

TABLE OF CONTENTS

I.	Introduction	Page 2
II.	Eligibility for Scholarship Grant Assistance	Page 3
III.	Adult Vocational Training Program	Page 4
IV.	Priority of Funding	Page 4
V.	Scholarship Disbursements	Page 4
VI.	Application Process	Page 5
VII.	Student Responsibilities	Page 5
VIII.	Grade Report/Transcripts	Page 6
IX.	Probation, Suspension & Transfers	Page 7
X.	Out of State Colleges	Page 8
XI.	Summer School	Page 8
XII.	Appeals	Page 8

INTRODUCTION

Please read the following policy statement thoroughly:

The Fort Peck Tribes Executive Board utilizing the Self-Determination Act, P.L. 93-638, contracting the higher education and the adult vocational training function from the Bureau of Indian Affairs in 1989. The TEB recognizing the need to establish local control over the education activity began the process of change by: 1) contracting the program, 2) establishing the Fort Peck Education Department 3) establishment of the Education Department Board of Directors.

All students who receive financial aid from the Education Department are subject to the provisions contained in this handbook of educational scholarship policies.

The primary objective of the program is to assist students in their efforts to attain an education and to see that they receive equitable treatment.

Applicants who are determined to be eligible can apply for funding. The Tribal funding that an applicant may receive is **supplemental** to other forms of federal funding such as the PELL Grant, Supplemental Educational Opportunity Grant (SEOG), State Student Incentive Grant (SSIG), and College Work Study. The Tribal Education Funds will be used by the student to meet educational expenses not covered by the above. These funds can be used to pay for tuition and fees, room and board, books, and miscellaneous (related to school) expenses.

Each applicant will be notified by mail within 10 days of receipt of application if file is not complete indicating the missing documents. Please utilize the Application Checklist included with each application. This checklist is designed to be a tool to assist the applicant in ensuring all the required documents are submitted to the Education Department.

The Education Department is available to assist students in completing their Adult Vocational Training Applications. For questions or inquiries contact: (406) 768-5136 or (800) 799-2926, FAX: (406) 768-3556 or check us out at www.fortpecktribes.org or on our Facebook page: Fort Peck Tribes Education Department.

Neil Taylor, Director

Janet Escarcega, Administrative Assistant:

Ada Talks Different, Data Analyst:

Applications are to be mailed or delivered to: **Fort Peck Tribes Education Department**
P.O. Box 1027
Poplar, MT 59255

TITLE III – CHAPTER 4

Sec. 407 a. Protection of members of the Tribal Executive Board, judges, tribal, Federal officers and employees.

- a. Whoever forcibly assaults, opposes, intimidates, or interferes with (1) any member of the Tribal Executive Board, or (2) any Judge or Acting Judge of any court created by the Tribes, or created under the authority of the United States, or (3) any officer or employee of the Tribes or of the United States, on account of the performance of official duties, or while such member, judge, officer or employee is engaged in official duties, shall be guilty of a felony.
- b. Whoever forcibly assaults or intimidates any person who formerly served as a person designated in Subsection a on account of the performance of official duties such person's term of service, shall be guilty of a felony.
- c. Whoever, in the commission of an act described in subsection a and b, uses a deadly or dangerous weapon, shall be guilty of a felony for which a mandatory penalty of one year shall be imposed, plus a fine not to exceed \$5,000.00.
- d. Were the victim of an assault is against a person described in subsection a and b, it shall be no defense that the action of such person is contrary to law, so long as the action or failure to act is within the scope of such persons duties or employment.

(AMENDED AS PER RESOLUTION NO. 2302-94-11, DATED 11/21/96)

ADULT VOCATIONAL TRAINING PROGRAM

The AVT scholarship program is available for individuals seeking 1 year certificate programs and/or Associate of Applied Science degrees.

Students are allowed no more than 24 months of funding or 36 months for nursing students. Only one (1) certificate program and/or one (1) Associate of Applied Science degree will be funded.

Enrolled members of the Fort Peck Assiniboine & Sioux Tribes will have priority over those who are enrolled with another federally recognized tribe as funding permits.

Part-time and short-term training are allowable provided the training assists individuals to develop skills necessary to acquire gainful employment. Part-time is no less than six (6) credit units per semester (based on a nine-month school year).

ELIGIBILITY FOR SCHOLARSHIP GRANT ASSISTANCE

To be considered eligible for the Adult Vocational Training Scholarship program the applicant must meet all of the following criteria at the time of application:

- ✓ Be an enrolled member of the Fort Peck Assiniboine & Sioux Tribe. (Associate members do not qualify)
- ✓ Must possess a high school diploma or GED
- ✓ Must not possess more than one (1) certificate of completion program or have earned an Associate of Applied Science degree. An Associate of Applied Science degree is considered a terminal degree for the AVT program.
- ✓ Submit a completed scholarship application by **July 15** by 4:30 p.m. for the Fall semester and by **December 27** for the Spring.
- ✓ Not currently incarcerated.
- ✓ Must be Pell Grant Eligible.

PRIORITY OF FUNDING

The following is a list of priority for funding students, in the order listed:

1. Fort Peck Assiniboine & Sioux enrolled tribal members residing on or near the Fort Peck Reservation.
2. Fort Peck Assiniboine & Sioux enrolled tribal members living off the Fort Peck Reservation, as funding permits.

SCHOLARSHIP DISBURSEMENTS

Scholarship awards will be based upon the availability of grant funds received from the Bureau of Indian Affairs. There is a fixed monthly award rate for all students. Funding amounts are subject to change based upon funding availability.

Scholarship checks will be issued on a monthly basis and sent directly to the financial aid office on or about the 1st of each month. If the student owes any money to their college the financial aid office may apply any portion of it to any unpaid balance.

NOTE: if a student has not received their Scholarship award within 10 days of being mailed from the Education Department, it is the student's responsibility to notify the Education Department.

APPLICATION REQUIREMENTS

The following documentation must be received by the Education Department by 4:30 p.m. on **July 15** for the Fall Semester and by **December 27** for Spring Semester in order for your file to be complete and be considered for funding. Any incomplete files will not be funded. Absolutely no faxed applications will be accepted. **NO EXCEPTIONS!**

1. Adult Vocational Training Scholarship Application (Original with signature, Facsimiles will no longer be accepted).
2. Privacy Act Form.
3. Copy of all college transcript(s).
4. Certificate of Indian Blood (CIB) Call enrollment 406-768-2311
5. Copy of high school diploma or GED.
6. Copy of acceptance letter from the college you will enroll.
7. Copy of your current Student Aid Report (SAR). If applying online print out the PDF version. If using the hardcopy application submit a copy of the hardcopy the FAFSA sent you. (This is your Pell Grant). Submit the SAR for the upcoming academic year you are applying for.
8. Award letter from your school. This is the form that you sign accepting or declining the financial aid offered to you. Whether it is your Pell Grant or any loans available to you.
9. Financial Needs Analysis. Part 1 to be completed by student, Part 2 to be completed by financial aid officer at college. It is **student's responsibility** to ensure the Financial Needs Analysis is received by the Education Department's deadline.
10. A copy of class schedule is required after registration is complete.
11. Student Agreement form (part of application)
12. Copy of Marriage License. (If applicable).
13. Copy of Birth Certificates (State Copies only) & copy of Social Security card.
14. Military Discharge Papers (If applicable).
15. A physical is required for applicants over the age of 35. (Using our form)

STUDENT'S RESPONSIBILITIES

Failure to meet the following requirements listed below could result in funding denial or suspension from the program. Student on suspension will be required to attend one semester on their own, complete a minimum of 12 credits with a minimum of 2.00 GPA for one semester in order to be reinstated.

1. To apply for funding and have all required documentation submitted by the deadline.
2. To read and understand the student handbook and to ask questions if the handbook is not clearly understood.
3. Students must ensure a current grade report is sent from their college to the Education office at the end of each quarter/semester. We must have grades *before* funds will be released the following quarter/semester. Failure to do so will result in suspension from program.
4. Students must maintain an acceptable institutional academic standard which is:
 - a. In the event a student is dropped for academic reasons from an institution he/she will be ineligible for assistance from the Education Department.
 - b. If the student is in default from any institution he/she will be ineligible for assistance from the Education Department.
 - c. Student must maintain Pell Grant eligibility.
5. Students must achieve a minimum of a 2.00 GPA and complete at least 12 credits per quarter/semester.
6. Returning students must re-apply each academic year for funding.
7. Students must notify the Education Department in writing within 10 days if they receive any additional award or a scholarship which changes their unmet need on the original Financial Needs Analysis. The Education Department requires a revised Financial Needs Analysis form must be submitted reflecting this scholarship increase.
8. If a student has decided not to attend college after they have received an award, they must notify the Education Department within 10 days and return all funding. If a student fails to return all funding they have received they may be ineligible to receive future funding.

NOTE: The Education Department realizes that emergencies do occur which may prevent the student from meeting these requirements. Exemptions are considered on a case by case basis. It is the student's responsibility to notify the Education Department. If the situation warrants, a student can appeal. (See Appeals)

GRADE REPORTS & TRANSCRIPTS

The Education Department needs to have your semester grades by **January 10th** for the Fall and for Spring by **June 10th** for each academic year. For students on a quarter terms we need to have your grades within 15 days following the end of each quarter. If a deadline date falls on a weekend or holiday all required documents must be received in the Education Department by the following working day by 4:30 p.m. It is **your responsibility** to ensure your college had submitted the grades by the deadline. If a problem arises which prevents your grades from reaching the Education Department by the deadline student must submit documentation from the registrar's office with an explanation. Failure to turn in your grades will result in suspension from program. (See Suspension)

PROBATION, SUSPENSION & TRANSFERS

Probation

Students earning between 6 and 12 credits, and/or whose grade point average falls between 1.00 and 1.99 will be placed on probation for the next quarter/semester. (Not Cumulative/Overall) Student is still eligible to receive funding while on probation. If student fails to meet the minimum 12 credit & 2.00 GPA the next quarter/semester, the student will be placed on suspension (see Suspension).

Suspension

Students who fail to turn in end of semester/quarter grades by the deadline will be placed on suspension. Students earning between 6 and 11 credits, and whose grade point average falls between 1.00 and 1.99 for two consecutive quarters/semesters will be placed on suspension. Also, students who earn 5 credits or less, or less than a 1.00 grade point average will be placed on suspension. (Not Cumulative/Overall) To be reinstated for funding students on suspension must attend 1 quarter/semester on their own and earn a minimum of 12 credits with a minimum of 2.00 grade point average.

Transfers

If a student is planning on transferring during the current academic year the Education Department requires the required documentation (Items 6 - 9 of Application Checklist) for **both** institutions that they are planning on attending by **July 15. No Exceptions!** Be advised funding may change accordingly to amount stated on Financial Needs Analysis from secondary college.

Withdrawing from School

If a student plans to withdraw from school or from a class, which causes their credits to fall below the 12 credit requirement; they must notify the Education Department in *writing* before withdrawing from classes, before the end of the quarter/semester term.

The student must also submit college/university documentation stating the reason(s) for the withdrawal to the Education Department within 10 days of withdrawing from school. **Failure to do so will result in suspension from the program.**

OUT-OF-STATE COLLEGES AND PRIVATE COLLEGES

Students have the right to attend any college they choose however funding will remain at the Montana State level. Student is expected to pay the difference in cost between the out-of-state or private college costs and the in-state costs. An exception will be made if no comparable course of study exists in Montana Public Institutions. Eligible applicants residing out-of-state will be subject to the same regulation. However, they may enroll in a Montana Institution of Higher Learning provided there is not a comparable course of study at a public institution in the state in which they reside.

SUMMER SCHOOL

Students wanting to attend summer school need to submit a summer school application and an educational plan by **May 1**, of each academic year. In the advent that May 1 falls on a weekend date the deadline will be the Monday immediately following the weekend. All documentation needs to be submitted by 4:30 p.m. on the deadline date. **ONLY STUDENTS WHO ARE SENIORS AND WILL GRADUATE ONE SEMESTER AFTER SUMMER SCHOOL WILL BE FUNDED.** An educational plan is required which must contain course of study and schedule of classes for completion with the advisor's recommendation and signed by your advisor.

If you are currently being funded you will need to complete a summer school application, Educational Plan, Award Letter and a Financial Needs Analysis for summer.

APPEALS

When a student is suspended because of an infraction(s) as outlined in the student handbook; the student may submit a written request within ten (10) working days from the date of notice of the infraction to the Education Director for an appeals/grievance hearing with the Fort Peck Tribes Education Department's Board of Directors.

The Director shall call an appeals/grievance hearing with the Board of Directors at their regular scheduled meeting which is the 2nd Friday of each month. The student will be informed, in writing, of the scheduled meeting and is encouraged to attend. The Board of Directors shall rule on the infraction and make recommendations to the Director who will inform the student in writing, the decision made by the Board of Directors. **ALL DECISIONS MADE BY THE BOARD OF DIRECTORS WILL BE FINAL!**