



The Confederated Tribes of the Grand Ronde Community of Oregon

Education Division
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9615 Grand Ronde Road
Grand Ronde, OR 97347

Umpqua • Molalla • Rogue River • Kalapuya • Chasta

PART-TIME COLLEGE PROGRAM

POLICIES AND PROCEDURES

The purpose of this program is to assist members of the Confederated Tribes of Grand Ronde while attending post-secondary schooling, generally on a part-time basis, at accredited non-profit colleges and universities. All educational institutions are subject to review and approval by the Education Division prior to providing funding for Tribal member participation.

I. ELIGIBILITY REQUIREMENTS

Part-time College (PTC) Program funding may be awarded and applied toward the costs of tuition, fees, books, and supplies under the following conditions:

A. Applicant Eligibility Requirements:

- a. The applicant must be a Confederated Tribes of Grand Ronde Tribal member;
- b. The applicant must be a high school graduate or have earned a GED;
- c. The applicant must have filed for acceptance into an accredited College or University;
- d. The Applicant must adhere to all rules and regulations of conduct as established by the educational institution;
- e. There are no residency requirements;
- f. Applicants cannot have any unpaid debts to the Confederated Tribes of Grand Ronde on behalf of the Higher Education Division.

II. TERMS AND CONDITIONS:

A. Qualified applicants are eligible for funding based on their school and enrollment level:

Two-year/Community College students: \$1,600 per quarter or \$2,400 per semester, not to exceed \$4,800 per academic year. An additional \$1,600 is available for summer session funding.

Four-year/University students: \$2,400 per quarter or \$3,600 per semester, not to exceed \$7,200 per academic year. An additional \$2,400 is available for summer session funding.

Graduate (500-level and higher coursework) students: \$3,200 per quarter or \$4,800 per semester, not to exceed \$9,600 per academic year. An additional \$3,200 is available for summer session funding.

- B. Applicants will be required to meet all application deadlines for admission to respective educational institutions.
- C. Applicants must submit to the Tribal Education Division a completed application and eligibility verification documents 10 days **prior to** the beginning of the course(s) for which they have applied for funding.
- D. Recipients must maintain satisfactory academic progress by achieving a minimum grade of a **C (2.0) per course or equivalent**, as defined by the education institution.
- E. If recipients do not maintain satisfactory academic progress, including unresolved incompletes, dropped classes, or early withdrawal, then reimbursement to the Education Division is **required** for all funding that was awarded for the course(s). (Recipients have a maximum of one year from the date of grade postings to complete a course in which they have received an incomplete grade).
- F. Recipients **must** provide the Tribal Education Division with evidence of satisfactory completion either through grade or progress reports.
- G. If the recipient does not provide evidence of satisfactory completion then **no additional funding will be awarded** and the recipient will be required to reimburse the Education Division for all funding that was awarded for the course(s).
- H. If the recipient has enrolled in a course and the educational institution cancels the course then reimbursement to the Education Division is required. It is the student's responsibility to ensure that the Education Division is reimbursed from the school for a class that has been canceled. The student is also responsible to reimburse the Education Division for the costs of books and supplies that were purchased for a course that was canceled.
- I. Recipients must also meet attendance policies as follows:
 - a. It is the recipients' responsibility to notify the Tribal Education Division staff in a timely manner if extenuating circumstances prevent them from successfully completing the course or meeting the Educational Institution or Training Program attendance policies. The recipient may still be required to reimburse the Education Division for all funding awarded if they do not successfully complete the course.
 - b. Absences due to extended illness must include written verification from the treating physician.

- c. Documentation will be required for extended periods of absence or early withdrawal.
- J. This program **does not** pay for the cost of excessive supplies or equipment, transportation, subsistence, childcare, or clothing and related expenses, and other items determined non-essential by the Part-time College Program Specialist and/or the institution of attendance.
- K. For any term that the applicant has received funding from the Tribal Adult Vocational or Higher Education program they are not eligible to receive funding through the Part-time College Program.
- L. Students who submit fraudulent information including, but not limited to, grade reports, certificates of completion, and application information will be required to repay all funding disbursed for the fraudulent grading period, as well as any other grading period funded after the fraudulent grading period.
 - a. Students will **not** be eligible to participate in any Education Division programs for a (5) five year period after the debt is resolved.
 - b. Students will remain on a permanent probation status with all Education Division programs after the debt is resolved.
 - c. Students reinstated into a Higher Education program (including PTC) following suspension under this policy must submit **official** transcripts each term in order to receive continued funding.

III. ACCREDITATION:

- A. All students funded through the Confederated Tribes of Grand Ronde Education must attend a not for profit accredited institution of post secondary education.
- B. All institutions must be not for profit and accredited by one of the national or regional accrediting associations listed below in order to be eligible for funding:
 - 1. **American Medical Association, AMA** (all medical students) <http://www.ama-assn.org/>
 - 2. **American Bar Association, ABA** (all law students) <http://www.abanet.org/>
 - 3. **Higher Learning Commission of Colleges and Schools, HLC** (Formerly the North Central Association) <http://www.ncahigherlearningcommission.org/>

4. **Middle States Association of Colleges and Schools, MSA**
<http://www.middlestates.org/>
 5. **New England Association of Schools and Colleges, Inc.-Commission on Institutions of Higher Education, NEASC-CIHE** <http://www.neasc.org/>
 6. **New England Association of Schools and Colleges, Inc.-Commission on Technical and Career Institutions, NEASC-CTCI**
<http://www.neasc.org/ctci/ctci.htm>
 7. **Northwest Commission on Colleges and Universities, NCCU** (formally Northwest Association of Schools and Colleges) <http://www.nwccu.org/>
 8. **Southern Association of Colleges and Schools/Commission on Colleges, SACS-CC** <http://www.sacs.org/>
 9. **Western Association of Schools and Colleges/Accrediting Commission, WASC.** <http://www.wascweb.org/>
- C. All institutions must accept Federal Student Aid (Title IV funding).
- D. Proprietary institutions that do not meet the above criteria may be reviewed for consideration with a legitimate letter of explanation from the student. The appeal letter must express why there is no other institution they can attend that offers a similar program of study that is accredited by the above mentioned accrediting associations. Students must also provide verification of the institution's accrediting agency and the estimated school cost (tuition/fees & books/supplies) from the Financial Aid Office. Proprietary institutions will not automatically be eligible for funding.

IV. SUSPENSION, REPAYMENT, AND APPEALS

- A. Tribal Education Staff will notify program recipients in writing when they fail to comply with the Terms and Conditions listed in II above. If the program recipient does not comply with the Terms and Conditions they will be required to reimburse the Education Division for funding under this program and will not be eligible for additional funding until the reimbursement has been made.
- B. An applicant/recipient who is aggrieved by a decision of the Education Division may file an appeal. Appeals must be submitted in writing and received within by the Education Division within ten (10) working days of receiving a written decision. The appeal must be submitted on the student appeal form and include any supporting documentation.
- C. Written appeals should be addressed to the Education Division Manager and mailed or hand delivered to the following address:

The Confederated Tribes of Grand Ronde
Education Division Manager
9615 Grand Ronde Road
Grand Ronde, OR 97347

- D. The appeal should contain at least the following information:
- Anticipated outcome;
 - Dates of Occurrence;
 - Extenuating circumstances (documentation must be provided to verify the extenuating circumstances);
 - Any additional relevant information the applicant/recipient wants the Education Division Manager to take into consideration; and
 - Reason(s) why applicant/recipient believes the decision should be changed.
- E. The Education Division Manager will review the appeal and render a decision within **five (5)** working days after receiving the appeal. The decision will be based on the information submitted. The applicant / recipient may request a meeting to present additional oral testimony related to the appeal. Appeals will be forwarded to the Education Committee as necessary.
- F. The Education Committee will review appeals forwarded to them at their next scheduled committee meeting and render a decision within **thirty (30)** days of receiving the appeal. The decision will be based on the information submitted. The applicant/recipient and the Education Division Manager may attend the committee meeting and present oral testimony related to the appeal.
- G. The Education Committee is not authorized to waive debt. If a student's appeal includes a request for waiver of repayment, the Education Committee will forward the request to the Executive Review Committee. The Executive Review Committee will review the waiver request and notify the Education Division staff of their decision. The decision of the Executive Review Committee is final.
- H. Students will be notified of the decision in writing via postal mail.

V. DEBT

Students who owe a debt to the Confederated Tribes of Grand Ronde on behalf of the Higher Education Division for failure to comply with program requirements **will not** be

eligible for any Higher Education funding. Students that have repaid a debt will be placed on a one year probationary status after the debt has been paid.

VI. AUTHORITY

- A. As provided, Fiscal Year 1994 and beyond, by the Confederated Tribes of Grand Ronde, Tribal Council, funding to generate additional education and training opportunities to supplement current tribal education programs. (January 1, 1994)

VII. FUNDING

- A. The level of funding for this program is subject to availability of Tribal resources and budget approval. Funding received may be taxable and thus reportable to the Internal Revenue Service.

VIII. MONITORING AND REPORTING

- A. The Part-time College Program Coordinator is responsible for day-to-day compliance with this policy and will determine the eligibility of program applicants. The Part-time College Program Coordinator will provide annual reports to the Education Division Manager.

IX. IMPLEMENTATION AND POLICY REVIEW

- A. This policy shall become effective upon review and approval by the Executive Officer. The Part Time College Program Coordinator has the responsibility for the implementation of this policy upon approval. Any question regarding the policy or application should be directed to the Education Division Manager. This policy will be reviewed on an annual basis.