

# **WALKER RIVER PAIUTE TRIBE** **HIGHER EDUCATION GRANT PROGRAM POLICIES**

## **SECTION I – PURPOSE:**

The Higher Education Grants Program is a financial program based on need to provide educational opportunities for Walker River Paiute Tribal members to attend a higher education institution. The program criteria are based on the Walker River Paiute Tribe's annual funding agreement with the Bureau of Indian Affairs. This program is designed to offer support and guidance to Walker River Paiute Tribal members in attaining a higher education.

Students must be entering or continuing with their post secondary education at the undergraduate level and require financial support. The Walker River Paiute Tribal funding is a **supplementary** financial aid program and is distributed in a fair and equitable manner.

## **SECTION II – ELIGIBILITY:**

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

1. An enrolled member, certified with the Walker River Paiute Tribe.
2. Students may be eligible for funding up to five (5) years (10 semesters).

## **SECTION III – CONFLICT OF INTEREST:**

1. The WRPT Board of Education will abide by the Walker River Paiute Tribe Personnel Policy Manual, Chapter VII, 7.3 Conflicts of Interest & Nepotism (c) Councilmen, committee or board members, ...
2. Board members shall refrain from any actions involving family members that may be construed as a conflict of interest.

#### **SECTION IV – DETERMINATION:**

1. The responsibility of determining an applicant's eligibility shall lie with the WRPT Education Director.
2. Eligible students who demonstrate a financial need.

#### **SECTION V – STANDARDS OF GRANT APPLICATION AND FUNDING:**

Contingent upon the amount of funds made available to the Walker River Paiute Tribe, eligible students will be funded according to the following policies.

1. Applicants will be funded based upon a completed application. A completed application consists of:
  - a. A Higher Education Grant application.
  - b. A letter of acceptance from the college or university or proof of enrollment.
  - c. A Financial Needs Analysis (FNA) completed by the college financial aid officer documenting financial need.
    - (i) Upon unavailability of completed financial needs analysis (FNA) from the college financial aid officer, a student may submit appropriate documentation verifying financial need.
2. If a continuing student, official grade transcript must be submitted upon request.
3. High school diploma or GED.
4. The Higher Education Grant application deadlines are as following:

#### Fall Semester

- July 1<sup>st</sup>, **Grant Application Page** must be submitted for Fall Semester. (Prefer completed application)
- July 15<sup>th</sup>, **Notification of application status** to be sent out by letter from WRPT Education Department.
- July 31<sup>st</sup>, **Final deadline** for all information to be submitted for Fall Semester.
- Higher Education funding submitted for final approval to WRPT Board of Education at August meeting.
- Letters sent to all applicants approving or denying higher education funding.

#### Spring Semester

- November 1<sup>st</sup>, **Grant Application Page** must be submitted for Fall Semester. (Prefer completed application)
- November 15<sup>th</sup>, **Notification of application status** to be sent out by letter from WRPT Education Department.
- November 30<sup>th</sup>, **Final deadline** for all information to be submitted for Fall Semester.
- Higher Education funding submitted for final approval to WRPT Board of Education at December meeting.
- Letters sent to all applicants approving or denying higher education funding.

5. Continuing students must re-apply each semester for a Higher Education Grant by the deadline date. This process includes: (a) Application and (b) Grades.
6. Incomplete applications may be considered if reason is beyond student's control in accordance with appeal procedures.

**SECTION VI – CALCULATION OF AWARD:**

The calculation process of the award for applicants is based on a Financial Needs Analysis (FNA) and the Unmet Need.

$$\text{Total Expenses} - \text{Total Resources} = \text{Unmet Need}$$

Total Expenses: Tuition/Fees, Room/Board, Books/Supplies, and Transportation.

Total Resources: Pell Grants, other grants, scholarships.

Calculation of Award:

The college Financial Aid Officer (FAO) completes the tribes' Financial Needs Analysis (FNA) form, which represents the school's recommendation for funding for the Higher Education program. Fulltime status or a minimum of 12 credits is required.

Funding areas to be considered for Higher Education: (maximum allowed per semester)

- A. Tuition and fees. (\$3,000.00 maximum allowed)
- B. Books, material and supplies. (\$500.00 maximum allowed)
- C. Room and Board. (\$3,000.00 maximum allowed)
- D. Transportation. (\$500.00 maximum allowed)

Expenses will be limited to those maximum amounts stated above only. Resources will include Pell grants, state grants or awards, and other scholarships. Student resources will not include parent or students expected family contribution, student work-study, loans, or other items requiring a payback.

Example:	<u>Expenses</u>		<u>Resources</u>	
	Tuition	\$3,000	Pell	\$2,500
	Room/Board	3,000	Scholarship	<u>750</u>
	Books/supplies	500		\$3,250
	Transportation	<u>500</u>		
		\$7,000	Expenses	\$7,000
			Resources	<u>- 3,250</u>
			Unmet need	\$3,750

Total of all students unmet need x determined percentage = \$20,000  
(or amount allocated for that semester)

Example: \$100,000 unmet needs (total of all students unmet needs)  
x 20% (determined percentage) = \$20,000

Student Example: \$3,750 unmet need x 20% = \$750.00

## **SECTION VII – ACADEMIC REQUIREMENTS:**

The following requirements for academic progress will be used to determine continuation of funding under the Tribal Higher Education Grants Program.

The students must notify the Education Director in writing immediately upon electing not to proceed with their courses or at any time are dismissed from school. The student is responsible for filing a withdrawal from the school. Failure to make this contact may adversely affect future funding.

1. All students will maintain a minimum of 2.0 grade point average (GPA) for at least 12 credit hours per semester/quarter.
2. Those earning less than a 2.0 in one semester will then be placed on Academic Probation.
3. Students withdrawing or leaving school after funds have been distributed will automatically be suspended from the Higher Education Grants Program until they show that they have returned equivalent dollar amount received.

## **SECTION VIII – ACADEMIC PROBATION OR SUSPENSION:**

1. A student who does not meet the minimum academic requirement for one term will be funded on Academic Probation during the next term.
  - a. Academic Probation Requirement: Student will be required to receive a 2.0 or higher GPA on college credits equivalent to that amount that was lost resulting in being placed on academic probation.
  - b. Notification of this action will be made to the student by letter; lack of notification does not negate the action. If

substantial progress is not made during probationary period, the student's Tribal funding may be suspended.

2. Once a student's Tribal funding has been suspended, the student will not be considered for funding **UNTIL** the student, through other funding sources, earns a minimum of college credits equivalent to what was previously funded for and lost, earning a 2.0 or higher GPA.
3. After a student reinstates his/her Tribal funding by fulfilling the requirements, he/she will continue to be eligible for funding as long as he/she maintains the academic requirements stipulated by the program.
4. Special circumstances may be considered by the WRPT Board of Education on a case-by-case basis and through the appeal process.

#### **SECTION IX – APPEAL PROCESS:**

1. Special circumstances may be considered by the WRPT Board of Education on a case-by-case basis and through an appeal process.
  - a. Students have the opportunity to contact the WRPT Board of Education to appeal any decision made by the WRPT Education Director within 30 days of receiving decision.
  - b. All appeals will be handled within 30 days of receiving notice of an appeal made by an applicant.

#### ***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.

### **SECTION X – AUDIT OF HIGHER EDUCATION PROGRAM:**

1. A minimum of 5 randomly chosen applicant files will be audited for accuracy by the WRPT Board of Education at the August and December WRPT Board meetings in closed session. The audit is to take place before higher education funding can be released to applicants.
2. The audit process will consist of the entire funding cycle from grant application to receipt of funds.