



QUILEUTE TRIBAL COUNCIL

Quileute Scholarship Program

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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.

Section 1: 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's 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 a 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.

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 the vocational 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, the student will need to provide program information including institution/agency information, program overview, duration, schedule, and identified costs.

Type 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 required GED tests.

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. Individuals may only receive assistance for each of the tests once per year.

Section 2: 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 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

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
Post-Graduate Degree (Doctorate)	As Specified by Program/Institution	\$5,000/ per quarter \$7,500/ per semester	\$15,000	As Specified by Program/Institution

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.

However, colleges and universities often have a summer term option. If a student indicates they will be attending an additional summer term, they can choose to have their annual award split across all terms equally. The total award amount does not increase but the amount per term is reduced to split evenly.

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) at full-time status (12+ credit hours) otherwise the student will only be eligible for the individual term amount.

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.

Vocational Certificate/ Training Program	<p>The amount awarded will vary by the identified program costs and # of payments as specified by program/institution information. The duration and hours will be specified by the program.</p> <p><u>The total amount of lifetime assistance for vocational/training programs is limited to \$25,000 per student.</u></p>
<p>In general, vocational costs/expenses include tuition, fees, and associated supplies required for the program. In most instances, specific assistance will not be provided for cost-of-living expenses.</p> <p>The only time costs of living expenses may be considered is when the training program is virtually free (e.g. Tulalip TERO Training Program) and the only expenses are related to transportation or housing while attending the program away from home.</p>	
GED Testing	<p>There are 4 GED Tests: Language Arts, Social Studies, Science, and Math. The Quileute Scholarship Program will cover reimbursement for registration costs for each of the 4 tests once a year.</p>
<p>Individuals are responsible for registering to take the GED Tests. Once registered, individuals may submit proof of payment for reimbursement. Please contact the Scholarship Coordinator or go online to Peninsula College for GED Prep and Testing information.</p>	

Extension Requests

In exceptional circumstances, students may request an extension to their assistance limit if they are unable to complete their degree/program within the allotted timeframe as identified in the “Max Years of Assistance” noted in the table above. The student must submit the request in writing to the Scholarship Coordinator and meet the following requirements:

- 1) Have a valid reason for their inability to complete their degree within the allotted assistance limit
- 2) Have a proven track record of maintaining good academic standing
- 3) Identify total credit hours/program courses remaining and provide final plan with deadline for completion

Example: A transfer student seeking a BA degree was unable to complete their BA within the three years of assistance provided at full-time status because the student was unable to take certain courses required for their degree plan as the courses are only offered during certain terms throughout the year. As a result, the student will need to take an additional year of school to complete their degree.

Section 3: How to apply

Priority Application Date

The **priority application date for each “new” school year will be April 30th** prior to the start of the upcoming summer term which will mark the beginning of the new academic calendar.

School Years are identified as beginning with the summer term of the academic calendar of each year through the following spring term. E.g. the upcoming School Year 2025-2026 begins approximately June 2025 and ends June 2026. However, each institution has a slightly different academic calendar. Some schools may start summer classes in May, while others begin summer courses in July; it will depend on the school.

Rolling Applications

Applications received after April 30th will 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**. If students want to ensure scholarship payments are made in a timely manner, they must allow a minimum of 28 days for processing and payment. The Scholarship Coordinator will not be responsible for late award payments made if the minimum timeline is not followed.

Submission

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

Applications are available online at <https://quileutenation.org/education/higher-education/>, or, via email request sent to scholarships@quileutenation.org

Scholarship Application Packet

- Page 2- Applicant Information
- Page 3- Signed Policy Acknowledgement
- Page 4- Goals Statement (Cover Letter)
- Page 5- Release of Information Form
- Additional Documents:
 - A copy of a Tribal Enrollment Certification (CIB); OR a Tribal Enrollment ID card (must not be expired, copy front & back)
 - Admission/Acceptance letter into program

Degree Seeking Requests— must submit an official copy of the student's course schedule which should include:

- Name of the university/institution
- Student name and, if possible, student ID
- Term (E.g. Fall, Winter Spring), course title(s), and credit hours

Continuing Eligibility Requirements:

- Copy of grades (due after completion of each term)
- Copy of course schedule (due prior to beginning each term)

Vocational Certification/Training Requests— must submit program information including:

- Name of institution/agency
- Program/ training overview
- Program duration and schedule,
- Associated program costs

GED Assistance Requests— must submit proof of test registration and invoice/receipts.

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. 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.

Scholarship Review and Processing

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 is 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 when submitting payments to the institution is not possible or is deemed inefficient as determined by the Quileute Scholarship Coordinator.

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

Section 4: 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.

Section 5: Program Standing (Probation, Withdrawal, Termination, Repayment, Appeal)

Degree Seeking Scholarships

Academic Probation:

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.

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 and will be terminated from the program.

Withdrawing/ Dropping:

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.

Program Termination:

If a student is unable to meet eligibility requirements during the academic probation period, they will be terminated from the program and ineligible for future scholarship assistance.

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

Regaining Eligibility:

Students who were terminated from the program for failure 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 the student to submit their term grades/GPA with their scholarship application for the following academic school year.

Repayment:

Students who were automatically terminated from the program for receiving a 0.0 GPA or, students who withdraw 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 expected to repay **the amount of scholarship benefit received for the term/credit hours for which the student failed to successfully complete** 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 is not limited to possible garnishment of per capita payments.

Vocational Certificate/Training Programs

Make-up Test/Retake:

If a student receives scholarship assistance for a vocational certificate program and fails to complete a specific module and/or required test as part of the program, **the Quileute Scholarship Program will assist with the cost of one make-up test or module re-take.**

This is not intended to include repayment of the entire program but only offered as assistance for one make-up/test retake as may be required and will be at the discretion of the Scholarship Coordinator. This is also subject to the assistance limit availability of the individual student and whether they have eligible funds remaining to cover the cost of the re-take/make up.

Any costs associated with retakes/make-ups required after the first retake assistance is provided will be the responsibility of the individual student.

Withdrawal/ Failure to Complete Program:

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 and will be ineligible for future scholarship assistance.

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.**

Repayment:

If a student withdraws, drops, or fails to complete a course/program 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 is 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 circumstances 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.

Section 6: Responsibilities

Student Responsibilities

- 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 schedules to Quileute Scholarship Coordinator prior to the beginning of the upcoming term.
- Submit certification/proof of program completion.

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

Quileute Scholarship Coordinator Responsibilities

- 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 able.
- Send reminders regarding course schedules, grades, completion documents, and application due dates.
- Track and maintain scholarship assistance and eligibility.