



Susanville Indian Rancheria Higher Education Program Policy

Amended and approved by the Tribal Business Council on July 9, 2010.

Higher Education Mission

The Susanville Indian Rancheria Tribal Business Council recognizes the importance for its members to pursue their post-secondary education. The Tribal Business Council has developed the Higher Education Scholarship Program in an effort to afford tribal members financial assistance and the opportunity to obtain Associates, Bachelors, Masters, and Doctorate degrees.

The Higher Education Committee

A Higher Education Committee shall be formed consisting of the following: a Tribal Business Council representative, a Tribal/LIHC staff member, and the Child, Youth, and Family Services Director.

Susanville Indian Rancheria Scholarship

When applying for an SIR Scholarship, the following applies:

- ☛ All applicants must be an enrolled member of the Susanville Indian Rancheria and submit a completed Higher Education Application to the Tribal Office.
- ☛ All required documents **MUST** accompany the application in order to process the applicants request (Refer to page 5 for list of Required Documents).
- ☛ If the application is not complete, a letter will be sent to the applicant requesting the missing information. It is the applicant's responsibility to ensure that their **complete** application is received within the required timeline (See page 3 for timeline requirements).
- ☛ Application **MUST** be submitted by the required timelines (See page 3 for timeline requirements).
- ☛ The Higher Education Committee will convene within two weeks of each application deadline to review SIR Scholarship applications. Awards will be made based on the availability of tribal funding. The student should not rely solely on the Tribe's scholarship as their only means of financial assistance.
- ☛ It shall be the applicants sole responsibility to keep the Higher Education Office updated on changes of address or phone number to ensure timely and accurate receipt of correspondence.

Bureau of Indian Affairs Scholarship

When applying for the Bureau of Indian Affairs Scholarship, the following applies:

- ☛ All applicants must be an enrolled member of the Susanville Indian Rancheria and submit a completed Higher Education Application, along with a Financial Needs Analysis completed by the Financial Aid Officer of the college or university the student is planning on attending, to the Tribal Office.
- ☛ All required documents **MUST** accompany the application in order to process the applicant's request (Refer to page 5 for list of Required Documents).
- ☛ BIA – 638 funds may not be utilized for students attending a post-graduate degree program.
- ☛ When utilizing BIA funds, the checks must be sent directly to the college/university, not to the student.
- ☛ If the application is not complete, a letter will be sent to the applicant requesting the missing information. It is the applicant's responsibility to ensure that their **complete** application is received within the required timeline (See page 3 for timeline requirements).
- ☛ Application **MUST** be submitted by the required timelines (See page 3 for timeline requirements).
- ☛ The Higher Education Committee will convene within two weeks of each application deadline to review SIR Scholarship applications. Awards will be made based on the availability of Bureau funding. The student should not rely solely on the BIA's scholarship as their only means of financial assistance.
- ☛ It shall be the applicants sole responsibility to keep the Higher Education Office updated on changes of address or phone number to ensure timely and accurate receipt of correspondence.

*****NOTE: A student may only apply for one of the two scholarship programs.**

Eligibility Requirements

The following eligibility requirements apply to both the SIR and the BIA Scholarship programs:

- ☛ Must be an enrolled member of the Susanville Indian Rancheria.
- ☛ Must have received their High School diploma or GED.
- ☛ **ANY** college or university the applicant is applying to attend must be accredited by a nationally recognized accrediting agency or be an institution whose credits are accepted on transfer by not fewer than three institutions that are accredited by a nationally recognized accrediting agency (Per the Code of Federal Regulations for the use of BIA funds).

- ☛ Must be enrolled in a minimum of six (6) units per semester/quarter to be eligible for funding.
- ☛ Six (6) to eleven (11) units will constitute part-time status for those students attending classes at a community college or university.
- ☛ Twelve (12) units and up will constitute full-time status for those students attending classes at a community college or university.
- ☛ Applicants attending summer session shall fall under the “part-time” status when determining the award amount if the school the applicant is attending runs on a semester system.
- ☛ The Higher Education Committee shall determine the award amount on a case by case basis for all students enrolled in a post-graduate program (those students obtaining their Masters or Doctorate Degrees) when determining their full/part-time student status.
- ☛ If the student is attending an on-line/correspondence option college, the application submission shall follow the quarter timeline requirements and the award amount shall be determined on a case by case basis by the Higher Education Committee and as scholarship funds are available.

Application Submittal Timeline Requirements

All scholarship application **MUST** be submitted for consideration to the Tribal Office **NO LATER THAN:**

July 30th - for Fall semester/quarter
 December 1st - for Winter quarter
 January 15th – for Spring semester
 April 1st - Spring quarter
 June 1st - Summer session

Should the above dates fall on a week-end the due date for applications shall be **NO LATER than the Monday following.

Any application received after such deadline date will be considered **ONLY** if funds are available after awarding eligible applicants who have met the deadline. Continuing applicants must reapply each semester/quarter.

The Higher Education Committee shall convene within two weeks of each application deadline to review all scholarship applications and determine scholarship awards. The student will be notified of the status of their application within three days of determination by written correspondence from the Committee.

Scholarship Award Determination

Susanville Indian Rancheria Tribal Scholarship Awards will be determined for eligible applicants as follows:

- ☛ Full-time attendance to a Community College: \$1,250 per Semester/\$625 per Quarter.
- ☛ Part-time attendance to a Community College: \$625 per Semester/\$312.50 per Quarter.
- ☛ Full-time attendance to a University: \$3,125 per Semester/\$1,562.50 per Quarter.
- ☛ Part-time attendance to a University: \$1,562.50 per Semester/\$781.50 per Quarter.
- ☛ The award amount for attendance to any college/university when applying for the use of **BIA funds** will be determined by the amount of funds available and the need recommended by the Financial Aid Officer of the school that the applicant is enrolled in.

Scholarship Award Limitations

Eligible students shall be provided financial assistance through scholarship awards within the following limitations:

- ☛ Those students who are attending a Junior/Community College to obtain their Associate's Degree or are working towards completing their prerequisites in order to transfer to a University level, shall be eligible for scholarships for a period not to exceed three years.
- ☛ Those students who are attending a University to obtain their Bachelor's Degree shall be eligible for scholarships for a period not to exceed five years.
- ☛ If a student has attended a Junior/Community College and has obtained an Associate's Degree, then that student will be eligible for an additional two years of funding to obtain their Bachelor's Degree.
- ☛ Those students who have obtained their Bachelor's Degree and are working towards a Master's Degree or a Doctorate Degree, shall be eligible to apply for scholarships until their program is complete as long as the student provides a complete outline of their degree program requirements, a letter from their professor or student counselor as to the progress and expected timeline for completion.

All classes taken **MUST be in alignment with the student's degree path.

Graduate Incentive Program

Each eligible college graduate shall receive the following graduation incentive:

Graduation with an AA Degree	\$ 500
Graduation with a BA Degree	\$1,000
Graduation with a Master's or a Doctorate's Degree	\$1,500

Required Application Documentation

The following required documentation **MUST BE ATTACHED TO THE APPLICATION** in order to be considered for funding:

- ☞ A completed SIR Higher Education Application.
- ☞ Signed Pay Back Policy.
- ☞ Proof of High School Diploma or GED (the student will only be required to submit this document with the first application and it will not be necessary with subsequent applications).
- ☞ Proof of Registration to the college/university.
- ☞ Current class schedule showing number units being taken.
- ☞ A copy of the course outline for completion of your degree (the student will only be required to submit this document with the first application unless there has been a change in the student's degree field and/or a change in colleges).
- ☞ Completed Financial Needs Analysis (if applying for BIA funds).
- ☞ Current College Transcripts must be submitted within 30 days of the end of the semester/quarter (for returning students only). **NOTE:** Your application will not be reviewed by the Higher Education Committee without the submission of the grades from the previous semester/quarter completed.
- ☞ Copy of Official Financial Aid Awards Letter from the institution that the applicant will be attending to verify that the applicant has applied for other resources.

Conditions for Continued Scholarship Funding

To be eligible for continued scholarship funding, the following shall apply under both scholarship programs:

- ☞ The student will be placed on scholarship suspension:
 - ✓ If a student does not meet a minimum academic standard of a 2.0 GPA in the semester/quarter for which they were awarded a scholarship.
 - ✓ If the student fails to receive the minimum number of units for the scholarship amount they were awarded; 12 units for full-time student status and 6 units for part-time student status.

- ✓ If a student fails to uphold social conduct within the policies and rules of the institution attended.
- ✓ If a student fails to use the scholarship award for the intended purpose and/or the student is dismissed from school.
- ¶ A student who has been placed on scholarship suspension will be notified, in writing, by the Higher Education Committee.
- ¶ Once a student has been placed on scholarship suspension, the student **MUST** attend one semester/quarter at their own expense before they will be eligible to re-apply for any further scholarship awards and may be required to pay back the amount of the scholarship (see the Pay Back Policy for specifics).
- ¶ No scholarship shall be awarded to students who are in default with their Tribal Scholarship Program.

Revision Date(s): 5/15/2007; 12/18/2007; 08/15/2008; 8/21/2009; 7/8/2010	Revisions Approved by TBC: 6/5/2007; 12/18/2007; 8/19/2008; 9/1/2009; 7/9/2010
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HIGHER EDUCATION / GRADUATE SCHOOL GRANT / SCHOLARSHIP APPLICATION

All information requested is voluntary; however, failure to fully complete all applicable parts may result in delays in processing this application or make it difficult to process at all.

Name: _____ Social Security No.: _____

Address: _____ City/State/Zip: _____

Telephone No.: _____ Cell Phone No.: _____

Date of Birth: _____ Sex: _____ Marital Status: Single Married Divorced

No. of Dependents: _____ Veteran: Yes No State of Residency: _____

Tribal Affiliation: _____ Enrollment No.: _____

Name of High School: _____ Graduation Date: _____

Date of High School Equivalency or GED (if applicable): _____

Type of Diploma: High School High School Equivalency GED Certificate

Application Request for Academic Year 20____ to 20____ Spring Fall

Full-time Part-time Number of Units: _____

Name and Address of College or University Selected: _____

College Major: _____

Expected Graduation Date: _____

Expected Degree: AA BA BS Other: _____

Year in College: Freshman Sophomore Junior Senior Post Graduate

I will live: On-campus Off-campus With Parents

Have you received an SIR educational grant before? Yes No If yes, when? _____

Number of semester/quarter hours (credits) earned: _____

STATEMENT OF EDUCATION PURPOSE: I declare that I will use any funds I receive under the Susanville Indian Rancheria Higher/Post Graduate Education Grant/ Scholarship Program solely for expenses connected with attendance at:

Name of College or University

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974. Although furnishing personal information to the Susanville Indian Rancheria tribal office is voluntary, failure to supply complete and accurate information may preclude the applicant from eligibility for assistance under this program.

This information is being collected to determine eligibility of individuals applying for services. This information will be used to produce statistical records required of the Susanville Indian Rancheria. Response to this request is required to obtain a benefit.

I hereby certify that the above information on this form is true and correct to the best of my knowledge and consent to the release of this information to necessary agencies to complete my application to receive an SIR Scholarship. If I receive BIA funds, I request any Susanville Indian Rancheria Education grant awarded be mailed to me in care of the financial aid office of the institution and if I receive tribal funds, I request any scholarship money awarded be mailed to me at the address listed on the Higher Education application form (unless I have provided an updated address before the award is mailed to me and then I request that the award be mailed to that address). I will provide a copy of my grades or transcripts to the Susanville Indian Rancheria tribal office at the end of each term. My signature below indicates that I have read and understand the terms of the Higher Education Program Policy.

Signature of Student _____ Date: _____



Susanville Indian Rancheria
 745 Joaquin Street
 Susanville, CA 96130

FINANCIAL NEEDS ANALYSIS

Student Name: _____

Social Security #: _____

*** MAIL THIS FORM TO THE EDUCATIONAL INSTITUTION THAT YOU WISH TO ATTEND**

TO BE COMPLETED BY THE FINANCIAL AID OFFICER

The Financial Aid Officer shall do the following:

1. Complete the FNA only after a student has submitted the required financial aid forms (i.e., CSS, ACT, PELL)
2. Consider all financial aid programs for which students qualify when determining the financial aid package
3. Complete each line item under Expenses and Resources
4. Indicate only the direct educational expenses of the applicant

Month _____ Year _____ TO Month _____ Year _____

School Expenses:

Resources:

Tuition & Fees	\$ _____	Student Contribution	\$ _____	PELL	\$ _____
Books & Supplies	\$ _____	Parent Contribution	\$ _____	SEOG	\$ _____
Room & Board	\$ _____	Spouse Contribution	\$ _____	Work Study	\$ _____
Transportation	\$ _____	Veteran's Benefits	\$ _____	SSIG	\$ _____
Personal Expenses	\$ _____	Social Security	\$ _____	CWS	\$ _____
Child Care	\$ _____	Welfare	\$ _____	NDSL	\$ _____
Other (List)	\$ _____	Other (List)	\$ _____	Tuition Grant	\$ _____

Total Expenses \$ _____

Total Resources \$ _____

Student Financial Need Recommended (*Expenses minus Resources*) \$ _____

We recommend that the Tribe consider awarding this student \$ _____

Signature of Financial Aid Officer

Date

Telephone

School Name & Address

RETURN FORM TO: Susanville Indian Rancheria
 745 Joaquin Street
 Susanville, CA 96130

Telephone: 530-257-6264
 Facsimile: 530-257-7986



**Susanville Indian Rancheria
Higher Education Scholarship
Pay Back Policy**

Upon the submission and subsequent approval of a Tribal Scholarship Award, the recipient hereby agrees to the following terms and conditions:

- 1.) If the student fails to comply with the term as specified in the Higher education Policy governing the Tribal Scholarship Program the student will be required to pay back the amount of the scholarship for that semester/quarter.
- 2.) Conditions requiring a “pay back” are the following (One or more of the following will require pay back):
 - ✓ Failure to receive the minimum number of units for the scholarship amount they were awarded (12 units for full-time student status and 6 units for part-time student status).
 - ✓ GPA remains below a 2.0 for two semesters/quarters in which a scholarship was awarded.
 - ✓ If the student fails to use the scholarship funds for the intended purpose and/or the student is expelled or dismissed from the school.
- 3.) The student agrees to pay back the award amount through payment to the Tribe’s Fiscal Department. The student further agrees and understands that if the award amount is not paid in full at the time that the Annual Distribution is given out, the outstanding balance will be considered a debt owed to the tribe and the outstanding amount will be deducted from the students Annual Distribution until the debt is paid in full.

By my signature below, I am stating that I have read and fully understand the Pay Back Policy and have agreed to the terms and conditions as set forth.

Print Name

Student Signature

Date