

## Quileute Higher Education Scholarship Policies

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The intent of the Quileute Higher Education Scholarship Program is to assist with the costs associated with higher education and to encourage enrolled Quileutes to complete a degree or certificate program. The expenses included in the cost of attendance for fulltime students are in-state tuition/fees, books/supplies, room/board, transportation, personal, and other. It is not guaranteed that all expenses associated with the cost of attendance will be funded. New and continuing awards are based on a limited availability of funds. Unforeseen circumstances and exceptional circumstances will be reviewed case by case according to the Quileute Higher Education Scholarship Policies.

### How and when to apply:

Complete a Quileute Higher Education Scholarship Application Packet available in person, by fax, online, through email, or through postal mail. This will require:

- A copy of the student's Quileute Tribal Certification of Indian Blood (CIB) Document
- A cover letter describing goals and reasons for applying for scholarship assistance
- The student to sign a Student Needs Assessment Form authorizing the release of information to the Quileute Higher Education Scholarship Program
- The *student* to send the Student Needs Assessment Form to the institution's Financial Aid Department to be completed by a Financial Aid Officer
- A copy of the student's upcoming term course schedule
- Verification that student has applied to two outside scholarships

Applications will be accepted **January 2<sup>nd</sup> through March 31<sup>st</sup>** for the following academic school year (for example, students intending to receive scholarship in the fall of 2014, will need to apply during January 2<sup>nd</sup> through March 31<sup>st</sup> of 2014). The school year includes fall, winter, and spring terms only. If applications are submitted after March 31<sup>st</sup>, they will be considered late applications. All late applications may be considered for single-term scholarship award based on available funds.

### Review of Scholarship Request:

The Quileute Higher Education Scholarship process can take up to 20 business days. Allow up to 10 business days for processing of scholarship application, and an additional 10 business days for processing scholarship payments. Completed applications will be reviewed by the Quileute

Scholarship Coordinators in the order that they are received. A letter of approval or denial will be mailed to each applicant after the review process has been completed.

### **Eligibility Requirements**

- Be an enrolled member of the Quileute Tribe
- Be enrolled in a nationally accredited school or institution
- Attain in-state residency at your school or institution
- Be enrolled in a term during fall, winter, or spring. Students are not eligible for scholarship assistance during summer terms.
- Have completed a FAFSA (<http://www.fafsa.ed.gov>), and sent it the student's institution
- Have unmet need as determined by FAFSA
- Complete the student's financial aid packet at their institution
- Maintain fulltime status each term
- Maintain a quarterly/semester grade point average, GPA, of at least a 2.0
- Have completed all courses a student was enrolled in with no withdrawals or incompletes

### **Continuing Eligibility**

Scholarships will be awarded at the beginning of each academic school year. A letter will be sent to students informing them of approval or denial. Approval letters will include the awarded scholarship amount for the academic school year, as well as details explaining the disbursements that will occur each term. At the end of each term students must submit:

- A copy of their grades
- A copy of their upcoming term course schedule

If grades and the schedule meet eligibility requirements, then a request for the disbursement of the scholarship assistance amount for the following term will be made within 10 business days of receiving these documents. Allow an additional 10 business days for processing of payment.

### **Academic Probation**

If students fail to meet eligibility requirements during a term, they will be placed on academic probation for the following term. Academic probation is meant to give the student a chance to regain eligibility. If a student is unable to meet eligibility requirements during the academic probation period they will then be ineligible for scholarship assistance. In order to regain eligibility, the student must:

- register for a fulltime course load at their own expense for one term
- maintain a 2.0 GPA for one term
- complete all courses the student enrolled in

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If students on academic probation, or students who have failed to regain eligibility during academic probation, wish to receive future scholarship assistance, they are required to reapply for the following academic school year.

### **Withdrawing From a Course(s)/Program**

If a student withdraws from a course(s)/program after receiving scholarship assistance they are terminated from the Quileute Higher Education Scholarship Program. The student will be required to repay the value of any benefit received in accordance with the Quileute Administrative Offset Ordinance. After repayment is completed, the student can become eligible for scholarship assistance in the future. If withdrawal is due to an unforeseen circumstance, the student can appeal scholarship termination. See Process to Appeal Scholarship Termination Due to an Unforeseen Circumstance Section.

### **Process to Appeal Scholarship Termination Due to an Unforeseen Circumstance**

If a student becomes ineligible for scholarship and is terminated from receiving scholarship assistance due to an unforeseen circumstance, that is not likely to occur again, they can submit a letter and documentation within 10 business days of the date of the incident to appeal termination. If the circumstance is substantial then a decision can be made by the Quileute Scholarship Coordinators to reinstate scholarship assistance for the following term. There are no unforeseen circumstances that automatically qualify a student for reinstatement of scholarship assistance.

Unforeseen circumstances that may be considered substantial can include, but are not limited to:

1. Serious illness of the student. Proper documentation could include a doctor's note verifying the student's illness.
2. Serious illness or death in the student's immediate family (mother, father, siblings, spouse, or children). Proper documentation could include an obituary or memorial/service brochure.
3. Emergency financial obligations. Proper documentation could include proof of job loss, or spouse's job loss.
4. Active duty military services, including active duty for training. Proof of active duty requirements.

Unforeseen circumstance that will not be considered substantial can include, but are not limited to:

1. Class content became too difficult for student
2. Loss of transportation to and from learning institution
3. Accepting a new job which conflicts with studies
4. Did not officially withdraw from courses on time if dropping a course

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## **Reapplying for the Quileute Higher Education Scholarship**

- All students, even students currently receiving scholarship assistance, are required to reapply for the Quileute Higher Education Scholarship for each academic school year during the application period (January 2<sup>nd</sup> through March 31<sup>st</sup>).
- If a student changes institutions during the academic school year after already being approved for scholarship assistance, they will be allowed to reapply for the Quileute Higher Education Scholarship outside of the application period for the remainder of the school year. If a student changes institutions, their scholarship assistance will be adjusted based off their new need as determined by FAFSA and the Student Needs Assessment Form. However, due to funding availability they will not be eligible to receive more scholarship assistance than the amount previously awarded for the academic school year.

## **Maximum Amount of Scholarship Assistance a Student can Receive Per Year**

There are maximum amounts of scholarship assistance that a student can receive per year based on the type of school they attend and the degree they are seeking. These amounts are not guaranteed to each student. The amount of scholarship assistance a student receives is based off the student's needs as reflected in the Student Needs Assessment Form. If the Student Needs Assessment form reflects need greater than the maximum amount, the student can only receive up to the maximum amount. It is the responsibility of the student to find additional funding for the remaining costs. If needed, the Quileute Scholarship Coordinators can help students identify alternative scholarships. The maximum amounts of scholarship assistance a student can receive per year are listed below:

- University Undergraduate/Bachelor's-\$15,000 (\$5,000 per quarter or \$7,500 per semester)
- University Graduate/ Master's and Doctorate's- \$5,000 (\$1,667 per quarter or \$2,500 per semester)
- Community College-\$9,000 per year (\$3,000 per quarter or \$4,500 per semester)
- Vocational, seeking undergraduate degree/ Associates and Bachelor's -\$15,000 per year (\$5,000 per quarter or \$7,500 per semester)
- Vocational, seeking graduate degree/ Master's and Doctorate's-\$5,000 per year (\$1,667 per quarter or \$2,500 per semester)
- Vocational, certification seeking- \$5,000 per year

## **Maximum Number of Years a Student Can Receive Scholarship Assistance**

There are a maximum number of years that a student can receive scholarship assistance per degree type. A student is not guaranteed funding for the maximum number of years. If a student

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does not complete their degree within the maximum number of years allotted, they are ineligible to receive scholarship assistance for the additional amount of time it may take the student to complete their degree. If a student earns their degree after the allotted time, they may reapply for scholarship assistance for the next degree. The maximum amount of years per degree type are listed below:

- Associate's Degree- 3 years
- Bachelor's Degree (transfer from community college/vocational institution)- 3 years
- Bachelor's Degree (non-transfer)- 5 years
- Vocational Degree- 5 years
- Vocational Certification- 2 years
- Master's Degree-as specified by institution
- Doctorate's Degree-as specified by institution
- Medical/Law Degree-as specified by institution

### **Student Responsibilities Regarding Application Process**

- Select and apply to an institution or higher education program of study
- Complete FAFSA (<http://www.fafsa.ed.gov>) by the student's institution's priority deadline
  - Priority deadline is the date students must file their FAFSA to receive priority consideration in the financial aid awarding process. The federal priority deadline is June 30<sup>th</sup> for all students.
  - Each state and institution has their own priority deadlines. It is the student's responsibility to be familiar with the priority deadlines pertaining to them.
- Meet/contact institution's academic advisor/enrollment counselor to assist with registering for courses
- Complete Scholarship Application
- Meet/contact institution's Financial Aid Department in order to complete the Student Needs Assessment form for the scholarship application.
- Inform Quileute Scholarship Coordinators of any additional outside funding not listed on the Student Needs Assessment Form
- If an unforeseen circumstance occurs, the student should inform Quileute Scholarship Coordinators of any unforeseen circumstances within 10 business days of the incident
- Submit end of term grades and the upcoming term's course schedule to Quileute Scholarship Coordinators
  - Please keep in mind that due to confidentiality laws, higher education coordinators **CANNOT** access student grades and schedules.
- Complete a minimum of two outside scholarship applications scholarships and send a copy of the applications to Scholarship Coordinators

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- Secure additional funding as needed to cover remaining costs of attendance

### **Quileute Scholarship Coordinators Responsibilities Regarding the Application Process**

- Process scholarship applications within 10 business days of receiving all completed application documents
- Determine student eligibility and amount of scholarship assistance based on a student's unmet need, as reflected by the FAFSA and the Student Needs Assessment Form, and available funds
- Process scholarship payments
  - As the timeline dictates, this step can take up to an additional 10 business days for processing
- Assist with identifying alternative scholarships

### **Exceptional Circumstances**

Exceptional circumstances are cases that typically would make a student ineligible to receive scholarship assistance, but if the circumstance meets the criteria below then a student may be able to gain eligibility.

#### **1. Request for scholarship assistance not dictated by a FAFSA funded program.**

Some higher education institutions are not FAFSA funded, and in some cases students may not be offered FAFSA assistance. In these instances, students will complete the same process to receive scholarship assistance. Scholarship assistance will still be determined by the Student Needs Assessment Form. However, only the cost of attendance section is required to be completed by the student's institution.

#### **2. Request for scholarship assistance for part-time or nontraditional courses/programs (such as online, independent, and enrichment courses/programs).**

If a student wishes to attain eligibility for scholarship assistance during part-time enrollment, they must submit a letter to the Quileute Scholarship Coordinators explaining their exceptional circumstance. Examples of why Part-time enrollment might be funded include, but are not limited to:

- Full-time work load interferes with a student's ability to maintain full-time status
- Family obligations that interfere with a student's ability to maintain full-time status

If a student is determined to be eligible to receive scholarship assistance for part-time status, the only cost of attendance items that will be funded are in-state tuition, fees, and books.

If a student wishes to attain eligibility for scholarship assistance during enrollment in nontraditional courses/program (such as online, independent study, and enrichment

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courses/programs) they must submit a letter to the Quileute Scholarship Coordinators explaining their exceptional circumstance. Examples of why nontraditional courses might be funded include, but are not limited to:

- Full-time work load interferes with a student's ability to take traditional courses/program
- Family obligations that interfere with a student's ability to take traditional courses/program
- Distance to institution interferes with a student's ability to take traditional courses/programs

If a student is determined to be eligible to receive scholarship assistance for nontraditional courses/program, the only cost of attendance items that will be funded are in-state tuition costs, fees, and books.

### **3. Request for scholarship assistance for out-of-state tuition and fees**

Students who attend an out-of-state institution are not eligible to receive scholarship assistance for the full cost of out-of-state tuition. Instead, students are eligible for scholarship assistance in the amount equivalent to in-state tuition costs as determined by the Out-of-State Student Needs Assessment Form completed by the student's institution's Financial Aid Department.

### **4. Financial assistance with GED testing, placement testing, college entrance testing, and career related programs and testing.**

Assistance is available for these types of testing through the Quileute Higher Education Scholarship Program. Each test will be funded one time per year per individual. For GED Testing all five required tests (language arts writing, language arts reading, social studies, science, and math) can be funded one time per year per individual. In addition, GED testing must be offered through a nationally accredited institution.

There is a processing time of up to 10 business days for all requests for scholarship assistance for testing and career related programs. If necessary, there is an additional processing time of 10 business days for payment.

## Quileute Higher Education Scholarship Policy Acknowledgement

I understand that the Quileute Higher Education Scholarship Program is a need based program, designed to help assist Quileute students with the costs associated with higher education. *It is not guaranteed that all expenses associated with the cost of attendance will be funded.* New and continuing awards are based on the limited availability of funds.

I acknowledge that in order to receive scholarship assistance I must meet all eligibility requirements, including maintaining a term GPA of at least a 2.0, and complete at least the number of credits identified on my term schedule. I understand that failure to meet eligibility requirements will result in a term of academic probation. If I fail to meet eligibility requirements while on academic probation, I will be ineligible to receive future scholarship assistance from the Quileute Higher Education Scholarship Program.

In the case that an unforeseen circumstance occurs resulting in the failure to successfully complete a scheduled course(s), I am aware that it is my responsibility to inform (via letter) and provide documentation to the Quileute Scholarship Coordinators within 10 business days of the date of the unforeseen circumstance. In accordance with the Quileute Administrative Offset ordinance, failure to comply with this policy could result in required repayment of the full scholarship amount associated with the costs of the incomplete/failed course(s).

I authorize the release of information on my Financial Aid, tuition, student account, and grades from my institution's employees to the Quileute Scholarship Coordinators. I authorize release of information on my Financial Aid, tuition, student account, and grades from the Quileute Scholarship Coordinators to my institution's employees.

In addition, I authorize the release of my name, birthdate, and enrollment number, to the Quileute Election Board for the purpose of determining my eligibility to vote at General Council in January.

I am aware that my application will be considered first priority if submitted to the Quileute Scholarship Coordinators by March 31<sup>st</sup> for the following academic year. Applications will be reviewed in the order that they are received. If I submit my application after March 31<sup>st</sup> for the following academic year, it will be considered pending Quileute Scholarship funding.

I am aware that in the event that I tamper and/or falsify grades, transcripts, or present false information to the Quileute Higher Education Scholarship Programs, I will be indefinitely ineligible to receive any scholarship assistance from the Quileute Higher Education Scholarship Program, and in accordance with the Quileute Administrative Offset Ordinance I could be responsible for the repayment of the value of any benefit received.

*My signature below indicates that I have read and agree to all of the Quileute Higher Education Scholarship Program Policies.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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