

Section IV - Career Specific Training School

1. Eligibility:

(A) The Tribal Education Program is for the specific purpose of financially assisting eligible enrolled Tribal members and first generation direct descendants of the Tule River Tribe, in possession of a high school diploma or GED accredited by one of the regional accrediting bodies approved by the U.S. Department of Education, as long as funds are available. Career Specific Training School Policy does not cover degree programs or online programs. Students that are funded through career specific training will not be eligible for further funding for three years. All applicant(s) seeking to attend a career specific institution must apply with WIA Program first, if not eligible for WIA services a denial letter is required, if applicable, and be:

1. Able to demonstrate a need as determined by the financial aid office at the specific school to be attended after all of the following sources of funding are considered, such as:

a. Other grants and scholarships from schools, private and foundation scholarships, state and federal sources (refer to Financial Needs Statement).

b. Student and Parent Contributions: Students are dependent upon parent income until age 24 unless student can prove independent status (Section C: Student Status on Free Application for Federal Student Aid).

2. Tribal Certification:

a. Enrolled member and first generation direct descendants: It is the applicant's responsibility to provide Tribal documentation. First generation descendant Tribal member co-signers may only sign for up to two first generation descendants. However, if co-signer is a current TEP student, he/she may only sign for one first generation descendant. All co-signers must be in-compliance with TEP policy in order to sign for first generation descendants.

b. Burden of proof lies with the applicant, and the Tule River Indian Education Committee and Education Department staff assumes no responsibilities for improper or incomplete applications.

2. Funding Application Process:

- (A) *Student will submit a completed Free Application for Federal Student Aid to the Federal Student Aid Commission, (*see glossary of terms) before the due date.
- (B) TEP application packets are available at the Tule River Indian Education Department and at www.tulerivereducation.com.
- (C) Applicant(s) will submit a completed TEP application packet to the Tule River Indian Education Department. Application packets will be reviewed by the Committee once they are complete. Packet must be complete and reviewed at least 30 days prior to the start date of school, and will include rental agreement, and child care agreement, if applicable. Child care assistance will be determined based on TEP student's full time schedule and county rates will be used to determine amount of child care assistance. Payment of rent will be pro-rated based on number of adults living in the residence. The amount of rent shall not exceed the maximum allowed as determined by the Committee. Rent payments will be distributed directly to landlord/property management agencies. However, if landlord/property management agencies refuse to return W-9 form to TEP, the TEP funded student will be required to submit receipts of rent payments on a monthly basis. Failure to return receipts on a monthly basis will result in discontinuance of rental payments. Utilities will not exceed \$300.00 ~~\$100.00~~ per month. Students residing with parents will not receive rent payments, unless student and parent(s) meet with the Committee and can show proof that the cost exceeds allowed amount. If a student is requesting funding to attend a career specific school away from home the student must meet the eligibility requirements (see Section III, #1, A), the Committee will request the student to attend a local career specific school nearest the student's home residence in order to be considered for funding, due to cost effectiveness. If the student's major is not offered at the local career specific school, the Committee will take the request into consideration to attend a career specific school out of the immediate area.
- (D) Continuing students must re-apply each year for career specific training funding.

- (E) Applicants will not be considered as a Tribal Education Program (TEP) student until they are officially approved by the Committee.

3. Notification of Award:

- (A) TEP staff shall notify all applicants in writing, within **TEN** working days, as to the receipt, decision of their application packet. Applicant will also be informed when the next Committee meeting will be scheduled, and funding approval/disapproval of student's application packet will be made by the Committee.
- (B) Notification to applicants approved for funding will specify the amount of the award and special conditions, if applicable. Written notification will also be sent to the Financial Aid office at the attending school and will specify the amount awarded, if applicable.

4. Payment of Award:

- (A) Funding Limitations are as follows:
 - 1. Funding will be based upon the recommended need on Financial Needs Statement as determined by the TEP Policy. Post-graduate funding is not available. Out of state tuition fees will not be paid. Student will be responsible for paying the difference in resident/non-resident costs. If the student's major is not offered at a California career specific school, the Committee will take the student's request into consideration and may allow the non-resident tuition fees to be paid. The Parent and/or Student Contribution portion of the Financial Needs Statement will be paid directly to the student when financial aid checks are processed. These funds are part of the financial aid award and must be used for school expenses only.
 - 2. Reimbursement for expenses incurred before the TEP application packet is complete will not be allowed.
- (B) Funding Priorities are as follows:
 - 1. Availability of funds.
 - 2. Continuing students previously approved with no break in their academic endeavor.

3. Enrolled members of the Tule River Tribe.
4. First generation direct descendants with an approved Tribal Member sponsor.

(C) Special Requests:

1. Special requests will be reviewed by the Committee and approved/denied based on the students needs.

Payment of Award will be as follows:

1. Payments will be made to the financial aid office at the attending school as approved by the Committee.
2. The attending school will deduct the necessary fees and work with the student to develop a monthly budget for the remaining funds, if applicable.
 - a. If the school cannot provide budget assistance, student can request assistance from TEP staff, by appointment.
3. If a student does not enter or drops from the career specific school, the attending school shall refund the remaining funds to the Tribal Education Program.
4. Students must report any and all other scholarships and/or grants received by the school.

5. Academic Requirements:

(A) The following requirements for academic progress will be used to determine funding:

1. All students must maintain a satisfactory progress and/or a minimum of 2.0 grade point average (GPA) and 90% attendance each semester/quarter/module.
2. All students must be considered as full-time by the school they are attending. If student drops below full-time status, funding will not be available until one full semester, quarter or module has been completed at full time status at student's own expense.

- a. Duplicate classes will be at student's expense and will not be considered as part of the full-time credit schedule.
 - b. Summer school full time status will be determined by the attending school's policy. Students must take the maximum amount of units allowed.
3. Appeal must be made to the Committee in writing if denied financial aid by other funding sources due to poor academic standing or academic probation (see #7, Academic Probation and Suspension, page 16)

6. Progress Evaluation:

- (A) All students who have been funded for their career specific training in excess of the projected length of the program, which cannot exceed 36-months of career specific training, will have their official transcript reviewed by the Committee. The 36-month limit will count towards semesters/quarters used in Section II – Higher Education Policy. The purpose of this review is to evaluate the student's progress and determine if the student is making a sincere effort to complete their career specific training goals. The student's GPA and attendance will be reviewed for each semester/quarter/module to assist with the final determination. Further funding for the student will be determined at that time by the Committee.
 1. If student does not successfully complete the entire course work at the attending school, future TEP funding will not be allowed to attend any other school. Funding may be allowed to return to the same facility within one academic year provided the student is in compliance with the policy.

7. Academic Probation and Suspension:

- (A) All students will be required to submit an official transcript each term of academic progress to the Tribal Education Program no later than **THREE WEEKS** after term ends.
 1. If recorded grades are not available by the attending school, monthly progress reports showing 2.0 GPA and 90% attendance will be submitted to the Tribal Education Program and placed in student's file. Progress reports will be submitted no later than the 7th day of each month.
- (B) If a student falls below the minimum 2.0 GPA, funding at the attending school will be suspended, as per school regulations. Student must petition as per the

attending school's policy and procedure to become eligible for further funding through the school. TEP funding will continue for one semester/quarter/module, and student will be on academic probation. If their GPA is not brought back to the minimum 2.0, TEP funding will be suspended until the minimum 2.0 GPA is reached and maintained for one complete full-time semester/quarter/module, at the student's expense. See 5. Academic Requirements: (A) 1, pg 15.

- (C) It is the student's responsibility to inform TEP staff in writing of undo hardship that may cause interruption/failure in academic studies, or any changes in class schedule. The Committee will take the hardship into consideration and make the final determination of compliance or non-compliance of the TEP Policy, if student provides pertinent documentation.
- (D) If a student drops, fails, or does not complete the attending school program after receiving their TEP funding, they are responsible for reimbursing the amount funded. Further funding will not be available until the debt has been paid back per Tribal Resolution #57-89 and amendments. Notification for reimbursement will be made in writing by TEP staff and/or Tribal Attorney. Once payments have been received Tribal Council/staff has the responsibility to notify TEP staff of payment so balance can be adjusted through Fiscal Office reports.

8. Appeal Process:

- (A) All students who have not been funded from other sources, or denied Tribal Education Program (TEP) funding have the right to appeal in writing to the Committee. The Committee will take into consideration the student's circumstances as well as their:
 1. Prior educational assistance.
 2. GPA and no less than 90% attendance.
 3. If financial aid appeal at attending career specific school has been denied, and all other resources have been exhausted.

A copy of denial letters will be forwarded to Tule River Tribal Council.

- (B) Final decision of appeal process will be determined by the Tule River Tribal Council.

9. Conclusion:

- (A) If it is found that the student(s) has, or is receiving non-reported duplication of services or assistance, or has given false information, TEP funding will cease immediately. Reimbursements of funds expended by TEP are to be refunded immediately. Further TEP funding will not be available until debt has been cleared by the Fiscal Department and a three year waiting period has been reached which will be determined by the Committee. Notification for reimbursement will be made in writing by TEP staff and/or Tribal Attorney as per Tribal Resolution #57-89 and amendments. Once payment(s) have been received Tribal Council/staff has the responsibility to notify TEP staff of payment so the balance owed can be adjusted through Fiscal Office reports.