



## The Confederated Tribes of the Grand Ronde Community of Oregon

Education Division – Higher Education Programs  
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9615 Grand Ronde Road  
Grand Ronde, OR 97347

Umpqua • Molalla • Rogue River • Kalapuya • Chasta

### FULL TIME COLLEGE PROGRAM

#### POLICIES AND PROCEDURES

The Purpose of this program is to provide funding to Grand Ronde Tribal members pursuing a Vocational Degree or Certificate, Associate, Bachelor, or Graduate Degree from a non-profit accredited College or University. All educational institutions are subject to review and approval by the Education Department, prior to providing funding for Tribal member participation.

#### I. ELIGIBILITY REQUIREMENTS

Applicants must meet the following requirements to be eligible for program funding:

- A. An enrolled member of the Confederated Tribes of Grand Ronde;
- B. A high school graduate or have earned a GED;
- C. Enrolled at, or accepted for enrollment at a non-profit accredited Academic Institution, College, or University and pursuing a Vocational Degree, Certificate, Associate, Bachelor, or Graduate degree.
- D. Pursuing a degree as a full-time student, with at least 12 credit hours per term/semester for undergraduate students and 9 credit hours per quarter/semester for graduate students, or full time institution standards;
- E. Apply for Federal Financial Aid for the academic year for which they plan to attend, Graduate students are not required to apply for federal financial aid.

#### II. ACCREDITATION:

- A. All students funded through the Confederated Tribes of Grand Ronde Higher Education Programs must attend a non-profit institution accredited by one of the national or regional accrediting associations listed below in order to be eligible for funding:
  1. **Higher Learning Commission of Colleges and Schools, HLC** (Formerly the North Central Association) <http://www.ncahigherlearningcommission.org/>
  2. **Middle States Association**, <https://www.msa-cess.org/>
  3. **New England Association of Schools and Colleges**, <http://www.neasc.org/>

4. **Northwest Commission on Colleges and Universities**, NCCU (formally Northwest Association of Schools and Colleges) <http://www.nwccu.org/>
  5. **Southern Association of Colleges and Schools/Commission on Colleges**, SACS-CC <https://www.sacscoc.org/>
  6. **Western Association of Schools and Colleges/Accrediting Commission**, WASC. <https://www.acswasc.org/>
- B. 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.
- C. 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 should be sent to the Education Department Manager and 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.
- D. All institutions must accept Federal Student Aid (Title IV funding).

### III. TERMS AND CONDITIONS:

Students must meet the following terms and conditions to be eligible for program funding:

- A. Application: A completed application must be received by the Education Program at least 30 days before the beginning of the term/semester for which they are requesting funding. Applications may be mailed to the office address of 9615 Grand Ronde Road, Grand Ronde, OR, or emailed to [highereducation@grandronde.org](mailto:highereducation@grandronde.org).
- B. Minimum Academic Requirements: Students must meet the minimum academic requirements of earning at least 12 credit hours for undergraduate students and 9 credit hours for graduate students, or meet full time status per educational institution standard, and earn equivalent to a minimum 2.0 GPA each quarter/semester or other grading schedule as per institute.
- C. Class Schedule: Students are required to submit to Higher Education Program a class schedule for the term/semester they are seeking funding for. The class schedule must be received in a timely manner to allow for processing funding. Class schedules may be submitted by mail or email. Emailed schedules must be sent in an Adobe PDF format.
- D. Grade Reports: Students are required to submit to the Higher Education Program an unofficial transcript for each quarter/semester for which they received funding. Failure to submit unofficial transcripts may result in a denial of future funding and/or

repayment of the quarter/semester missing the unofficial transcript. Unofficial transcripts may be submitted by mail or email. Emailed transcripts must be sent in an Adobe PDF format.

- E. Official Transcript: Students are required to submit an Official Transcript at the conclusion of their degree program or their final quarter/semester of funding. Higher Education Program may request a student to submit an Official Transcript at any time and for any reason.
- F. Withdrawal: Students who withdraw for any reason before the quarter/semester is complete or receive a 0.0 GPA or 0 earned credits will be required to reimburse the Higher Education Program for the funding advanced and students will not be eligible for additional funding from any Higher Education Programs until the debt owed to the Tribe on behalf of education is paid in full.
- G. Degree Evaluations: Students are encouraged to obtain a degree evaluation from their institution of attendance at the end of each academic year. Degree evaluations will assist students to complete their program of study within the maximum award time frame.

#### IV. FUNDING

- A. The Full Time College program maximum funding limits per term/semester are as follows:

**Undergraduate Level:**

Vocational or Technical College/Institute or Community College

Quarter System - \$2,400 per quarter

Semester System – \$3,600 per semester

College or University - Bachelor Degree

Quarter System – \$ 4,000 per quarter

Semester System – \$ 6,000 per semester

**Graduate Level**

Quarter System – \$6,000 per quarter

Semester System – \$9,000 per semester

- B. Funding will be mailed directly to the school of attendance after all required documentation has been received by the Higher Education Program. Funding must be applied towards the cost of tuition and fees first and any remaining funding may be disbursed according to the institutional standards back to the student by the school of attendance.
- C. Students who maintain the program academic requirements are eligible to receive funding up to the **maximum** program funding limits as follows:

**Undergraduate Level:**

Vocational or Technical College/Institute or Community College - maximum of nine (9) cumulative quarters or six (6) cumulative semesters.

College or University – maximum of fifteen (15) cumulative quarters or ten (10) cumulative semesters. This includes all funding received for quarter/semesters at the vocational/community college level.

**Graduate Level**

Master's Degree – maximum of nine (9) cumulative quarters (terms) or six (6) cumulative semesters.

Doctoral and Professional Degree – maximum of twelve (12) cumulative quarters (terms) or eight (8) cumulative semesters.

- D. Students who attend consecutive quarters / semesters do not need to submit a new application each year of attendance, but they do need to notify the Higher Education Program of their plan to continue the next academic year as well as provide a copy of their class schedule, and previous quarter/semester unofficial transcript. .
- F. The Full Time College program will not duplicate funding the student receives from any other Tribal program.
- G. Students are only eligible to receive funding for college credit courses through one Higher Education Program at a time, with the exception of the Eula Petite scholarship.
- H. 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.

**V. PROBATION, SUSPENSION, AND REPAYMENT**

- A. The Higher Education Program will notify program recipients in writing when they fail to meet the program academic requirements.
- B. Students who fail to meet the minimum academic requirements listed in section III B above will be placed on Academic Probation for their next quarter / semester of attendance.
- C. Students who have been placed on Academic Probation and fail to meet the minimum academic requirements listed in III B above for their next quarter / semester of attendance will be suspended from the Full Time College Program.
- D. Students who have been suspended from the Full Time College Program may apply for reinstatement after they have successfully completed one quarter/semester at their own expense. Students will be required to meet the minimum academic requirements of earning at least 12 credit hours for undergraduate students and 9 credit hours for Graduate students with a minimum 2.0 GPA for the quarter/semester and provide evidence of the successful completion to the Higher Education program staff with their request for reinstatement.

- E. Students who have been suspended from the Full Time Program may not use another Education program to meet the reinstatement requirement of paying for one quarter/semester at their own expense, however they can use any other funding sources available to them including federal financial aid.
- F. Students who have been suspended from the Full Time College program a second time will not be eligible to reapply for reinstatement for a one year period after the notification of the second Suspension.
- G. Students who withdraw before the quarter/semester is over for any reason, drops out, or receives a 0.0 GPA and 0 credits for the quarter/semester, or grading period will be required to reimburse all awarded funds and they will not be eligible for additional funding until the amount is paid in full.
- H. If a student does not reimburse the Education Department monies owed by the time of a Tribal Disbursement, the amount owed will be withheld from the Tribal Disbursement and credited to the Education Department through a debt collection process to reimburse for the debt owed.

## VI. APPEALS

- A. An applicant/recipient who objects to a decision made by the Full Time College Program may file an appeal. Appeals must be submitted in writing on the Student Appeal Form and include any supporting documentation.
- B. Written appeals should be addressed to the Education Department Manager and mailed or hand delivered to the address listed below or emailed to [highereducation@grandronde.org](mailto:highereducation@grandronde.org).

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);

Examples of extenuating circumstances are:

**Medical:** Serious illness or injury experienced by you or an immediate family member (parent, spouse, sibling, child) which caused inability to attend or prepare for class for an extended period of time. Please provide an explanation of the nature and dates of the illness or injury. Supporting documentation required: physician's statement, police report, etc.

**Death of an immediate Family Member:** Attach a photocopy of death certificate, funeral program, or obituary. Must include dates, the name of the individual, and proof of relationship to you.

The following are considered Immediate Family:

- (a) Parents, whether natural, adopted or step.
- (b) Children, whether natural, adopted or step.
- (c) Siblings, whether natural, adopted or step.
- (d) Grandchildren, whether natural, adopted or step.
- (e) In-laws (mother, father, sister, brother, son, daughter)
- (f) Spouse
- (h) Any person living with the student who shares the same or similar affiliation as a-f above.

**Significant trauma in the student's life or unexpected events that impaired the student's emotional or physical health or unexpected circumstances beyond the student control other than one of the above situations:** Supporting documentation from a third party (physician, social worker, educator, psychiatrist, police etc.) must be provide.

- 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 may make a decision or forward the decision to the Education Committee for review. The applicant / recipient may request a meeting to present additional oral testimony related to the appeal.
- E. The Education Committee will review appeals forwarded to them by the Education Department Manager at their next scheduled committee meeting and provide a decision based on the information submitted.
- F. If a student's appeal includes a request for waiver of repayment, and the Education Manager or the Committee recommends approval of the request, the request will be forwarded to the Executive Review Committee. The Executive Review Committee will review the waiver request and notify the Higher Education Program staff of their decision. The decision of the Executive Review Committee is final.
- G. Students will be notified of the decision in writing.
- H. Students cannot appeal a decision or action of the Higher Education Program if it has been more than **one (1) year** after the action or decision was made.

## VII. DEBT

Students who owe a debt to the Education Department for failure to comply with program requirements **will not** be eligible for any Higher Education Program funding until the debt to the Tribe on behalf of Education is paid in full. Once this occurs, the student may apply for funding through the standard application process.

## VIII. FRAUD

- A. Students who submit fraudulent grade reports or other fraudulent information will be required to repay all funding disbursed for the fraudulent grading period, as well as any other grading period funded thereafter.
- B. Students who submit fraudulent grade reports will be ineligible for future Education Department funding for **five (5) years** after the debt is resolved.
- C. After students are again eligible to access the programs in Higher Education they will be required to submit **official transcripts** at the conclusion of each term in order to continue to receive funding.

## IX. IMPLEMENTATION AND REVIEW

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