

Siletz Higher Education Manual

Higher Education Policy and Procedures (Revised February 2022)

Mission

To empower Siletz Tribal Members to continue their education beyond high school, to improve their health, quality of life and the opportunity to secure a fulfilling and rewarding career.

Purpose

Our purpose is to encourage eligible Tribal Members to seek higher education. Funds are appropriated to assist students in financial need after all other sources of funding are applied.

Eligibility

Eligibility for Higher Education Grant Assistance:

- An enrolled tribal member in the Confederated Tribes of Siletz Indians
- High school graduate or GED recipient
- Enrolled at or accepted to an accredited college or university
- In a Bachelor degree or two-year transferable program
- Enrolled at least part-time status
- Completion of a Tribal Higher Education Grant by June 30th

The following documents and information are needed for a complete application:

- Tribal Higher Education Grant application
- Statement of educational goals and plans addressing chosen field of study
- Verification of Siletz Tribal enrollment (program staff will verify enrollment)
- Letter of acceptance for admission to an accredited college or university
- Student shall submit documentation pertaining to their highest level of educational attainment
- Proof of filing FAFSA by June 30th
- Results of placement test, ACT or SAT (if part of school's admission process)
 - If placement test, ACT or SAT is not required, student will need to provide proof of this from the student's school of choice
- Degree evaluation for students entering their third year at a college or university, or entering their second year at a community college transfer degree program

Deadline

- All applications must be received by the area Education Specialist by June 30th.
- Applications must be submitted in entirety.
- The deadline dates are posted in the Tribal offices, the Tribal newsletter, Tribal social media platforms, and on the Tribal website.
- The June 30th deadline is a firm deadline and non-appealable

Funding Process

- All applications are reviewed and funded by the designated Education Specialist in each office as defined:
 - Eugene Area Office serves colleges/universities in Benton, Lane and Linn counties.

Siletz Higher Education Manual

Higher Education Policy and Procedures (Revised February 2022)

- Portland Area Office serves colleges/universities in Clackamas, Multnomah and Washington counties, and the state of Washington.
- Salem Area Office serves colleges/universities in Marion, Polk, and Yamhill counties, including Oregon State University.
- Siletz Central Office serves colleges/universities in Lincoln & Tillamook counties as well as all other out of state colleges, excluding Washington State.
- Tribal Financial Aid Report is sent to colleges/universities on behalf of the applicant student.
 - The Financial Aid Report determines the financial need of the student.
 - The financial unmet need amount stated on the Financial Aid Report cannot be changed or over-funded Per Title IV funding requirements.
- Students attending in-state public colleges/universities will receive the cost of tuition and books or the unmet need according to the Financial Aid Report, whichever is less.
- Students attending out of state or private colleges/universities will receive the cost of tuition and books, the state average cost of tuition and books at the public/resident college/university level, or unmet need according to the Financial Aid Report, whichever is less.
- The authority for all approvals will be made according to established policies and procedures of the Confederated Tribes of Siletz Indians referenced in this manual.

Determination of Services

Priorities

First Priority: Continuing students in good standing based on academic achievement and financial eligibility.

Second Priority: Graduating high school seniors, first time adult applicants and students who have been in college and had an interruption.

Less than Full-Time Students

- $\frac{3}{4}$ time status: 9 to 11 credit hours
- Part-time status: 6 to 8 credit hours
- Students less than full-time status are eligible for the cost of tuition and books only
- Terms/semester limits will be prorated by the number of credits per term/semester

Summer School

- Grants to cover summer school expenses may be awarded to students whose degree program requires summer coursework.
- The need of summer term funding can be requested at the time of application.
- A letter from an academic advisor is required for consideration for summer school funding.

Private College Attendance

- Students attending private schools will receive funding that is not to exceed the in-state base rate tuition for their state's college university system

Siletz Higher Education Manual

Higher Education Policy and Procedures (Revised February 2022)

Propriety Institutions

- Propriety institutions may be reviewed for consideration with a letter of explanation from the student expressing why there are no other institutions that offer a similar program of study at a public or private institution
- Proprietary institutions will not be automatically eligible for funding and will follow the private school funding process.

Dual Enrollment

- Students enrolled in dual enrollment programs will be funded based off the budget where the student taking a majority of credits.

Transfer Degrees

- Students enrolled in transfer degree programs will receive a maximum of three years of funding at the community college level.

Accreditation

1. The college or university a student chooses to attend must be accredited by one of the following national or regional accrediting associations 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 <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>

Duplicate Service/Degree

- Tribal Higher Education program does not cover a second degree of the same degree level, i.e. Associate or Bachelor Degree even if the first degree was earned without Tribal aid.

Financial Aid

Education Budget

1. The institution and Tribal Financial Aid Report system will determine the applicant's budget, along with the financial aid budget and the resources available. The amount

Siletz Higher Education Manual

Higher Education Policy and Procedures (Revised February 2022)

funded is based on information provided by the applicant on the Free Application for Federal Student Aid (FAFSA).

2. The school's budget, Expected Family Contribution (EFC), and resources are listed on the Tribal Financial Aid Report. The student's unmet need is determined by the school's financial aid department/office and reported on the Financial Aid Report form.
3. Determination of allocation for the unmet need is made by the Education Specialist based on the identified resources and budget listed of the Tribal Financial Aid Report.
4. Undergraduate students are eligible for awards for a maximum of eighteen accumulative quarters or twelve accumulative semesters to complete a Bachelor degree program.

College Based Aid and Other Sources of Financial Assistance

An applicant is encouraged to apply for all available non- tribal aid for which they may be eligible. This includes all federal, state and college based aid, such as:

- Veteran's Benefits
- Social Security Benefits
- Pell Grants
- Supplemental Education Opportunity Grants (SEOG)
- Work Study (WS)
- Federal Stafford Loan – Subsidized/Unsubsidized
- State Need or State Incentive Grants
- Tuition Waivers
- Nursing Student Loans
- Indian Health Service Scholarships
- American Indian Graduate Center (Graduate Students Only)

Determining Tribal Grant Awards

- The Education Specialist is responsible in determining the amount of the award based off the Financial Aid Report completed by a representative of the school's financial aid office.
- When combined with other resources, the award amount shall not exceed the applicant's unmet need, or combined cost of tuition and books, whichever is less, as determined by the Financial Aid Officer at the college/university.
- The budget is composed of the following expense categories:
 - Tuition and Fees
 - Books and Supplies
 - Lodging
 - Transportation
 - Personal Needs
 - Other
- If the applicant is less than full time and is eligible for a tribal grant award, the education staff can only consider the costs for:
 - Tuition and Fees
 - Books and Supplies

Siletz Higher Education Manual

Higher Education Policy and Procedures (Revised February 2022)

Notification

Tribal Education Specialist shall notify each applicant and the Financial Aid Officer of the determination of action taken on the application. This notification shall be in writing via email and include the following:

1. A copy of the completed Financial Aid Report, which shows the school budget, Expected Family Contribution (EFC), and all grants, loans scholarships, and work-study that was used to determine the tribal award.
2. Tribal award letter stating the amount awarded for the school year with a monthly or term/semester breakdown of funding distribution.
3. Scholarship Agreement form. This form is intended to outline the credit hour and GPA requirements of the Higher Education program
4. School Address Notification form. This form is intended to update the Higher Education program of student's school address, student ID number and school email.

Applications Deemed Ineligible for Funding

When an application is not approved, the Education Staff will notify the applicant and Financial Aid Officer in writing via email of the determination. This notification will explain the reason for the decision.

A grant application can be deemed not approved for any of the following reasons:

- Not an enrolled Siletz Tribal member
- Incomplete Higher Education Grant application.
- Failure to meet deadline dates.
- Not accepted by college or university by application deadline.
- Over the limit of 18 accumulative quarters or 12 semesters.
- Pursuing a vocational or technical program.
- Taking courses that are non-degree courses.
- Attending a non-accredited college or university
- Depleted grant funds

Payment of Grant Award

1. Approved grant awards are paid by check to the recipient or in care of the Financial Aid department at the institution in which the student is enrolled. Awards will be made on a term/semester, or monthly basis and only after confirmation of satisfactory progress and all required documentation/forms are turned in.
2. Tribal Grant awards will be in the following categories:
 - a. Tuition/Fees
 - b. Books/Supplies
 - c. Subsistence
3. Financial Aid Officers will apply Tribal grant awards to the student account according to the disbursement policy of the institution

Siletz Higher Education Manual

Higher Education Policy and Procedures (Revised February 2022)

Refund of Grant Awards

When the recipient of a grant does not enroll or withdraws prior to an institution's final drop date, funds will need to be returned to the Tribal Higher Education program within 30 days of notice,

Educational Requirements

Students are contacted at a minimum of once per term/semester to monitor student's progress. Contact may be made by telephone, letter, or an onsite visit. All contacts are documented by the Area Education Specialist and maintained in the student's file.

Requirements of Students:

- Enrolled as full-time students with a minimum of twelve (12) credit hours per term/semester for undergraduate programs and nine (9) hours for graduate programs if tribal funding has been approved.
- Enrolled $\frac{3}{4}$ time student with a minimum of nine (9) to eleven (11) credit hours per term/semester.
- Enrolled part-time student with a minimum of six (6) to eight (8) credit hours per term/semester.
- Maintain satisfactory progress while attending school by maintaining a minimum of a 2.0 grade point average (GPA).
- Students are required to submit a class schedule to the Education Specialist for each term/semester. Failure to provide a class schedule two weeks after the start of the term will result in cancellation of funds.
- Failure to submit grade reports within two weeks after the end of the term/semester may result in a delay or denial of future funding disbursement.
- Failure to submit any required program forms may result in a delay or denial of funding disbursement.
- Students are responsible for any tuition/fees not covered by the Tribal award.
- Attend beginning of the school year student meeting via Zoom.

Withdrawal from Classes

Types of withdrawal:

- Voluntary
- Involuntary

Voluntary Withdrawal

1. Reasons must be clearly defined and expressed by the student. College/university staff and Education Specialist may recommend withdrawal if in the best interest of the student.
2. Medical reasons may also be considered as voluntary withdrawal from classes but must be supported in writing by a physician or other medical practitioner.

Siletz Higher Education Manual

Higher Education Policy and Procedures (Revised February 2022)

Continuation after Voluntary Withdrawal

- The student may continue their academic program if they made contact with Tribal Education Specialist prior to withdrawal and made official arrangements for continuing their education with the school.
- The length of interrupted status will be determined through consultation with the institution staff, student, Education Specialist and medical staff if needed.
- Students must meet all application deadlines established by the Tribal Education Program, the institution they plan to attend and by the Federal Financial Aid program.

Involuntary Withdrawal

1. When a student fails to meet minimum academic requirements set forth by the school and/or Tribal Higher Education program.
2. When a student Stops attending classes and is dropped from their institution.

Reinstatement for Involuntary Withdrawal

- Students who involuntarily withdraw are suspended and/or terminated from the Tribal Education program.
- Reinstatement is possible if the student follows the “Reinstatement Terms after Suspension or Termination” guidelines.

Probation, Appeals, and Reinstatement

Probationary Status:

- Student does not complete a minimum of 1) credit hours for full-time status, 9 to 11 credit hours for $\frac{3}{4}$ time status, or 6 to 8 credit hours for part-time status.
- Student does not maintain a 2.0 GPA.
- Student does not submit grade reports when required.
- Student withdraws without notification to Higher Education program.
- Student has not been responsive to Education Specialist.

Notification of Probationary Action

1. Written notification of probationary status will be sent out to the student via email after receipt of grade reports.
2. Notification of probationary status will include letter of probation and receipt of acknowledgement.
3. If a student does not turn in a grade report, student status will be determined when a student reapplies for services and is required to provide an updated unofficial transcript.

Specific Terms for Disciplinary Actions

1. A student on academic probation will sign a receipt acknowledging their probation and their obligations for the upcoming term/semester.
2. The receipt of acknowledgment is to be returned to the Education Specialist within ten days of receiving written notice.
3. Signed receipt of acknowledgment must be received by the Education Specialist before funding can be released

Siletz Higher Education Manual

Higher Education Policy and Procedures (Revised February 2022)

4. Probation is non-appealable

Obtaining Reinstatement Status

- After being placed on probation, the student has the next term/semester to earn a 2.0 GPA and maintain a minimum of 12 credit hours for full-time, 9 credit hours for $\frac{3}{4}$ time, and six credit hours for part-time to be placed back in good standing.

Suspension or Termination from Program

Student may be suspended or terminated from the Higher Education program if:

1. Student does not meet the minimum requirement of a 2.0 GPA for 12 credit hours for full-time, 9 credit hours for $\frac{3}{4}$ time, and 6 credit hours for part-time following probation from the tribal education program.
2. Student does not sign and return receipt acknowledging their probationary status.
3. Student does not provide evidence of progress by providing grade reports or progressive evaluations from their school.
4. Student does not maintain a reasonable standard of conduct as specified by the institution.
5. A student fails to provide a grade report may be terminated from the Tribal Higher Education program

Notification of Suspension or Termination Action

1. The Education Specialist will provide written notice via email of suspension or termination status to the student.
2. Reasons for suspension or termination will be outline in the letter.

Reinstatement Terms after Suspension or Termination

Students on suspended or terminated status will not be automatically reinstated. The students must also understand that there is no automatic entitlement to repeat services. Students may be reinstated if they provide the following:

1. Student is required to attend school for one term or semester on funding other than the Tribal Higher Education program and provide verification of passing the required number of credits/GPA set forth in letter of suspension.
2. Students have been suspended from the Higher Education program may not use another Tribal Education Department component to meet the reinstate requirement of paying for one term/semester.
3. Student must meet the annual Higher Education application and FAFSA deadlines if suspension crosses over academic years.

Repayment

- If a student withdraws from or drops out of school with no notification to the HE Higher Education program, and accepts funds fraudulently, the Tribal Education program may require all of the tribal award returned.
- Examples of fraudulently accepting funds
 - Accept funds after dropping classes
 - Accepting duplication of funds in error
 - Accepting funds and not attending

Siletz Higher Education Manual

Higher Education Policy and Procedures (Revised February 2022)

Appeal Process

Students suspended or terminated from the Higher Education Program may also appeal within five (5) days of receiving the written email notification.

A decision to suspend or terminate assistance may be appealed in writing or email to:

**Programs II Manager
Confederated Tribes of Siletz Indians
P.O. Box 549
Siletz, Oregon 97380**

The appeal should contain the following information:

- Copy of suspension/termination letter
- Relevant information the student wants the Program II Manager to take into consideration
- Reason(s) why the student believes the decision should be changed

Applicants or students who disagree with the decision of the Programs II Manager may appeal the decision to the Tribal Education Committee by writing a request to:

**Siletz Tribal Education Committee
P.O. Box 549
Siletz, Oregon 97380**

1. The Tribal Education Committee is a committee established under Siletz Tribal Standing Committee Ordinance and is granted authority pursuant to the Siletz Tribal Court Rules and Procedures Code to make a final decision. For purposes of this Ordinance, the Standing Committee serves as a Lower Court. The Education Committee shall provide an opportunity to present evidence, confront witness and be heard.
2. The committee is obligated under this Ordinance to inform a party of their right to appeal.
3. That party has ten (10) days to appeal the Committee decision to the Chief Judge of the Siletz Tribal Court.

Further appeal rights are addressed in the Siletz Tribal Rule and Procedures Code, 3.63 Appeals from Standing Committees and Tribal Officials, (b) Right to Appeal.

Student Records

1. Student records are kept at the area offices in Portland, Salem and Eugene for students attending schools in those areas.
2. The student records contain the following:
 - Application and documentation
 - Financial Aid/CTSI award information
 - School information, grades, and schedules
 - Documentation of correspondence
3. Student files are maintained according to Siletz Tribal Policies and Procedures and applicable federal requirements.
4. Student records are accessible by the Education Staff, Programs Manager and General Manager or designee.

Siletz Higher Education Manual

Higher Education Policy and Procedures (Revised February 2022)

5. Records are only accessible with a Release of Information provided by the student. The release will provide specific authority, identify who has access, and identify specific records covered by release.

Financial Records

1. Higher Education grant funds undergo required tracking procedures for accounting purposes by the Confederated Tribes of Siletz Indians Accounting Department.
2. The Program II Manager and the Tribal Accounting Department provide a breakdown of student grants quarterly and annually, or monthly, if requested. The process is in accordance with the fiscal reporting requirements and procedures.
3. Final authority for distribution of funds to students is by the Tribal General Manager.
4. The Education Specialists and Programs Manager maintain individual records and cuff accounts.
5. These records are accessible to the Education Staff, Programs II Manager and Accounting Department as well as the General Manager.
6. Tracking procedures for accounting requirements are maintained in student records through check requests, signed receipts of checks and Financial Aid Report forms.

Graduate Funding

Eligibility

- The applicant must be an enrolled member of the Confederated Tribes of Siletz Indians of Oregon.
- The applicant must be enrolled in a college or university that is state or regionally accredited.
- The applicant must submit a complete graduate grant application with all supporting documents by June 30th.
- Incomplete applications will not be accepted.
- The June 30th deadline is a firm deadline and non-appealable

Deadline:

Applications are due June 30th each year. Please read the application carefully and submit all required documents.

Application Process

- Graduate Grant application
- Letter of acceptance for admissions with a program description from the university the student is enrolled at
- Statement of education goals and plans
- A complete college transcript(s) including all graduate and undergraduate coursework
- A copy of your undergraduate degree

Student Responsibility

- Students are responsible for updating the Tribe when contact information changes.
- Students must apply each academic year considered for funding.

Siletz Higher Education Manual

Higher Education Policy and Procedures (Revised February 2022)

- Students are responsible for the completion of all Family Education Rights and Privacy Act (FERPA) requirements with their school university annually.
- Students are responsible for earning a 2.0 GPA each academic year.

Scholarships

Tribal scholarships are available through the Siletz Tribe and are the responsibility of the Education Committee:

1. Arthur Bensell Memorial Scholarship- the Arthur Bensell Scholarship is specifically for students enrolled in a program leading to a degree in education.
2. Siletz Scholarship
3. Pepsi-Craig Whitehead Scholarship- the Pepsi-Craig Whitehead Scholarship is open to all students regardless of major.
4. Cathern Tufts Memorial Scholarship

The Programs II Manager at the direction of the Siletz Tribal Education Committee administer the scholarships. Applications are available on the CTSI website and by request from Education Specialists. Application for all financial aid is required of students. Tribal students are expected to apply for these scholarships.

Scholarships range from \$500 to \$1,000 for one academic year.

Scholarships are announced in July and awarded at the annual Nesika Illahee Pow Wow in August of each year.

All scholarships require the following:

- Completed application form.
- Documentation of acceptance at an accredited vocational training or Higher education institution/ 2 year, 4 year or graduate school.
- Up to a 1,000 word essay on a specified theme.
- A letter of recommendation.

The Education Committee selects scholarship recipients on a competitive basis. Factors considered during the evaluation process include:

- Applicant's academic achievements.
- Strength of the letter/s of recommendation.
- Quality of applicant's essay.

Note: The Programs Manager can make minor changes to address punctuation, readability and structure, without changing the intent of the policy.