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INTRODUCTION

The Fort Peck Tribes Executive Board utilizing the Self-determination Act, P.L. 93-638, contracted 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 Tribes Education Department 3) establishment of the Education Department Board of Directors.

The primary objective of the Fort Peck Assiniboine and Sioux Higher Education Scholarship program is to assist students in their efforts to attain an education and to see that they receive equitable treatment. All students who receive this scholarship from the Education Department are subject to the provisions contained in this handbook of educational scholarship policies. Please read this handbook carefully. If you do not understand any portion of this handbook please feel free to contact any of our department staff.

All eligible applicants can apply for funding each academic year. The Fort Peck Assiniboine and Sioux Higher Education Scholarship is only **supplemental** to other forms of federal funding such as the PELL Grant, Supplemental Educational Opportunity Grant (SEOG), State Student Incentive Grant (SSIG), College Work Study and other scholarships. The Higher Education Scholarship is designed to meet the student's educational expenses not covered by the above. Such as, to pay for tuition and fees, room and board, books, and miscellaneous expenses pertaining to school.

Each applicant will be notified by mail within ten (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. All documentation listed on Checklist must be submitted to the Education Department by the July 15 deadline in order to be considered for funding. All incomplete files will not be funded. There is only one deadline for the academic year and it is July 15. Scholarship awards are allocated for the entire academic year; we no longer accept Spring applications. Therefore, it is recommended each student begin the application process as soon the Pell application process is completed.

The Education Department staff is available to assist students in completing their Higher Education Scholarship applications. For questions or inquiries contact: (406) 768-5136 or (800) 799-2926, FAX: (406) 768-3556 or visit our Website at www.fortpecktribes.org or on our Facebook page at Fort Peck Tribes Education Department.

Director:
Neil Taylor

Administrative Assistant:
Janet Escarcega

Data Analyst:
Ada Talks Different

TITLE III – CHAPTER 4

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

- a. Whoever forcibly assaults, opposes, intimidates, impedes 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 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 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. Where 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.)

ELIGIBILITY FOR SCHOLARSHIP GRANT ASSISTANCE

To be considered eligible for the Tribal 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.
- ✓ Actively pursuing 1st Associates or a 1st Bachelor's degree.
- ✓ Must submit a completed scholarship application and required documentation by July 15 for each academic year by 4:30 p.m. (see Application Checklist)
- ✓ Incarcerated applicants are not eligible.
- ✓ Must have a minimum of 12 credits & a 2.0 GPA on incoming transcript.
- ✓ Must be Pell Grant eligible.

NOTE: If you are attending spring semester only, your application must be submitted in by the July 15 deadline. In addition, if you are planning on transferring mid academic year you must submit a Financial Needs Analysis form, Award Letter and Acceptance Letter for the other institution by the July 15 deadline, as well. (see Application Checklist Items: 6 – 9; and Transfers)

GRANT AWARD DIVISION

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. BIA regulations do not allow us to fund beyond the student's unmet need.

Awards will be disbursed to the Financial Aid Office at the college the student attends. 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.

If a student fails to maintain a minimum load of 12 semester/quarter hours, no portion of funding will be released. The college/university is required to return the funding to the Tribes Education Department. (See "Withdrawing", Page 7)

Student will be allowed a maximum of five years of funding to complete a bachelor's degree in their chosen course of study in the Higher Education Program.

NOTE: if a student has not received their Scholarship award within 20 days of being mailed from the Education Department, a new check will be re-issued to the student, after verification that the check has not cleared the bank. Student must first contact the college then notify the Education Department.

APPLICATION REQUIREMENTS

The following list of documentation must accompany the Higher Education Scholarship application in order for your file to be complete and be considered for funding. Any document listed below requiring your signature we require the original. **Absolutely NO FAXED COPIES WILL BE ACCEPTED.**

1. Original Scholarship Application.
2. Privacy Act Form.
3. Student Agreement Form.
4. Copy of all college transcript(s).
5. Certificate of Indian Blood (CIB), tribal IDs will no longer be accepted.
6. Copy of high school diploma or GED.
7. Copy of acceptance letter from the college you will attend.
8. Copy of your current Student Aid Report (SAR) If applying online print out the PDF version. If applying using the hardcopy application submit a copy of the hardcopy FAFSA mailed. This is your PELL Grant. Submit the SAR for the upcoming academic year you are applying for.
9. Award letter from your college. This is the form your college has you sign next to all the grants, loans or other financial aid you accept or decline.
10. Financial Needs Analysis: Part 1 to be completed by the 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.

STUDENT'S RESPONSIBILITIES

Failure to meet the following requirements listed below could result in suspension from the program. (See Suspension) Then the student will be required to attend one semester on their own, maintain 12 credits with a 2.00 GPA for one semester in order to be reinstated.

1. To read and understand the student handbook and to ask questions if the handbook is not clearly understood.
2. Returning Students must re-apply every academic year.
3. It is the student's responsibility to ensure a current grade report at the end of each quarter/semester is sent to the Education office from their college. We must have grades before funds will be released the following quarter/semester. Failure to do so will result in suspension from program. (See Suspension)
4. Declare a major by the beginning of their junior/third year.
5. 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.
6. Students must maintain a minimum of a 2.00 GPA and complete at least 12 credits per quarter/semester. (Not Cumulative/Overall) Failure to do so will result in the student being placed on Probation. (See Probation)
7. If a deadline date falls on a weekend or holiday all required documents must be received in the Education Department the Monday immediately following the weekend by 4:30 p.m. **No exceptions.**
8. Students are responsible to notify the Education Department in writing within 10 days if they receive any additional scholarships (IHS, etc.), or have been awarded any additional funding that was not listed on original Financial Needs Analysis form. We must have a new Financial Needs Analysis form submitted to the Education Department reflecting any changes.
9. Notify the Education Department in writing if you withdraw from school or your credits drop below the 12 credit requirement. Failure to do so will result in suspension. (See Suspension)
10. If student has decided not to attend college after they have been awarded they must notify the Education Department in writing within 10 days and return all funding. If the student fails to return all funding 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, therefore exemptions are considered on a case by case basis. If the situation warrants, a student can appeal to the Board of Directors. (See Appeals)

PRIORITY OF FUNDING

The Education Department will make every attempt to fund all students who have a completed application on file. However, budget cuts may change funding determinations. The following priority of funding may be utilized.

Priority of funding

1st – Seniors 2nd – Juniors 3rd – Sophomores 4th – Freshmen

The Education Department utilizes the following credit scale to determine a student's grade level:

	<u>Semester Credits</u>	<u>Quarter Credits</u>
Seniors:	72 & Above	108 & Above
Juniors:	48 – 71	72 – 107
Sophomores:	24 – 47	36 – 71
Freshmen:	0 – 23	0 – 35

GRADE REPORTS & TRANSCRIPTS

The Education Department requires the semester grades by **January 10th** for the Fall and for Spring by **June 10th** for each academic year. Students on a quarter terms need to have grades submitted within 15 days following the end of each quarter. 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 notify the Education Department and 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 & WITHDRAWING

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 semester/quarter grades by 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) Student will be reinstated for funding students after one quarter/semester is completed on their own and completed 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 student must submit the required documentation (Items 6 - 9 of Application Checklist) for the institution that they are planning on transferring to, prior to the end of the Fall semester. Please be advised your funding amount may change accordingly based upon the unmet need on the Financial Needs Analysis provided by the 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** (See Suspension).

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.

ON-LINE STUDENT GRANT ASSISTANCE

1. On-line students must meet the same requirements as a regular college student.
2. Submit all required documents as outlined in the scholarship application checklist, by July 15.
3. Must enroll in an accredited college or university.
4. Must have completed an equivalent of 12 credit hours between September through December for Fall and must have completed an equivalent of 12 credit hours between January through May 31 for Spring.
5. Turn in grades by the deadline. (See Grade Reports & Transcripts)

SUMMER SCHOOL

ONLY STUDENTS WHO ARE SENIORS AND WILL GRADUATE THE FALL SEMESTER IMMEDIATELY AFTER SUMMER SCHOOL ENDS ARE ELIGIBLE.

Students wanting to attend summer school need to submit a summer school application and an educational plan by **May 1**, of their senior academic year. In the advent that May 1 falls on a weekend date the deadline shall be the Monday immediately following the weekend. All documentation needs to be submitted by 4:30 p.m. on the deadline date. The educational plan must contain information on scheduling of classes for completion and an advisor's recommendations. This plan must come from your advisor and have your advisor's signature, with date of intended graduation.

If you are currently being funded you will need to provide a summer school application, Educational Plan, Award Letter for the summer and a Financial Needs Analysis. Summer school funding is based upon funds available.

APPEALS

If a student is suspended because of an infraction(s) as outlined in this 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 but not required to attend. The Board of Directors shall rule on the infraction and make recommendations to the Director who will inform the student in writing any decision(s) made by the Board of Directors. **ALL DECISIONS MADE BY THE BOARD OF DIRECTORS WILL BE FINAL!**

******REMINDER******

All deadline dates listed in this Handbook are by the close of business day at 4:30 p.m. We will not accept postmarked or faxed documents. Any document requiring your signature; we must have the original. All required documentation must be in our office by the deadline date. **NO EXCEPTIONS.** If the deadline date falls on the weekend or holiday then the deadline is the Monday immediately following the weekend/holiday.

Applications are to be mailed or delivered to:

**Fort Peck Tribes Education Department
P.O. Box 1027
Poplar, Montana 59255**