be signed by the participant and filed with the Education Director.

If the appeal is not resolved informally, then the complaint will be heard by the WRPT Board of Education.

PROCEDURE TO OBTAIN A HEARING

Request for a Hearing: The complainant shall submit a written request for a hearing to the Education Director and be heard within twenty (20) days or next regular meeting (whichever occurs first) after receipt of such request.

THE HEARING

1. The Hearing shall be held within twenty (20) days or next regular meeting (whichever occurs first) by the WRPT Board of Education.
2. If the complainant fails to appear or make himself/herself available by phone at a scheduled hearing, the WRPT Board of Education may make a determination that the complainant has

waived his/her right to a hearing. The complainant shall be notified in writing of such a determination.

DECISION OF THE BOARD OF EDUCATION

1. The decision of the WRPT Board of Education shall be based solely and exclusively on the facts presented at the Hearing.
2. The WRPT Board of Education shall prepare a written decision, together with the reasons within twenty (20) days after the Hearing. A copy of the decision shall be sent to the student and a copy will be kept on file.

FINAL DECISION

1. The final decision shall lie with the Walker River Paiute Tribal Council.
2. Request for a Hearing: The complainant shall submit a written request for a final hearing to the Tribal Council Secretary and be heard within twenty (20) days or next regular meeting (whichever occurs first) after receipt of such request.
3. The decision of the Walker River Tribal Council shall be based solely and exclusively on the facts presented at the Hearing.
4. The Walker River Tribal Council shall prepare a written decision, together with the reasons within twenty (20) days after the Hearing. A copy of the decision shall be sent to the student and a copy will be kept on file.