



# Estom Yumeka Maidu Tribe of the Enterprise Rancheria

## **Tribal Education Policy**

### **Education Mission Statement**

It is the mission of Enterprise Rancheria to provide an opportunity for Tribal Members to get a good quality education. It is also the mission of Enterprise Rancheria to encourage all tribal members to seek education and training programs beyond High School, as well as, encourage and enhance tribal members to attend Native American Schools. To achieve this goal, the Tribe establishes this policy to provide for the fair and equitable disbursement of all tribal education grants and scholarships. This policy will provide guidelines for awarding grants and scholarships. This policy will provide guidelines for the protection and accountability of Educational funding in the custody of the Estom Yumeka Maidu Tribe.

### **Section 1. Authority and Policy Amendment**

**(a) Authority.** This is established by the Enterprise Rancheria's Tribal Council, the elected governing body of the General membership, in accordance with Article IV Section 3 of the Enterprise Rancheria Constitution. This policy supersedes all policies on education grant and scholarships in effect from the certification of this policy.

**(b) Policy Amendment.** The Education Committee shall recommend to Tribal Council revisions or amendments to this policy. The Tribal Council reserves full discretion to modify or delete any portion of this policy.

### **Section 2. Classification of Awards**

Funding awarded under this policy shall be classified under one of the following categories:

**(a) Higher Education Assistance-**Assistance for tuition/fees, books/supplies and transportation costs for students attending an institution of higher education which will result in the completion of an accredited undergraduate or graduate degree program.

**(b) Vocational Training Assistance-**Supplementary assistance for members attending an accredited vocational training institution or an accredited vocational training institution or an accredited college vocational training program in order to acquire job skills to obtain or sustain full-time satisfactory employment.

**(c) Adult Education Assistance-**Financial assistance for efforts by eligible tribal members to pursue further personal development, to enhance job opportunities or to become functionally literate and learn skills to pass the General Equivalency Diploma (GED) exam or other accredited High School completion programs.

### **Section 3. Minimum Eligibility Requirements**

To be considered for educational assistance from Enterprise Rancheria, the applicant must meet the following requirements:

#### **(a) Higher Education Assistance**

- (1) An enrolled member of the Enterprise Rancheria.
- (2) Accepted for admission in an accredited college or university
- (3) High School diploma or GED
- (4) Cumulative grade point average of 2.0 (or higher) for high school graduates or a cumulative grade point average of 2.0 (or higher) for college students.

#### **(b) Vocational Training Assistance**

- (1) An enrolled member of the Enterprise Rancheria
- (2) High school diploma or GED
- (3) Accepted for admission to an accredited vocational institution or an accredited college vocational training program.

#### **(c) Adult Education Assistance**

- (1) An enrolled member of the Enterprise Rancheria

### **Section 4. Use of Education Funding and Funding award amounts**

Funding provided for under this policy may be used for tuition, subsistence, required fees, textbooks, and miscellaneous expenses related to attendance at a college, university, or approved training institution. Funding for Vocational or Adult Education is a one-time assistance.

The following is a list of fees the Tribe will cover under the Higher Education and Adult/Vocational Assistance Program:

#### **Higher Education Assistance:**

**Tuition per term:** \$1,000.00 for University and \$500.00 for Community

**Books & Supplies:** \$500.00 for University and \$300.00 for Community

(Please note that any receipts submitted for reimbursement need to be within 30 calendar days from the time you purchased your items.)

#### **Transportation Assistance** (only for Higher Education and Vocational students)

This assistance is awarded on a monthly basis. The student must request transportation assistance in writing by the Fifteenth (15<sup>th</sup>) of each month. The award amount is not to exceed \$100.00 per full time student and \$50.00 per part time student.

**Vocational Education Assistance:**

**Tuition per term:** \$500.00

**Books & Supplies:** \$300.00

**Transportation Assistance** (only for Higher Education and Vocational students)

This assistance is awarded on a monthly basis. The student must request transportation assistance in writing by the Fifteenth (15<sup>th</sup>) of each month. The award amount is not to exceed \$100.00 per full time student and \$50.00 per part time student.

**Adult Education Assistance:**

**Fees:** Will be determined on a case to case basis.

**Section 5. Student Classifications**

Students applying for funding under this policy will be classified under one or more of the following categories:

**(1) Undergraduate students-** students accepted for admission or currently attending an accredited college or university and actively pursuing a post-secondary degree such as but not limited to AA, AS, BA, BS or BFA degree.

**(2) Vocational Students-** student accepted for admission or currently attending an accredited vocational training institution or an accredited college vocational training program in order to acquire job skills to obtain or sustain full-time satisfactory employment.

**(3) Graduate Students-** students accepted for admission or currently attending an accredited college or university and actively pursuing a post-baccalaureate degree such as but not limited to: MA, MS, MFA, MSW, MPA, MLS, MSEE, MFCC, Ph.D., Ed.D, DBA, DMA, DPA or DD degree.

**(4) Adult Education Students-** students enrolled in state, county, or district adult basic education programs, ROP programs, community college remedial coursed, high school completion programs, external degree programs, personal development courses, job enhancement courses, continuing education courses, and certain accredited correspondence or distance learning program.

**(5) Full-Time Students-** students defined in Section 4 (1), (2) and enrolled in 12 units or more. Students defined in Section 4 (3) and enrolled in 8 units or less.

**(6) Part-Time Students-** students defined in Section 4 (1), (2) and enrolled in 11 units or less. Students defined in Section 4 (3) and enrolled in 8 units or less

**(7) Continuing Students-** students defined in Section 4 (1), (2) , (3) and who are currently attending a college, university, or accredited vocational training institution at the time of application.

**(8) New Students**—students defined in Section 4 (1), (2) , (3)and who have no previous college, university, or vocational training experience at the time of application.

## **Section 6. Application Requirements**

An application entitled Higher Education Application or Adult/ Vocational Education Application shall be used for assistance under the tribal grants and scholarship program. A completed application packet will include the following for each of the award classifications:

### **(a) Higher Education Assistance**

- (1) Signed and completed Enterprise Higher Education application.
- (2) Letter of acceptance for admission to the selected college, university or educational institution.
- (3) High school transcripts
- (4) Continuing and/or returning college students must submit official transcripts of current and previous college work.
- (5) Financial Aid Review Form(to be complete by college financial aid officer)
- (6) Completed education plan for course study.
- (7) Copy of Financial Award or Denial Letter.
- (8) Copy of Current Class Schedule.

### **(b) Vocational Training Assistance**

- (1) Signed and completed Enterprise Adult/ Vocational Education application
- (2) Letter of acceptance for admission or re-admission to an accredited vocational training institution or an accredited college vocational training program.
- (3) High school transcripts/GED
- (4) Continuing and/ or returning college students must submit official transcripts of current and previous college work.
- (5) Completed Education Goals.

### **(c) Adult Education Assistance**

- (1) Signed and completed Enterprise Adult/Vocational Education application.
- (2) Letter or verification of acceptance to selected educational provider, institution, or college
- (3) Information on cost of class for Adult Education.
- (4) Educational Goal

## **Section 7. Closing Dates for Applications**

Enterprise tribal education award applications must be received in the Tribal Office or postmarked by the following deadlines:

### **(a) Higher Education Assistance (in order of priority)**

- (1) August 15<sup>th</sup> for the Fall Semester
- (2) January 15<sup>th</sup> for the Spring Semester

## **Section 8. Priority Ranking Policy and Guidelines**

**(a) Policy Statement**-upon condition of adequate appropriations, it shall be the policy of the Enterprise tribal education department to provide assistance to all eligible applicants to the greatest extent possible to enable members to further their individual educational goals, notwithstanding section 3 off this policy.

**(b) Priority Funding Guidelines**-in the event that applications must be ranked for funding priority, due to limited federal or tribal appropriations, the education director shall apply the following criteria at assist in the selection of applicants and the amount of each grant to awarded to selected applicants:

**(c) Higher Education Assistance** (funding priority in order of importance)

- (1) Student Classification
  - (a) Continuing students
  - (b) New students
  - (c) Returning students
- (2) Established unmet Financial Aid/grant/scholarship assistance need
- (3) Enrollment students (see definitions Section 5 (6,7))
  - (a) Full-time
  - (b) Part-time
- (4) Degree objective
  - (a) Undergraduate
  - (b) Graduate

**(d) Vocational Training Assistance** (in order of Priority)

- (1) Student Classification
  - (a) Continuing students
  - (b) New students
  - (c) Returning students
- (2) Enrollment status
  - (a) Full-time
  - (b) Part-time
- (3) Established Financial need

**(e) Adult Vocational Assistance** (in order of Priority)

- (1) Enrollment status
  - (a) Full-time
  - (b) Part-time
- (2) Established financial need

## **Section 9. Application Review Procedures**

**(a)** The tribal education department shall acknowledge receipt of submitted applications within 10 working days. Further, the tribal education department is responsible for providing a checklist of outstanding items needed to complete the applicant's file.

(b) Completed application's will be reviewed, ranked, and awarded based on criteria established in Section 8 of this policy as well as any other special circumstances that merits consideration; final approval or disapproval will be made at the discretion of the Education Committee.

### **Section 10. Notification of Award**

(a) The tribal education department will notify, in writing, all grant and scholarship applicants regarding the status of their application.

(b) Students disapproved for awards for failure to meet the eligibility requirements, or for other reasons, will be notified by certified letter from the tribal education department and given the opportunity to appeal the decision based on procedures in section 15 of this policy.

(c) Student's approved for an award will be notified by a tribal award letter that provides the amount, type, and period of award. Awarded applicants will also receive information regarding payment procedures, required standards for continuation of assistance, probation policy, and other information as required.

### **Section 11. Payment of award**

(a) Distribution of awards will be pro-rated on a quarter or semester basis.

(b) Grade reports or transcripts for receding semester (or quarter) must be submitted prior to each disbursement.

(c) Student must complete the minimum number of units required under the student classification in which they are awarded in order to receive the full award amount; Students not completing the required units will receive a pro-rated award based on the percentage of required units they actually complete. Any reductions of awards will be applied to the following semester or quarter funding cycle.

(d) Approved grant or scholarship awards will be paid by check, to the institution in which the student is reenrolled.

### **Section 12. Maximum Period of Award**

The maximum period of assistance provided under this policy will be based on the following time limits:

(a) Higher Education (undergraduate degree program) Assistance-Actual number of years required to complete degree program plus 1 year.

(b) Higher Education (Graduate degree program) Assistance -Actual number of years required to complete degree program.

(c) Vocational Training Assistance-Actual number of years required to complete training, certificate, or degree program plus 1 year.

(d) Adult Education Assistance-Actual number of years, semester, or quarters required to complete approved program plus 1 year.

### **Section 13. Probation and Forfeiture of Awards**

(a) If a student fails to enroll in the semester or quarter for which the assistance is awarded, the student automatically forfeits the award and must reapply by the next application deadline for funding period in which applicant wishes to be considered.

(b) If a student drops out of school, the remaining award will be returned to the Enterprise General Education fund and student automatically forfeits the remaining award and must reapply by the next application deadline for next funding period in which applicant wishes to be considered.

(c) If, after dropping out of school, the student re-applies and is granted another award, the student will automatically forfeit the quarter/semester disbursement due to the unexcused drop-out. Exceptions to this requirement may be made for good cause.

(d) If a student drops out of school for two consecutive semesters or quarters, they will be placed on financial probation and must develop an appropriate agreement, in consultation with the Education Committee and Tribal Council, to identify, resolve and remedy barriers associated with school attendance as well as agrees upon conditions to remove the probation status.

(e) All grant recipients will continue to be eligible for awards as long as they maintain a minimum grade point average (GPA) of 2.0. A grant recipient who does not meet the minimum GPA requirement will be placed on academic probation for a period of one term. This probation notice will be sent to the student and the college financial aid officer. To remove the probation status, the student must meet minimum GPA requirement by the end of the probationary term. Failure to remove the probation status will result in the forfeiture of award and financial probation. Student must reapply and follow policy and procedures previously stated in Section 13 (b).

### **Section 14. Conflict of Interest or Nepotism**

No Tribal Council members shall participate in the discussion or determination of any matter in which he/she has a direct financial interest, or any matter directly affecting his or her immediate family (immediate family is defined as household family). Such members shall withdraw from any such matter, and the minutes shall indicate such withdrawal.

### **Section 15. Grievance Procedures**

All Education grievances must be submitted in writing to the Education Department no later than 10 working days after the applicant receives a notification of denial. The Education Committee will review all materials available; including any new information submitted and will make a determination within 10 working days. The Education Committee may request additional time of the complainant to construct a response if needed. If the complaint is not resolved satisfactorily then the complainant can move to the next level of the grievance process.

If the applicant is dissatisfied with the Education Committee's decision, they shall be given the opportunity to submit a written grievance to the Tribal Council, within 10 working days after they receive their determination from the Education Committee. The Tribal Council shall review all materials available at their next regular monthly Tribal Council meeting for which the Tribal Council has at least 10 working days to respond back to the individual after a decision has been made. The Council may request additional time of the complainant to construct a response if needed.

### **Section 16. Records Management**

(a) The education department shall develop procedures and maintain a system to ensure records and information collected are accurate, integral, and protected under the privacy act.

(b) The minimum required documents for an active grant applicant file shall not be less the documents required under section 6 of this policy

(c) No employee or Tribal Council member may disclose student information to the general public or any agency unless disclosure is permitted through written consent of the student or parent of the student (if the student is under 18 years of age).

(d) Student files shall only be accessible to those with proper authorization.

### **Section 17. Annual Reports**

The education department shall give the Tribal Administrator an annual report on funds expended and the number of students we have assisted through the year to go into his report.

### **CERTIFICATION**

We, the Tribal Council of the Estom Yumeka Maidu Tribe of the Enterprise Rancheria do hereby approve the Tribal Education Grants and Scholarship Policy of the Enterprise Rancheria. The Tribal Council is composed of seven members, of which 7 were present, constituting a quorum, at a regular meeting thereof, duly called, noticed and conducted on this 19<sup>th</sup> day of May 2012; that this policy was adopted by vote of 6 in favor, and 0 opposed, and 1 abstaining; and that since its adoption this policy has not been rescinded, amended, or modified in any way.



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Glenda Nelson, Tribal Chairperson

May 19, 2012  
Date



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Cindy Smith, Tribal Secretary

May 19, 2012  
Date