



The Confederated Tribes of the Grand Ronde Community of Oregon

Education Department
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9615 Grand Ronde Rd.
Grand Ronde, OR 97347

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 Higher Education Program 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 been accepted into an accredited College or University; and
- d. Applicants do not have any unpaid debts to the Confederated Tribes of Grand Ronde on behalf of the Higher Education Program.

II. TERMS AND CONDITIONS:

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

Two-year/Community College students: Up to \$1,600 per quarter or \$2,400 per semester.

Four-year/University students: Up to \$2,400 per quarter or \$3,600 per semester.

Graduate (500-level and higher coursework) students: Up to \$3,200 per quarter or \$4,800 per semester.

- B. Applicants must submit to the Higher Education Program a completed application and eligibility verification documents **10 days prior** to the beginning of the course(s) for which they have applied for funding.
- C. Recipients must maintain satisfactory academic progress by achieving a minimum grade of a **C minus per course or equivalent**, as defined by the education institution.
- D. If recipients do not maintain satisfactory academic progress, including unresolved incompletes, dropped classes, or early withdrawal, then reimbursement to the Education Department 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.)
- E. Recipients **must** provide the Higher Education Program with evidence of satisfactory completion either through grade or progress reports.
- F. 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 Department for all funding that was awarded for the course(s).
- G. If the recipient has enrolled in a course and the educational institution cancels the course then reimbursement to the Education Department is required. It is the student's responsibility to ensure the Education Department is reimbursed from the school for a class that has been canceled. The student is also responsible to reimburse the Education Department for the costs of books and supplies that were purchased for a course that was canceled.
- H. Recipients must also meet attendance policies as follows:
 - a. It is the recipients' responsibility to notify the Higher Education Program 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 Department 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 Higher Education Program and/or the institution of attendance.

- K. For any term the applicant has received funding from the Tribal Full-Time College 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 Department programs for a (5) five year period after the debt is resolved.
 - b. Students will remain on a permanent probation status with all Education Department 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 Higher Education Program 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.
- E. International institutions must be non-profit, in addition, the accreditation standards for the college or university will be reviewed and approved by the Higher Education Program on a case by case bases.

IV. SUSPENSION, REPAYMENT, AND APPEALS

- A. The Higher Education Program 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 Department 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 Higher Education Program may file an appeal. Appeals must be submitted in writing and received by the Higher Education Program 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.

Written appeals should be addressed to the Education Department Manager and mailed or hand delivered to the following address:

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

- C. 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 Department Manager to take into consideration; and
 - Reason(s) why applicant/recipient believes the decision should be changed.
- D. The Education Department Manager will review the appeal and render a decision within **fourteen (14)** 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.
- E. 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 Department Manager may attend the Committee meeting and present oral testimony related to the appeal.
- F. 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 Department of their decision. The decision of the Executive Review Committee is final.
- G. 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 Program for failure to comply with Program requirements **will not** be eligible for any Higher Education Program funding.

VII. **FUNDING**

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.

IX. **IMPLEMENTATION AND POLICY REVIEW**

This policy shall become effective upon review and approval by the General Manager. The Higher Education Program Manager has the responsibility for the implementation of this policy upon approval. Any questions regarding the policy or application should be directed to the Higher Education Program Manager or the Education Department Manager. This policy will be reviewed on an annual basis.