

KARUK EDUCATION DEPARTMENT HIGHER EDUCATION GRANT PROGRAM POLICY

July 22, 2010

1. Purpose

Grant funds are to supplement the total financial aid package prepared by the student and financial aid officer.

2. Objective:

Under the administration of the Bureau of Indian Affairs, Department of the Interior Indian Education, Higher Education Grant Program, funding is used to provide financial aid to eligible Indian students to enable them to attend accredited institutions of higher education.

3. Uses and Restrictions:

Grant funds are to supplement the total financial aid package prepared by the college financial aid officer. Funds are intended to assist students who attend a college or university full time (12 or more units). Funds are to be used solely for the purpose of expenses for the attendance at the college or university where the applicant is enrolled. Grant payments are sent directly to the school financial aid office. No funding is available for Graduate Students per Bureau of Indian Affairs Restrictions.

4. Application for Service

- (a) All students interested must apply for Higher Education assistance by completing the Education Grant Award Application (Appendix A). Applications are also available online at www.karuk.us/education/. Applications may also be obtained by contacting the Education office by phone, writing, in person, fax or by email. Applications must include all information required, including supporting documentation outlined in Higher Education Checklist. Incomplete applications will not be processed. Determination of applicant eligibility will not be made by telephone.
- (b) Returning students are required to submit grades from the previous semester(s).
- (c) If the school the applicant is requesting assistance for does not have a Financial Aid Officer (FAO) you may contact the Karuk Higher Education Coordinator for assistance
- (c) Information recorded in the application will be treated confidentially.

5. Securing information

- (a) Applicants are responsible for submitting all required information regarding their circumstances for the purpose of determining eligibility and need. All applicants will be asked to authorize a release of information. Applicants will be informed in advance of the type of information needed and the source to be used.
- (b) Information collected in the application will be used for providing statistical records required by the Office of Indian Education Programs.

6. Determination

- (a) Action to approve or deny an application shall occur within thirty days of the date of receipt of *completed* applications. Actions to be taken include approving, denying, or suspending/terminating financial assistance pursuant to eligibility criteria set forth in item 6.
- (b) The Karuk Education Coordinator will submit completed application for final approval by Tribal Chairman. Decisions where extraordinary or complex issues arise shall be made by the Education Committee.
- (c) Any Tribal Member submitting an application for a Higher Education Grant that has defaulted on a tribal loan will be determined to be ineligible for assistance until loan has been brought current and applicant has been removed from defaulted loan list.

7. Eligibility Criteria

- (a) Applicants must be an enrolled member of the Karuk Tribe.
- (b) Applicants must apply for assistance from other federal, state, county, tribal or local programs for which they may be eligible concurrently with the grant application submitted to the Karuk Tribe.
- (c) Every applicant shall truthfully and fully complete all application forms. Applicants providing fraudulent information will be ineligible from Karuk Higher Education assistance for one (1) year from date of determination.
- (d) Applicants that owe defaulted loans to the Tribe must bring their loan into compliance.
- (e) Applicants must be pursuing an AA, AS, BA, or BS degree.
- (f) Students must be enrolled full time. Full time is usually defined as 12 units.

- (g) Students must maintain a 2.0 grade point average.
- (h) Students must remain in good standing with the educational institution they attend.
- (i) All applicants receiving assistance shall at all times comply with the regulations, rules and terms of the Karuk Tribe's Higher Education Program.
- (j) Under no circumstances shall any applicant exceed the program limitations.
- (k) Applicants who refuse to apply for other financial resources to meet their needs, or refuse to make reasonable efforts to comply with other program guidelines will result in ineligibility for Karuk Higher Education Program.
- (l) If a student who has qualified and received a scholarship for a full time schedule drops to a less than full time schedule, their future eligibility will be reduced by an amount prorated for the amount of credits not completed. If the student does not maintain the required grade point average (2.0), the student will forfeit their eligibility until such time that they provide proof that they have brought up their grade point average.

For example: If the scholarship amount for the semesters in question is \$1000, the amount is divided by the required number of units (12) multiplied by semesters (2) = 24 units per year for the full time student.

\$1000 divided by 24 unit = \$41.66 per unit
 Completed units: 9 the first semester and 12 units the second semester
 Student is eligible for: \$375 + \$500= \$875
 Reduction to the following year's grant is \$125.00

8. Standard of Assistance

- (a) Assistance by Karuk Higher Education Program is limited to 6 years total.
- (b) Assistance is dependent upon on availability of funding.
- (c) Assistance will be paid directly to financial aid office of the educational institution where the student is enrolled.

9. Post Assistance Requirements

- (a) Students must carry and complete a minimum of 12 units per semester maintaining a 2.0 grade point average. Students who fall below these standards will be placed on probationary status.

- (b) When on probation a student will be penalized the following funding year by either not receiving any funds due to having a GPA of less than 2.0 or receiving a prorated scholarship amount based on an incompleteness of a 12 unit average per semester the year they received a full scholarship.
- (c) Students will be released from probationary status after a full year of being penalized and/or not receiving a Higher Education Grant.
- d) To be removed from probationary status prior to being financially penalized, students must bring their grade point average and/or unit load average to the required level that would average the standards over the failing semester within the same school year they are receiving a scholarship. For example:

Fall semester grade point average (GPA)	1.7
Required Spring Semester grade point average (GPA)	2.3
Average	2.0
Fall semester completed units (enrolled 12, failed 2)	10
Required spring unit enrollment (must pass with 2.0)	14
Average	12

Students may elect to make up units and grade point averages during summer school or enrolling in other non traditional, off semester class schedules.

10. Distance Education/ Internet Courses

Students that are interested in obtaining their education through distance education/internet courses are bound by the same policies for traditional on campus courses financial assistance is restricted to the same grant award amount. Please be advised that not all distance education/internet courses will meet the association of accreditation criteria.

11. Grievance

Decisions of the Tribal Education Department can be appealed based upon a written request. The Grievance process shall be as follows:

The complainant shall submit the written grievance to the Tribal Education Coordinator. The Coordinator will review all material available, including any new information submitted, within 15 working days and make a determination. The Director may request additional time of the complainant to construct a response if needed. Complainant can move to the next level of the grievance process if not satisfied.

The complainant shall submit the written grievance to the Tribal Education Committee. Committee will review all material available within 10 working days and make a determination. The Committee may request additional time of the

complainant to construct a response if needed. Complainant can move to the next level of the grievance process if not satisfied.

The complainant shall submit the written grievance to the Karuk Tribal Chair. The Chair will review all material available within 10 working days and make a determination. The Tribal Chair may request additional time of the complainant to construct a response if needed. Complainant can move to the next level of the grievance process if not satisfied.

The complainant shall submit the written grievance to the Karuk Tribal Council. The Council will review all material available within 10 working days and make a determination. The Tribal Council may request additional time of the complainant to construct a response if needed. The Decision of the Karuk Tribal Council on all programmatic issues is final.

12. Prohibition against harassment

Applicants dissatisfied with decisions made regarding their determination of eligibility, level of assistance or other issues are prohibited from intimidating or harassing employees during or outside regular business hours. All grievances are to be resolved according to the process described in Section 9- Applicants may contact the Education Department between the hours of 8-5, Monday through Friday. Any applicant determined to have harassed or intimidated employee(s) will be permanently disqualified from receiving assistance from program.

Harassment is defined as:

Disruptive Behavior – an act or communication that disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes yelling, using profanity, waving of arms or fists, or verbally abusing others; making inappropriate demands for time and attention; making unreasonable demands for action.

Intimidation – an act towards another person, the purpose of which is to coerce, and the result of which could reasonably cause the other person to fear for his/her safety or the safety of others.

Threats of Violence – a communicated intent to inflict physical or other harm on any person or on property.

Act of Violence – Exercise of physical force against another person or against property.