Chehalis Tribal Scholarship Policies and Procedures

Amended on August 2, 2022 Resolution #2022-071

GENERAL INFORMATION

The Chehalis Tribal Scholarship Program is for the benefit of all enrolled Chehalis Tribal Members. The intent of the program is to provide funding for Tribal Member's higher education costs.

ELIGIBILITY REQUIREMENTS

All applicants must be enrolled Chehalis Tribal Members who have completed a high school diploma or equivalent. The applicant must be enrolled or accepted at an accredited institution. This includes work towards an Associate, Bachelor, Post Graduate Degree, or Certification from a Vocational/Technical School. Running Start students will qualify after they have exceeded their funding sources through the Chehalis Tribal K-12 Education Department. Students seeking assistance for Running Start costs are only eligible for the Chehalis Tribal Basic Scholarship.

APPLICATION

A. INITIAL CONTACT

Students are encouraged to meet with Racheal Mendez, Higher Education Coordinator.

Email: Rmendez@chehalistribe.org
Phone: 360-709-1698

B. APPLICATION

An application packet can be picked up at the Chehalis Tribal offices or mailed to the student. Students may request assistance with college applications and other financial aid. If an acceptance letter and Federal Student Aid Financial Assistance (FASFA) notification has already been awarded from the institution, the Higher Education Coordinator immediately assists the student with the Chehalis Tribal Scholarship process.

C. FINANCIAL AID APPLICATION

All students are required to apply for financial aid using the Free Application for Federal Student Aid (FAFSA) available at www.fafsa.ed.gov. Students must accept all free financial assistance. Student loans are not advised and work-study is up to the student's discretion. Following completion of the FAFSA, the student will receive a Student Aid Report (SAR), which will inform the student if they qualify for free student aid. Students declining to file for aid using the FAFSA may only be eligible to receive the Chehalis Tribal Basic Scholarship, if otherwise eligible.

D. COMPLETED APPLICATION

The completed application must include the following documents:

1. Copy of proof of Tribal enrollment or completed application for enrollment
2. Acceptance letter from institution
3. Financial aid award/denial letter & Student Aid Report (SAR)
4. Apply for 3 alternative scholarships
5. High school/GED diploma
6. College transcripts
7. Student Release of Information form (FERPA)
8. Refund agreement
9. Signed Chehalis Tribe Higher Education Program Compliance form

Should the student not comply with the above provisions, the student will not be eligible to receive funding from the Chehalis Tribal Scholarship. If the student has received scholarship funding but fails to update their information the student must refund the Chehalis Tribe in full before being considered for future funding.

SCHOLARSHIP AWARDS

The scholarship award levels are subject to revision by the Business Committee at any time based on available funding. The Business Committee may, in any year, modify funding priorities, allocate funding between different program types and/or modify the maximum awards for one or more program types.

PRIORITY LEVELS AND CUTOFF DATES

1. The Higher Education Program will begin accepting applications by email, mail or in person beginning May 1st for the upcoming academic year that begins August or September. Scholarships will be awarded according to the following priorities:

   a. First Priority: Continuing students have the highest priority
   b. Second Priority: Current year high school graduates
   c. Third Priority: Date application received
   d. Fourth Priority: Graduate school (Master's Degree)

2. Scholarship requests for all other educational pursuits (i.e. Doctorate, Medical School, etc.) will be handled on a case-by-case basis as funding allows. These requests will be taken to the Business Committee for approval.

3. The following cutoff dates apply:

Semester System		Quarter System	
August 1	Fall Semester	September 1	Fall Quarter
December 1	Winter Semester	November 1	Winter Quarter
		March 1	Spring Quarter
Tech., Voc., and Certificate Programs		30 Days prior to start date	

   *Summer quarter or semester is for graduating/continuing students only.

LIVING ON CAMPUS SCHOLARSHIP

Only students enrolled in eligible degree programs (described below) are eligible for the Chehalis Tribal Living on Campus Scholarship. For purposes of eligibility under this section, the student must be enrolled in 12 or more credits per semester or quarter in a qualifying degree program. We require on campus scholarship applicants to apply for funding from at least 3 alternate funding sources. We will assist students in applying for other grants and scholarships; however, we do not guarantee they will be awarded. If awarded financial aid from other sources, the Chehalis Tribal Living on Campus Scholarship will award by subtracting the financial aid award from eligible costs. All awards are based on the cost of attendance for the particular institution. Qualifying programs and applicable limits are as follows:

1. **Technical, Vocational, and Academy Certificates**
   a. Institution must be accredited through Financial Aid (FAFSA)
   b. Must submit an outline of program, timeline of completion and cost analysis of entire program.
   c. Clock hours/Week programs will be based on each institution. Certificate programs will match the 2-year degree programs, not to exceed 135 credits.
   d. Awards are made per the institution's guidelines of an academic year. Maximum award will not exceed $19,000.00.
   e. If institutions require payment in full for the academic year, students who live on campus may receive the Cost of Attendance Award, not to exceed $700, which will be divided by academic installments.
2. **2-year Associate Degree**
   a. Combined associate & vocational tech degree award will not exceed 135 credits.
   b. Maximum associate degree award per academic year is $19,000.00, not to exceed $6,333.00 per quarter.
   c. Must apply for 3 alternative funding sources.
3. **4-year undergraduate degree programs**
   a. Award will not exceed 215 undergraduate credits (including associate and vocational tech credits).
   b. Maximum award per academic year is $27,500.00 not to exceed $9,167.00/quarter or $13,750.00 per semester.
   c. Must apply for 3 alternative funding sources
4. **Graduate programs above four-year, Masters, Doctoral, Medical, Juris Doctorate etc.**
   a. Award will be based on case-by-case basis as funding is available. Funding availability will be reviewed annually.
   b. Must turn in outline of degree program, timeline of completion and cost analysis of entire program.
   c. Please be aware that all undergrads have priority when first applying. Once accepted into the program and after one quarter /semester, the student becomes a continuing student and is considered a priority student.
   d. Maximum award per academic year is $32,500.00 a year not to exceed $10,834.00 per quarter and $16,250.00 a semester.

BASIC SCHOLARSHIP

The Chehalis Tribal Basic Scholarships will cover tuition and textbooks, up to applicable limits. We require Basic Scholarship applicants to apply for funding from at least 3 alternate funding sources. We will assist students in applying for other grants and scholarships; however, we do not guarantee they will be awarded. Basic Scholarships Cost of Attendance Award is $700.00 for students attending classes on campus only. Tuition payments will be sent directly to the institution. Students may request the Higher Education Coordinator purchase books, but students are encouraged to purchase their own textbooks and submit their original receipts for reimbursement. Students cannot be reimbursed for textbooks without a receipt. For institutions that accept them, purchase orders for textbooks only may be requested. With the exception of vocational tech programs, which may follow an academic year that does not include a summer break, summer programs will be approved upon request and funding availability. Qualifying programs and applicable limits are as follows:

1. **Running Start**
   a. Funding will be made available after all funds have been exceeded through the K-12 education program
   b. Mandatory class supplies up to $500.00 per year
2. **Vocational Tech Program and/or Certificates**
   a. No Financial Aid accreditation
   b. Tuition, textbooks, and mandatory supplies only, up to $19,000.00
   c. This is for 1-year programs only. Lifetime award will not exceed 135 credits. Hours to credits conversions will be determined by the institution. Eligible for COA $700.00, not will not exceed maximum amount. Must travel to and from campus.
3. **Online/hybrid 2- & 4-year degrees**
   a. Maximum credits apply to the student's specific degree
   b. Mandatory class supplies up to $700.00 per year
4. **On campus classes 2- & 4-year degrees**
   a. Maximum credits apply to the student's specific degree
   b. Mandatory class supplies up to $1,000.00 per year
   c. Eligible for COA $700.00, not to exceed maximum amount.
5. **Graduate Programs**
   a. Maximum award $32,500.00
   b. Not to exceed 95 credits
   c. Must apply for 3 alternative funding sources
   d. No trips or field conferences will be covered
   e. Must turn in outline of degree program, timeline of completion and cost analysis of entire program.

MAXIMUM CREDITS & AWARDS

No more than 215 credits total, including 4-year, 2-year, vocational technical degrees, and certificate programs combined. Every scholarship award will be based on the applicable degree or program. Awards for students at private institutions are paid at the rate of public institutions and may not cover tuition and books in full.

If a student is seeking a degree that would exceed the maximum credits allowable, the student must submit an education plan that includes a timeline for completion of the degree and a current transcript. The student will also write a letter of request to the Business Committee asking the Business Committee to approve funding for the degree. Students applying for additional funding after the maximum allowable credits have been reached, will only be eligible for funding if Higher Education funds are available. If funding is limited but available, the student may only be awarded the basic scholarship award.

Students applying to institutions with application fees or pre-examinations requirements such as SAT, GRE, LSAT, GMAT, and MCAT and/or preparatory classes for such exams, the application and examination fees will be paid by the Scholarship Program. These fees will not exceed $1500.00 total lifetime max and will be sent directly to the institution.

APPLICATION PROCESSING

The Higher Education Coordinator has 10 working days to review and process scholarship applications. An award or denial letter will be sent to the scholarship recipient via email or mail, depending on student preference for notification. The Higher Education Coordinator will notify the institution's accounting/scholarship department of the student's scholarship award and request payment processing information. After the institution has issued their requirements for disbursement of the award, a requisition for payment of tuition and fees will be issued to the Chehalis Tribal Accounting Department. The Chehalis Tribal Accounting Department has up to 15 working days to fulfill requests for the payment of tuition and fees to the institution. The institution may request a purchase order be issued for payment in lieu of a check.

CONTINUATION OF FUNDING

Continuing students who have received a prior Tribal Scholarship award and are successfully completing their course work and meet all other eligibility requirements, will receive priority consideration over new applicants for scholarships. Eligible students who meet the minimum grade point requirement of 2.0 can expect to continue to receive funding until they successfully complete their degree requirements, or until the maximum credits for eligibility has been reached.

The student is responsible for notifying the Higher Education Coordinator in advance of each quarter or semester of their intent to enroll for the upcoming quarter or semester.

Students are required to submit their grade reports within 10 days after the last day of the quarter or semester. If grades are not received, future funding will be held until grades are received.

FAILURE TO MAINTAIN A 2.0 GPA

If, in any grading period, a student fails to obtain at least a 2.0 GPA, they will be placed on academic probation for the following period. If a student again fails to obtain at least a 2.0 GPA in the subsequent period, funding for eligibility will be terminated, and the funds will be available for use by another student.

The student will be eligible to reapply for the scholarship after the student has completed at least one (1) quarter or one (1) semester depending on the schedule of the school, which will be paid by the student or an alternate funding source, and the student has received a 2.0 GPA. The student must arrange for payment for this quarter or semester themselves. The student is not required to register as a full-time student, part-time status is acceptable and encouraged.

Once the student obtains a 2.0 GPA, the student is eligible to re-apply for scholarship funding. The student will not be considered a continuing student, but as a new applicant and therefore will no longer have priority status. The student will be in probationary status for the first or quarter or semester upon receiving Chehalis Tribal Scholarship funding. The student must obtain at least a 2.0 GPA while in probationary status. If the student fails to obtain a 2.0 GPA while in probationary status, they will be ineligible to receive funding from the Chehalis Tribal Scholarship until a 2.0 GPA is achieved. For institutions that do not award grades, the student must achieve a "Pass" or equivalent to avoid probation and/or termination of funding as described in this section. Please note, If the student again fails to obtain a 2.0 GPA, the Failure to Maintain a 2.0 GPA process will start over again.

Students who withdraw, are suspended, drop, or do not enroll in school or a course after funds have been dispersed to the institution will be required to re-pay the Scholarship Program the full amount of the scholarship and any applicable fees for the period not completed. The student must notify the Chehalis Tribal Education Department immediately. This does not apply if the student registers for a new course to replace a course withdrawn from and the status of the student is not affected.

DENIAL, PROBATION AND TERMINATION OF SCHOLARSHIP

A student can be denied, placed on probation or terminated from the Chehalis Tribal Scholarship for reasons including, but not limited to, the following:

- Failure to meet application deadlines.
- Not enrolled or accepted to an accredited college or vocational school.
- Failure to maintain a 2.0 grade point average.
- Failure to maintain the required number of credits.
- Knowingly providing false information.
- Student has reached maximum period of eligibility.
- Incomplete application.
- Change schools without appropriate notification to the Higher Education Coordinator.
- Failure in current grading period, this includes adequate program hours and good quarterly evaluations. The student will be place on academic probation for the upcoming following period.
- Registers for 12 or more credits and drop down to 10 or less within the same quarter/semester.

Students are responsible for notifying the Higher Education Coordinator about any changes that effect their application packet or eligibility, including but not limited to their education status, change of address, and contact information.

ADMINISTRATIVE

A file will be maintained for each student who is awarded a scholarship. The record in each file will include, but not be limited to, the following:

- Application
- Record of Tribal enrollment
- Grade reports and transcripts
- Education Department Release of Information form
- Refund agreement
- Copies of faxes and other communication regarding student or student contracts. The number of scholarships available may vary annually. The budget consists of 70% of the total annual funds to be available annually. The remainder of the funds will be used to increase the Chehalis Tribal Scholarship Fund.

Chehalis Tribal Scholarship

Funding you are applying for:

☐ Vocational ☐ 2 year degree (Associate) ☐ 4 year degree (Bachelor) ☐ Master ☐ Doctorate

Name: (print) _____Previous last name: _____

Permanent Mailing Address: _____

City: _____ State: _____ ZIP: _____ Email: _____

Mailing address while in school: _____
(If different from permanent address)

City: _____ State: _____ ZIP: _____

Home Number: _____ Cell Number: _____

Enrollment Number: _____ Birth date: _____ Social Security Number: _____

High School or GED Information:

School Name: _____

City: _____State: _____ ZIP_____ Phone Number: _____

Date of Graduation or GED Completion: _____

College or Program Information:

School Name and Address: _____

_____

City: _____State: _____ ZIP_____ Phone Number: _____

School Code: _____ Accepted Date: _____ Student ID: _____

Financial Aid or Program Contact:

Financial Aid Officer or Program Contact: _____

Phone Number & Ext.: _____Fax: _____ Email: _____

I certify that, to the best of my knowledge, all statements on this form are true.

Applicant Signature: _____ **Date:** _____

Parent or Guardian Signature if Applicant is under 18: _____

Family Educational Rights
and Privacy Act
Student Release of Information

Student's Name:_____

Student ID #:_____

The Family Educational Rights and Privacy Act, (FERPA) 20 U.S.C. § 1232g, 34 C.F.R. Part 99 is a federal law that protects the privacy of financial and academic student education records. Generally, schools must have written permission from the parent or eligible student (if over 18 years of age) in order to release information from a student's education record. The applicant understands that the Chehalis Tribal Scholarship Program's intent of collecting and maintaining this data is for determining eligibility of the student for Tribal educational benefits and to provide a means of producing statistical records. Failure on the part of the applicant to provide the requested information will preclude the applicant from being eligible to obtain higher education assistance under this program.

The Chehalis Tribe Scholarship Program requires certain information from the applicant. This form allows the Scholarship Program to obtain the required information from education institutions. This information may be made available to authorized organizations or individuals in compliance with all applicable laws.

I, _____ hereby authorize
(Student or Parent/Guardian requesting release, print full name) (Student ID#)

_____ **to release any and all of the following**
        (Program/School/University)

information over the period of _____ to the Chehalis Tribal Scholarship Program:
                        (Current Academic Year)
- Financial aid awards, application data, and disbursements
- Billing statements, and Invoices
- Official and/or Unofficial Transcripts, registration, enrollment information, records of any information regarding student discipline, and/or academic progress status
- Access to student records maintained by the Registration Office and Financial Office, including all of the above examples

I acknowledge that this release is valid at for the academic year *(Program/School/University)* listed above or until I have revoked this release in writing.

_____

Signature of student if he/she will be 18 or older at any time during the period covered   Date

_____

Signature of parent or guardian if student is currently under 18   Date

Scholarship Refund Agreement

I_____ agree to refund the Chehalis Tribal Scholarship Fund in the event

      Print name

that I withdraw, am suspended, drop out or do not enroll in school. I will notify the Chehalis Tribal Higher Education

Coordinator immediately and will refund all monies owed for my course or courses.

Applicant Signature: _____ Date: _____

_____ Date:_____

Signature of parent or guardian if student is currently under 18

Financial Aid Requirement:

I understand that by not filing for FAFSA (Financial Aid) I will not be eligible for the COA (cost of attendance) and that my

maximum award will be limited as stated in the Chehalis Tribal Scholarship Policies and Procedures section describing

the Chehalis Tribal Basic Scholarship. The basic award will provide tuition and books.

Applicant Signature: _____ Date: _____

_____ Date:_____

Signature of parent or guardian if student is currently under 18

VOCATIONAL / CERTIFICATE PROGRAM

- ☐ Application completed, signed and dated
- ☐ Refund for Vocational program
- ☐ Copy of certificate of Indian Blood (CIB) Call enrollment clerk at 360-709-1804
- ☐ Copy of High School Diploma or GED
- ☐ Acceptance letter from Institution
- ☐ Outline & timeline of program
- ☐ Financial Aid + SAR   YES OR NO
- ☐ Scholarships offered   YES OR NO
- ☐ Hour or credit program
- ☐ Pay program in full _____
- ☐ Payments _____
- ☐ Out of 135 how many used _____
- ☐ Contact _____

COMMUNITY COLLEGE DEGREE PROGRAMS

- ☐ Application completed, signed and dated
- ☐ Refund Agreement signed
- ☐ Copy of certificate of Indian Blood (CIB) Call enrollment clerk at 360-709-1804
- ☐ Copy of High School Diploma or GED
- ☐ Acceptance letter from Institution
- ☐ Financial Aid + SAR completed
- ☐ Financial Aid award letter
- ☐ 3 scholarships searches
- ☐ College transcripts and/or secondary program
- ☐ Registration of classes
- ☐ Signed FERPA release for college
- ☐ Out of 135 how many used _____
- ☐ Contact _____

BACHELOR'S DEGREE PROGRAMS

- ☐ Application completed, signed and dated
- ☐ Refund Agreement signed
- ☐ Copy of certificate of Indian Blood (CIB) Call enrollment clerk at 360-709-1804
- ☐ Copy of High School Diploma or GED
- ☐ Acceptance letter from Institution
- ☐ Financial Aid + SAR completed
- ☐ Financial Aid award letter
- ☐ 3 Scholarships searches
- ☐ College transcripts and secondary program
- ☐ Registration of classes
- ☐ Signed FERPA release or 3rd party release form for college
- ☐ Out of 215 how many used _____
- ☐ Major _____
- ☐ Contact_____

MASTER'S DEGREE PROGRAMS

- ☐ Application completed, signed and dated
- ☐ Refund Agreement signed
- ☐ Copy of certificate of Indian Blood (CIB) Call enrollment clerk at 360-709-1804
- ☐ Copy of all diplomas
- ☐ College transcripts and secondary program
- ☐ Acceptance letter from Institution
- ☐ Financial Aid + SAR completed
- ☐ Financial Aid award letter
- ☐ 3 scholarships searches
- ☐ Signed FERPA release or 3rd party release form for college
- ☐ Registration of classes
- ☐ Outline of degree program
- ☐ Timeline of degree _____ Credits_____
- ☐ 215 how many undergrad credits used _____
- ☐ 95 Master's credits used_____
- ☐ Major _____
- ☐ Contact_____