



## 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

### NONCREDIT PROGRAM

### POLICIES AND PROCEDURES

The purpose of the Noncredit Program is to assist enrolled members of the Confederated Tribes of Grand Ronde in obtaining noncredit training for employment related skill development and training, cultural enrichment, and personal and professional development through classroom instruction, seminars, workshops, conferences, apprenticeships, certification or licensing programs, and accredited vocational colleges and universities. All educational institutions and training programs are subject to review by the Education Division prior to the approval of Noncredit Grant awards.

#### **I. Program Overview**

- 1) Noncredit funding may be applied toward the cost of tuition, fees, and required books and supplies.
- 2) Noncredit funding is not awarded for testing fees, excessive supplies or equipment, transportation, subsistence, childcare, clothing and related expenses, and other items determined non-essential by the Noncredit Coordinator and/or the institute of attendance.
- 3) Noncredit will not duplicate funding from any other program. This includes, but is not limited to, all programs within the Confederated Tribes of the Grand Ronde Community, financial aid, vocational assistance, and scholarships.
- 4) Noncredit applicants are eligible for a funding amount not to exceed \$500 per term or training event (course, class, conference, seminar, workshop, etc.).

Summer Term - July 1-September 30

Fall Term - October 1 - December 31

Winter Term - January 1- March 31

Spring Term - April 1- June 30

- 5) Noncredit applicants are eligible for an additional one time (lifetime) assistance of up to \$500 for employment related training programs that require a student to provide work tools and supplies as a regular part of entry into the program. Students must submit a detailed list of required work tools and supplies from the employment training program.

#### **II. Procedures**

- 1) Applicants are required to complete the Noncredit Program Application Packet.

- 2) The Noncredit Program Application Packet, with accompanying student registration or billing invoice must be received **10 days prior** to the start of class. If the registration/tuition deadline is more than 10 days than the actual registration/tuition deadline becomes the new deadline for submitting the application packet and student registration or billing invoice.

### **III. Eligibility Requirements**

- 1) Applicants must be an enrolled member of the Confederated Tribes of the Grand Ronde.
- 2) Applicants are eligible at 17 years of age if they are a high school graduate or have earned a General Equivalency Degree (GED). All other applicants must be at least 18 years of age.
- 3) Applicants must adhere to all rules and regulations of conduct as established by the educational institute.
- 4) Applicants must have no debt to the Confederated Tribes of the Grand Ronde on behalf of the Higher Education Programs.

### **IV. Terms & Conditions**

- 1) Noncredit Program applicants are required to meet all application deadlines for admission to the respective educational institutions and training programs.
- 2) Applicants must submit a completed Noncredit Program application and training verification 10 days prior to the beginning of the course for which they have applied for funding. Noncredit will not reimburse applicants for Noncredit expenses.
- 3) Eligibility of courses will be determined by the Noncredit Program Coordinator. When applicable a "Fair Market Value" comparison will be used.
- 4) Recipients of Noncredit Program Grants must maintain satisfactory academic progress by achieving a minimum "C" grade or equivalent successful completion as defined by the educational institute of attendance.
- 5) Recipients of Noncredit Program Grants must provide the Tribal Education Division with evidence of satisfactory completion either through grade reports or certificates. Failure to submit evidence of satisfactory completion in a timely manner may result in a delay or denial of future funding and will put the recipient in noncompliance with Noncredit Program policy.
- 6) Awarded Noncredit Program funds will be sent directly to the school of attendance.
- 7) Students are limited to a maximum of three (3) active trainings at any time. Once verification of successful completion has been provided students may apply for additional funding up to

the program maximum funding limit per quarter.

## **V. Noncompliance**

- 1) Recipients who fail to provide evidence of satisfactory completion will be terminated from the Noncredit Program and the recipient will be required to reimburse the Tribal Education Division for all applicable awarded funding. Recipients have one (1) year from the date of grade postings to complete a course in which they have not successfully completed or have received incomplete grades.
- 2) Recipients who fail to successfully complete a Noncredit Program funded activity will be in noncompliance. Noncompliant students are ineligible for all Education Division programs and are in repayment for the awarded amount.
- 3) Recipients enrolled in a training/course that the educational institute or training program has canceled are responsible for ensuring the Education Division is reimbursed, or coordinating the reimbursement from the institute or program, of all awarded funds.
- 4) Recipients who submit fraudulent grade reports or other information will be required to repay all funding disbursed for the fraudulent grading period as well as any other grading period funded thereafter.
- 5) Recipients who submit fraudulent grade reports will be ineligible for future Education Division funding for five (5) years after the debt is resolved.
- 6) Recipients who submit fraudulent grade reports will remain on permanent probation status with all Education Division programs after the repayment of debt is resolved.

## **VI. Repayment**

- 1) If a recipient does not enroll, withdraws, drops out, or otherwise fails to complete the Noncredit Program funded training the recipient will be required to reimburse all awarded funds to the Confederated Tribes of the Grand Ronde, Education Division. The recipient will not receive additional assistance from the Noncredit Program, or any other Education Division program, until all monies are recovered.
- 2) If repayment is not resolved prior to the next Tribal Revenue Distribution, any monies owed to the Education Division may be taken out of these distributions and credited to the Education Division.

## **VII. Appeals**

- 1) Recipients and applicants who have had funding denied, or are aggrieved by a decision of the Education Division, may, within ten (10) days of receiving notice of the decision, denial, or termination, appeal the Education Division's decision.

- 2) The appeal shall be in writing, clearly outlining the reasons why the recipient/applicant believes the decision should be changed. Any additional relevant information the recipient/applicant feels pertinent to the appeal must also be submitted.
- 3) The appeal shall be addressed to the Education Division Manager at:

Confederated Tribes of Grand Ronde  
9615 Grand Ronde Road  
Grand Ronde Oregon 97347

- 4) The Education Division Manager will review the appeal and render a decision with ten (10) days. The decision will be based on the information submitted. A meeting may be requested to present more information.
- 5) If the recipient/applicant is not satisfied with the decision rendered by the Education Division Manager he/she may appeal to the Education Committee, which meets on the first Monday of each month. The Committee will render a decision on the appeal and so notify the recipient/applicant and the Tribal Education Division within ten (10) days of review of an appeal. The student may request to attend the committee meeting to present more information. Committee appeals must be sent to the above address, ATTN: Tribal Education Committee
- 6) The Education Committee is not authorized to waive debt. If an 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 its decision. The decision of the Executive Review Committee is final.

## **VIII. Funding**

Noncredit Program funding is subject to the availability of tribal resources and budget approval.

## **IX. Monitoring & Reporting**

The Noncredit Program Coordinator is responsible for the day-to-day maintenance and compliance with this policy and will determine the eligibility of program applicants