



QUILEUTE TRIBAL COUNCIL

Quileute Scholarship Program

PO Box 279 La Push, WA 98350
360-374-6163
scholarships@quileutenation.org



Quileute Scholarship Program Policies

The intent of the Quileute Scholarship Program is to assist with the costs associated with post-secondary education and training opportunities to encourage enrolled Quileute tribal members to pursue their goals, enhance their career and employability, and improve their quality of life. It is not guaranteed that all expenses associated with the cost of attendance will be covered. Awards are based on a limited availability of funds.

Types of Scholarship Assistance:

Degree Seeking: This type of assistance is for students attending traditional higher education programs through an accredited college or university. Individuals may only receive scholarship assistance for each type of degree once.

Example: If a student completes an associate degree, the student will then be eligible to receive assistance pursuing a bachelor's degree. However, if a student completes their bachelor's degree program the Quileute Scholarship Program will not assist in paying for a second bachelor's degree. The student would be eligible for assistance pursuing a master's degree.

Degree Types:

- **Associate degree-** Typically achieved over the course of two years while attending a Community College. Completion of an associate degree can often be transferred to a 4-year university program to earn a bachelor's degree. Generally, an associate degree is the equivalent of the first two years of a bachelor's degree.
- **Bachelor's degree-** Typically achieved over the course of four years while attending a university. Occasionally, Community Colleges also offer 4-year bachelor's degree programs. These are known as *undergraduate degrees*.
- **Master's degree-** Achieved through a university or institution of higher education after completing a bachelor's degree for a more specified field of study. The length of a master's program varies by institution and type of program. On average, programs can

take anywhere from 1-2 years. These are known as *graduate degrees* because you have already graduated from your undergraduate studies.

- **Doctorate degree-** A postgraduate degree, generally completed after or coinciding with a master's degree, is the highest level of academic study awarded by an institution of higher education. Examples include professional degrees such as a Doctor of Medicine (MD), a law degree known as a Juris Doctor (JD), and Doctor of Philosophy (PhD) is a research doctorate.

Vocational Certificate and Training Assistance: This type of assistance is for individuals who are seeking specialized job skills, either through a short-term vocational certificate or, training program. Some programs may be offered through trade schools or other training programs while some may be offered through an institution of higher education and may qualify for course credits and financial aid.

While some vocational programs culminate in a degree, those programs will be considered as a degree seeking request in alignment with traditional higher education assistance. Programs that fall under this type of assistance request are those that do not lead to a terminal degree. Certificate programs and training opportunities are generally shorter in length and can vary from a couple of days to 6 months or a year or more.

To determine if a program or training request qualifies for assistance, the student will need to provide program information including institution/agency information, program overview, duration, schedule, and identified costs.

Types of vocational/training assistance that may be covered includes but is not limited to:

- Commercial Driver's License Course
- Flagger Certification Training
- Automotive Service Technician Certificate
- Electrical Lineworker Program
- Commercial Diver Training
- Massage Licensing Program

GED Testing:

This assistance is available to individuals who did not graduate high school and who wish to earn their high school equivalency certificate. Generally, these exams are taken online or through designated testing centers. Individuals are responsible for registering for each of the 4 required GED tests: Language Arts, Social Studies, Science, and Math.

The Quileute Scholarship Program will provide reimbursement to individuals to cover the costs of the four GED tests. Proof of test registration/receipts must be submitted for reimbursement request. Individuals may only receive assistance for each of the four tests once per year.

Scholarship Assistance Limits:

The Tribe has established maximum amounts of scholarship assistance that an individual may receive based on the type of program for which a student is enrolled. Funding is not guaranteed to cover all of an individual's expenses. It is the responsibility of the individual to find additional funding for any remaining costs they may have.

Scholarship Assistance Limits are subject to change but are currently as follows:

| Program Type | Status/Credit Hours Per Term | Amount Per Term | Max Amount Per Year | Max Years of Assistance |
|-----------------------------------|---|---|----------------------------|---|
| Associate Degree | Full-time (minimum 12 credit hours) | \$3,000/ per quarter \$4,500/ per semester | \$9,000 | 3 years |
| Associate Degree | Part-time (minimum 6 credit hours) | \$1,000/ per quarter \$1,500/ per semester | \$3,000 | Total assistance not to exceed that of Full-time associate at 3 years |
| Undergraduate Degree (Bachelor's) | Full-time (minimum 12 credit hours) | \$5,000/ per quarter \$7,500/ per semester | \$15,000 | 5 years (non-transfer) 3 years (transfer) |
| Undergraduate Degree (Bachelor's) | Part-time (minimum 6 credit hours) | \$1,500/ per quarter \$2,250/ per semester | \$4,500 | Total assistance not to exceed that of Full-time undergraduate at 5 years |
| Graduate Degree (Master's) | As Specified by Program/Institution | \$5,000/ per quarter \$7,500/ per semester | \$15,000 | As Specified by Program/Institution |

| | | | | |
|--|--|--|---|--|
| <p>Post-Graduate Degree (Doctorate)</p> | <p>As Specified by Program/Institution</p> | <p>\$5,000/ per quarter \$7,500/ per semester</p> | <p>\$15,000</p> | <p>As Specified by Program/Institution</p> |
| <p>Vocational Certificate/ Training Program</p> | <p>As Specified by Program/Institution</p> | <p>Amount awarded will vary by the identified program costs and # of payments as specified by program/institution information.</p> | <p>Not to exceed \$25,000</p> <p>Total amount of lifetime assistance for vocational/training programs is limited to \$25K per student.</p> | |
| <p>GED Testing</p> | <p>There are 4 GED Tests: Language Arts, Social Studies, Science, and Math.</p> <p>Individuals are responsible for registering to take the GED Tests. Once registered, <u>individuals may submit proof of payment for reimbursement.</u> The Tribe will cover reimbursement for registration costs <u>for each of the 4 tests once a year.</u> Please contact Scholarship Coordinator for more information and resources for test prep and registration.</p> | | | |
| <p>The amounts indicated per term are based on the generally accepted annual school year cycles. Colleges and universities typically operate on a quarterly (3 quarters per school year; Fall, Winter, Spring) or semester (2 semesters per school year; Fall, Spring) schedule.</p> <p>However, colleges and universities often have a summer term option. If a student indicates they will be attending the addition of a summer term, they can choose to have their annual award split across four terms instead of three. The total award amount does not increase but the amount per term is reduced to split evenly.</p> <p>To receive the maximum annual amount, the student must be enrolled in a full school year (3 quarters- Fall/Winter/Spring; or 2 semesters- Fall/Spring) otherwise the student will only be eligible for the individual term amount.</p> <p>Example: If a student seeking an associate degree is enrolled in Fall and Winter quarters but not Spring, the student would only receive a total of \$6,000 for the year, (\$3,000/Fall term; \$3,000/ Winter term) not the maximum annual award amount of \$9,000. Similarly, if a student pursuing their bachelor’s degree is only enrolled in Fall semester and not Spring semester, they will only receive \$7,500 for the Fall term, not the maximum annual award of \$15,000.</p> | | | | |

How and when to apply:

Applications will be accepted **February 1st through April 30th** for the following academic school year. For example, students intending to receive a scholarship for the 2024-2025 school year (Summer/Fall of 2024 and/or, Winter/Spring of 2025), will need to apply between February 1st through April 30th of 2024. If applications are submitted after April 30th, they will be considered late applications.

All late applications may be considered on a rolling basis pending available funds. However, all **applications must be submitted prior to the program/term start date** for which the student is seeking assistance. **Any requests made after a program/term start date will not be eligible for consideration.** In addition, individuals must allow 14 days for application processing and 14 days payment processing. As such, a minimum of 28 business days from submission of **complete** application is required before tuition/payment is due.

Scholarship applications should be sent via email to the Quileute Scholarship Program at scholarships@quileutenation.org

Application Requirements:

Individuals must submit a complete Scholarship Application. Applications are available at:

- The Quileute Tribal Administration Office, 90 Main Street, La Push, WA 98350
- Online at <https://quileutenation.org/education/higher-education/>
- Or via email request sent to scholarships@quileutenation.org

Scholarship Application Packet includes:

- Page 2- Applicant Information
- Page 3- Signed Policy Acknowledgement
- Page 4- Goals Statement (Cover Letter)
- Page 5- Release of Information Form

Additional Documents Required:

- Quileute Tribal Enrollment Verification**
 - Tribal Enrollment Certification (CIB); **OR**,
 - A valid Tribal Enrollment ID card (must not be expired, copy front & back)
- Proof of Admission/Program Information:**
 - **Admission/Acceptance letter into program**
 - **Degree Seeking Requests**— must submit an official copy of student's course schedule which should include:
 - The name of the university/institution you are attending.
 - Your name and, if possible, your student ID
 - Identify which term applying for, course title(s), and credit hours

- **Vocational Certification/Training Requests**— must submit program information including institution/agency, overview of program/ training, duration and schedule, and associated program costs.
- **GED Assistance Requests**— must submit proof of test registration and invoice/receipts.

Continuing Scholarship Eligibility Requirements:

- Copy of grades (due after completion of each term)
- Copy of course schedule (due prior to beginning each term)
- Copy of document certifying program/training completion

Review and Processing of Scholarship Request:

The Quileute Scholarship process may take up to **28 business days** after **COMPLETE** submission of required scholarship application documents. Scholarship awards cannot be processed until all application components are submitted.

Completed applications will be reviewed by the Quileute Scholarship Coordinator in the order in which they are received. A letter of approval or denial will be sent to each applicant after the review process has been completed. Approval letters will include the awarded scholarship amount for the academic year, as well as details explaining the schedule for disbursement.

Once a scholarship application has been processed and an award letter made a scholarship payment will be processed. **In general, scholarship payments will be made directly to the school or institution that the student is attending.** The school or institution will then be responsible for processing any funds above and beyond the tuition and fees to the student.

This does not include GED Test reimbursements, which will be paid directly to the individual. In rare circumstances, individuals may receive direct payment of scholarship assistance for attending certain vocational training programs as determined by the Quileute Scholarship Coordinator.

It is the responsibility of the student to use the funds for their intended purpose which includes tuition, fees, books, supplies and/or expenses associated with costs of living while attending their school/program.

General Eligibility Requirements:

- Be an enrolled member of the Quileute Tribe.
- Be enrolled in an approved program/institution.
- Student does not have outstanding debt to the Quileute Tribe per the Quileute Administrative Offset Ordinance.
- Student has not exceeded the Tribe's Scholarship Assistance Limits ([pgs. 3-4](#)).

Eligibility Requirements for College/University Degree Seeking Programs:

- Be enrolled in a nationally accredited school or institution.
- Maintain a quarterly/semester grade point average, GPA, of at least a 2.0.
- Maintain a minimum of 12-credit hrs. for full-time status or maintain a minimum of 6-credit hrs. for part-time status.

Continuing Eligibility—At the end of each term students must submit:

- A copy of final grades
- A copy of upcoming course schedule
- Documents must include the following information:
 - Student name, and if possible, student ID#
 - Name of institution/university
 - Term and courses with total credit hours
 - Final Grades also need to include **GPA for the term.**

Eligibility Requirements for Vocational Certificate/Training Programs:

- Be enrolled in a vetted and approved certificate and/or training program. This can include:
 - An accredited university/college institution.
 - A trade school or other institution with recognition by a certifying board, union, or other demonstration of good standing.
- Provide program information including the administering agency/institution, overview, schedule, duration, structure, and costs of attendance.
- If a program is through a college or university with official credit hours, the student must provide term schedules and grades maintaining a minimum GPA of 2.0. per term.
- A Certificate of Completion or other form of verification identifying the student has successfully completed the program/training is required to maintain eligibility.

Falsifying Information:

If a student tampers and/or falsifies grades, transcripts, or otherwise presents false information to the Quileute Scholarship Program, they will be ineligible to receive any scholarship assistance from the Quileute Scholarship Program. In accordance with the Quileute Tribal Ordinances, Codes and Resolutions, that individual could be responsible for the repayment of the value of any benefit received. This includes but is not limited to possible garnishment of per capita payments. Furthermore, the individual could face criminal prosecution for such acts.

Academic Probation:

If a student receives a GPA of 0.0, they will be automatically terminated from the program and ineligible for future assistance. *The student will not receive a probation period.*

If a student receives a term **GPA below a 2.0** (but above 0.0.), they will be placed on **academic probation**. Academic probation is meant to give the student a chance to regain eligibility during the following term. To regain eligibility the student must maintain a 2.0 GPA for one term. If a student is unable to meet eligibility requirements during the academic probation period, they will then be ineligible for future scholarship assistance.

Example:

If a student's Fall term GPA is below a 2.0, the student is placed on academic probation. The student will still receive their Spring term award.

- *If a student's Spring term **GPA is a 2.0 or higher** the student is no longer on academic probation and will continue to remain **eligible for future scholarship** assistance.*
- *If the student's Spring term **GPA is below a 2.0** the student will **not be eligible for scholarship** assistance.*

Regaining Eligibility:

Students who, a) were termed from the program for having a GPA of 0.0; ***OR*** b) failed to regain eligibility during academic probation, are **required to successfully complete one term of equivalent credit hours, receiving a 2.0 GPA or higher, without the assistance of the Quileute Scholarship Program.** Documentation of successful completion of term will require student to submit their term grades/GPA with their scholarship application for the following academic school year.

Withdrawing From a Course(s)/Program:

College/University Degree Seeking Programs

If a student must make changes to their program/course schedule it is the student's responsibility to withdraw, drop, and/or otherwise make changes in accordance with their institution's add/drop date requirements. Individuals must **inform the Quileute Scholarship Coordinator** of changes to their course schedule or program enrollment **within 10 days of changes being made.**

The Quileute Scholarship Program will not assist with the payment and/or late fees related to withdrawing and/or dropping a course/program.

If a student withdraws from a course(s) after receiving scholarship assistance which drops them below the minimum number of credit hours for which they were awarded scholarship assistance, the student will be automatically terminated from the Quileute Higher Education Scholarship Program.

Vocational Certificate/Training Programs

If a student receives scholarship assistance for a vocational certificate program or short-term training opportunity and drops, withdraws, or otherwise fails to complete the program, the

student will be automatically terminated from the Quileute Scholarship Program. Individuals must **inform the Quileute Scholarship Coordinator** of changes to their schedule or program enrollment **within 10 days**. **The Quileute Scholarship Program will not assist with the payment and/or late fees related to withdrawing and/or dropping a program.**

Re-Payment

If a student withdraws, drops, or fails to complete a course/program, or minimum credit hours as described above, **the student will be required to repay the value of any benefit received** in accordance with the Quileute Tribal Ordinances, Codes and Resolutions. After repayment is completed, the student can become eligible for scholarship assistance in the future. If the student refuses to repay the value of any benefit received action may be taken which includes but it not limited to possible garnishment of per capita payments.

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, 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 Coordinator 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 considered substantial can include, but are not limited to:

- Serious illness of the student. Proper documentation could include a doctor's note verifying the student's illness.
- 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.
- Emergency financial obligations. Proper documentation could include proof of job loss, or spouse's job loss.
- Active-duty military services, including active duty for training. Proof of active-duty requirements.

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

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

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 year during the application period (February 1st through April 30th). If a student changes institutions during the academic school year after already being approved for scholarship assistance, they will need to resubmit enrollment verification and course schedule from new school/institution.

Student Responsibilities Regarding Application:

- Select and apply to an institution of higher education or a vocational/ training program.
- Complete Scholarship Application including:
 - Applicant Information Page
 - Scholarship Policies Acknowledgement
 - Goals Statement (Cover Letter)
 - Release of Information
 - CIB/Tribal ID
 - Program Enrollment Verification
 - Acceptance Letter
 - Course/Program Schedule and/or program information
- The student is responsible for withdrawing, dropping, and/or otherwise making schedule changes in accordance with their institution's requirements and informing Quileute Scholarship Coordinator of changes within 10 days of change.
- If an unforeseen circumstance occurs, it is the responsibility of the student to inform the Quileute Scholarship Coordinator within 10 business days of the incident.
- Submit end of term grades and the upcoming term course schedule to Quileute Scholarship Coordinators **prior to the beginning of the upcoming term.**
- Submit certification of program completion for students who have received vocational and/or training assistance or assistance for attaining a previous degree.
- **Secure additional funding as needed to cover remaining costs of attendance.**

Quileute Scholarship Coordinators Responsibilities Regarding the Application Process:

- **Process scholarship applications within 14 business days** of receiving all completed application documents.
- Determine student eligibility and amount of scholarship assistance based on type of program and assistance request.
- **Process scholarship payments within 14 business days** of award determination.
- Assist with identifying alternative scholarships and funding resources as requested.
- Send reminders regarding course schedules, grades, completion documents, and application due dates.
- Track and maintain scholarship assistance and eligibility.

Policy Acknowledgement

I understand that the Quileute Scholarship Program is designed to assist Quileute enrolled tribal members with the costs associated with furthering their education. **It is not guaranteed that all expenses associated with the cost of attendance will be covered.** Initials: _____

I am aware that applications will be reviewed in the order that they are received and that an award cannot be made until all required application documents have been submitted. Initials: _____

I will provide a copy of my course/program registration for which I am requesting funding. I understand that any changes made to my term schedule/registration must be reported to the Quileute Scholarship Coordinator within 10 days of the change. Initials: _____

I will maintain a term GPA of at least a 2.0 and will provide a copy of my transcript with my grades, GPA, and total credit hours earned at the end of each term. Initials: _____

I understand that failure to meet the minimum GPA eligibility will result in a term of academic probation. If I fail to meet GPA eligibility while on academic probation, I will be ineligible to receive future scholarship assistance. Initials: _____

I understand that if I receive a 0.00 GPA (zero credits) I will be terminated from the scholarship program and will be ineligible to receive future scholarship assistance. Initials: _____

To regain eligibility, I will be required to complete one term of equivalent credits receiving a 2.0 or higher before I am eligible for future scholarship assistance. Initials: _____

I understand that it is my responsibility to withdraw/drop from a school or program if I am unable to attend and that any associated fees will be at my personal expense. I am aware that if I withdraw, drop, or fail to complete the required credit hours or program for which I have received assistance, I will refund the money awarded to me. Furthermore, I understand that if I fail to reimburse the program for assistance received action may be taken against me which may include but is not limited to garnishment of my per capita until the amount owed is repaid. Initials: _____

I understand that if an unforeseen circumstance occurs resulting in the failure to successfully complete the scheduled course(s) or program, it is my responsibility to inform and provide documentation to the Scholarship Coordinator within 10 business days. Initials: _____

I am aware that if I tamper and/or falsify grades, transcripts, or present false information to the Quileute Scholarship Program, I will be ineligible to receive any scholarship assistance and in accordance with the Quileute Administrative Offset Ordinance I may be responsible for the repayment of the value of any benefit received. Furthermore, if I am responsible for repayment and I fail to do so, action may be taken against me which could include but is not limited to possible garnishment of my per capita. Additionally, I could face criminal charges.

Initials: _____

I acknowledge that I have read the Quileute Scholarship Program Policies in their entirety, and I understand that scholarship assistance is contingent upon the identified eligibility requirements and adherence to those policies.

Print Name: _____

Signature: _____

Date: _____