

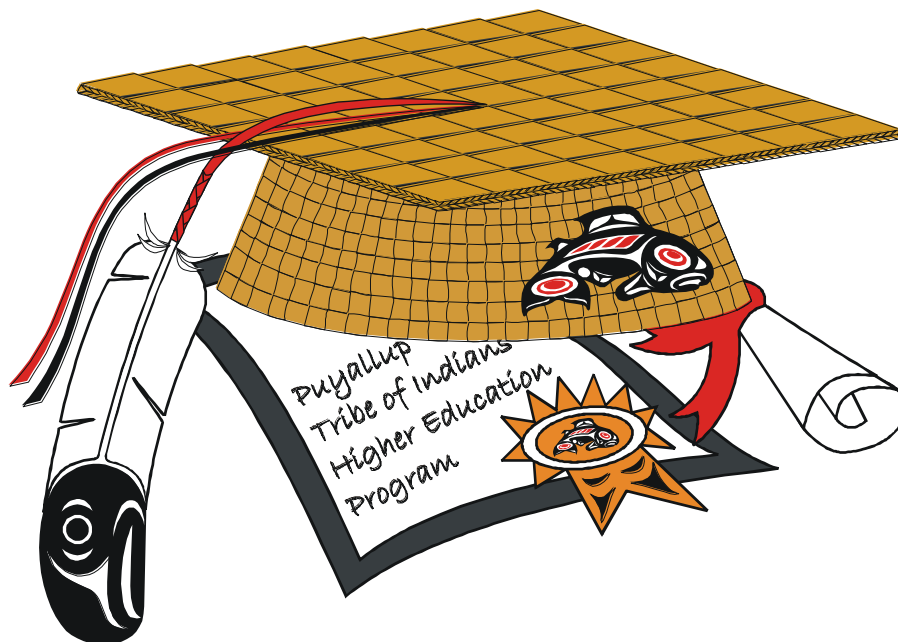


Puyallup Tribe of Indians Higher Education Program



Application Checklist

- Higher Education Program Application (Letter of Consent and Agreement, Purchasing Books and Supplies Agreement)
- Tribal verification
- High school diploma/General Education Degree (GED) (if applicable)
- College schedule and Transcripts (if applicable)
- Federal Student Aid Report (SAR) award letter- www.fafsa.gov
- [Email : angela.shippentower@puyalluptribe-nsn.gov](mailto:angela.shippentower@puyalluptribe-nsn.gov) (253) 573-7885
- [Email: joyce.tobolski@puyalluptribe-nsn.gov](mailto:joyce.tobolski@puyalluptribe-nsn.gov) (253) 573-7918



Higher Education Program Policies and Requirements

The following policies and procedures apply to all educational assistance programs administered by the Higher Education Program. Applicants must comply with all program policies and requirements to be eligible for assistance from the Program. The Higher Education Program is funded by the Puyallup Tribe, therefore, at any time the amount of funding can either decrease or increase based on funding allocations.

1. **To qualify for funding from the Higher Education Program, all students must:**
 - ❖ Be an enrolled member of the Puyallup Tribe of Indians
 - ❖ Complete and return the Higher Education Program application.
 - ❖ Submit verification of a high school diploma or GED, if applicable.
 - ❖ Attend an educational institution that is nationally accredited and eligible for Title IV grants (Federally Funded Financial Aid), or attend an organized educational program or event sponsored by an educational or training organization.
 - ❖ Submit a signed registration form and acceptance letter from the vocational school, community college, or university you plan on attending.
 - ❖ If applying for assistance for tuition, books or on-campus room and board at a Title IV eligible program, apply for Federal Student Aid (Pell Grants) annually, prior to the start of the quarter/semester for which assistance is being sought, and submit the results (Student Aid Report-SAR) to the Higher Education Program within 30 days of application to the Higher Education Program. **Students who fail to submit the SAR within 30 days of application will be ineligible for assistance from the Higher Education Program until the SAR is received.**
 - ❖ Must submit class syllabus for each class requiring books/supplies.
2. Applicants who fail to provide any of the above-described documentation will not be eligible for assistance from the Higher Education Program until all such documentation is received.
3. Federal Pell grants must be applied toward tuition costs before Higher Education Program funds are used. Students must verify that all Pell grants have been deducted from tuition costs. Failure to do so may result in the student having to reimburse the Higher Education Program for tuition that should have been paid by the Pell grant.
4. Vocational students will be funded for the maximum amount of time stated on the class syllabus from that particular school. Absent an emergency situation, students will be responsible for any costs accrued as a result of the student's failure to complete the program in the time allowed.

5. All students will be required to turn in progress reports, evaluation forms and/or grades at the end of each quarter/semester/term, whichever is applicable, to the Higher Education Program. Failure to do so may delay processing of future assistance from the Higher Education Program.
6. **It is the student's responsibility to request an obligation letter as soon as you are registered and have submitted a copy of your registration and grades to the Higher Education Program.**
7. Purchase of computer equipment/software with Higher Education funds is not allowed unless such equipment/software is specifically listed in a class syllabus as a class requirement. In addition, supplies associated with computer equipment or software such as: ink cartridges, USB flash-drives, CD/DVD disk etc are not an allowable expense under Higher Education Funds, unless such computer/software supplies are specifically listed in the syllabus as a class requirement.
8. **Students are required to carry a quarterly/semester/term (whichever is applicable) Grade Point Average of 2.0 or better in order to remain eligible to receive assistance from the Higher Education Program. Except in emergent situations as described below, failure to maintain this GPA requirement will result in corrective action as described below.**
9. Students must complete at least 50% of classes registered for while still attaining the required GPA in order to remain eligible to receive assistance from the Higher Education Program. If a student adds or drops a class, s/he ***must*** send the Higher Education office a copy of the add/drop form.
10. Students who drop classes or withdraw from school ***must immediately*** send the Higher Education office a copy of the add/drop form or a signed copy of the withdrawal form. **Students who drop classes or withdraw from school after the tuition reimbursement deadline will be subject to corrective action as described below.**
11. **Emergency Situations:** Students who are unable to comply with the above requirement due to a serious health condition or to fulfill family obligations relating the death of a family member, or to care for a family member with a serious health condition may request an exception to these requirements by submitting information documenting their or their family member's serious health condition.
 - a. A *family member* means a child, spouse, parent, grandchild, grandparent, or sibling.
 - b. A *serious health condition* means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.
12. **Corrective Action:** Students who do not comply with the requirements, as set out above will be placed on corrective action status, as described below, until the student complies with the Higher Education Program requirements. ***NO EXCEPTIONS!*** Our goal is to help you succeed. Therefore, if you are having difficulty complying with any of these requirements, please contact the Higher Education Program for assistance.

- a. **PROBATION:** Students who do not comply with the Higher Education Program Policies and Requirements will be put on one quarter/semester/term of probation. During this probationary time, students will receive one quarter/semester/term tuition payment. In order to satisfy probation student must take at a minimum a 5 credit class or 2 three credit pre-requisite classes. If, at the end of the probationary term, the student still does not meet Program Requirements, the student will be suspended from the program.
- b. **SUSPENSION:** If the student does not satisfactorily complete their probationary status (i.e., does not fulfill their requirements a second time), they will be suspended from the program until they have satisfactorily completed one quarter/semester/term (as applicable) on their own (financially), meeting all the requirements of the program. To satisfy this requirement, student must enroll in a 5 credit class or enroll in 2 (3) credit prerequisite classes. Once the student has done this, they may reapply for assistance by providing documentation that they have completed at least one quarter/semester/term on their own. However, re-enrollment in the program will be dependent upon available funding.
- c. **RE-ENTRY TO THE PROGRAM:** Student's enrollment eligibility will be based on the number of current students enrolled and funding available to accept new students for the current year. This enrollment eligibility will apply to all tribal members who have not applied for the program and are planning on continuing education.

AVAILABLE ASSISTANCE

1. **Tuition, Mandatory Fees, On-campus Room and Board:** The Higher Education Program will pay up to a maximum combined total of \$90,000 per fiscal year (October-September) for tuition, mandatory fees and on-campus room and board costs for students who attend a Title IV Federally private college or university, such as Stanford or an Ivy League School (Brown, Columbia, Cornell, Harvard, Princeton, Yale Universities, Dartmouth College or the University of Pennsylvania). For eligible students attending any other Title IV Federal college, university, or vocational-technical school, the Higher Education Program will pay up to a maximum combined total of \$50,000 per fiscal year for tuition, mandatory fees and on-campus room and board. Please Note: Out of country colleges and universities are not considered Title VI Federal schools and therefore do not qualify for Higher Education Assistance. *Students who receive assistance with on-campus room and board costs are not eligible to receive the monthly livings assistance payments described below.*

Tuition for programs that are not on a quarter/semester system will be divided into quarterly payments and the Higher Education program will make arrangements with a student's school to pay the tuition in this manner.

2. **Books and Supplies:** The Higher Education Program will pay for mandatory books and supplies up to \$1000 per quarter and \$1,500 per semester. For items other than textbooks and routine school supplies, students must provide documentation that an item is required by a class in order to receive assistance with the purchase of such item. Please note:

miscellaneous items such as: clothing, food, calendars, etc. are not considered an allowable cost under this category. Bookstore accounts are preferred and will be set up where possible.

- a. Students who withdraw from school for non-emergency situations after receiving assistance for the purchase of tools or items other than textbooks and routine school supplies will be required to reimburse the Higher Education Program for the amount of received prorated by the amount of school completed. For example, if tools were purchased for use in a year-long program, and a student withdraws for non-emergency reasons after one quarter, the student will owe the Higher Education Program three quarters (3/4) of the total amount of assistance received to purchase the tools. Failure to reimburse the Program will result in automatic suspension from future assistance from the Program until such reimbursement is paid in full.

3. **Student Living Assistance:** Eligible students may receive a monthly living assistance stipend in the following amounts based upon their enrollment status:

- *Full-time enrollment as determined by the student's school* = \$500/month
- *Less than full-time enrollment* = \$250/month. To qualify (for less than full time enrollment) student must take at a minimum (1) 5 credit class per-semester/quarter whichever is applicable.

- a. In addition to the general requirements of the Higher Education Program listed above, students must meet the following requirements to be eligible to receive Student Living Assistance stipends:
 - i. Must be enrolled in school at least 50% of the month in order to receive the full stipend amount. Students attending less than 50% of the month will receive half of the monthly amount for which they are eligible to receive.
 - ii. All required documentation showing eligibility for the stipend must be submitted before any stipend will be issued. No retroactive stipends will be allowed.
 - iii. Every three months, provide the Higher Education Program with proof of current enrollment status.

4. **Student Living Assistance Reimbursement and Collection.** The Program Manager will seek reimbursement of any stipend check paid to an applicant who is not eligible to receive check. The Program Manager will:

- a. Contact the college, vocational or trade school to verify number of classes in attendance or dis-enrollment
- b. Determine the amount of unauthorized payments;
- c. Notify student in writing of the unauthorized payments;
- d. Program Manager will offer a voluntary repayment plan to student to reimburse the Tribe of the full amount of unauthorized payments;

- i. Student will be eligible to continue to receive (correct) stipend payments only when the repayment plan is adhered to; or
 - ii. Student may waive stipends while attending school until repayment is satisfied.
 - e. If student is not willing to voluntarily repay the unauthorized amount, the following will take place:
 - i. Program Manager will discontinue stipend payments until such time as the amount due is paid in full;
 - ii. Program Manager will notify Tribal Council of default;
 - iii. Tribal Council may refer matter to the Tribal Prosecutor for criminal prosecution, if there is reason to believe the person obtained a stipend by submitting fraudulent documents.
5. **Continuing Education or Re-Certification classes.** The Higher Education Program will pay up to \$1000 per fiscal year towards the registration fees of enrolled Tribal members to attend a Continuing Education or Re-certification class pertaining to their degree or license. The Continuing Education or Re-certification class does not have to be from an educational institution that is nationally accredited and eligible for Title IV grants. It does, however, need to be sponsored by an educational or training organization. In addition, applicants do not have to fill out the FAFSA or have a GED or High School diploma to be eligible for assistance under this section.
6. **Gifts to Graduates:** The Higher Education Program provides monetary awards to students who complete their educational program and graduate with a certificate or degree. The awards are based on the type of certificate or degree obtained as follows:
- *Vocational-Technical College certificate (6 months or longer) = \$125*
 - *Associates degree or other two-year College/Voc.-Tech. certificate = \$500*
 - *Bachelors degree = \$700*
 - *Masters degree = \$1000*
 - *Doctorate degree= \$1,300*

In addition, graduates receiving a degree (Associates, Bachelors, Masters or other post Bachelor degree) or other two-year College/Voc.-Tech certificate will receive a Pendleton blanket.

To receive the Gifts to Graduates award, students must submit a copy of their certificate or degree received or other proof of completion of their educational program within one year of graduating or completing their educational program.

7. **Other Educational Assistance:** The Puyallup Tribe encourages and supports its members to pursue educational opportunities of all types. Therefore, if a student/tribal member would

like assistance with the costs associated with an educational opportunity not covered by one of the above-described programs, they should provide the Higher Education office with documentation from the sponsoring educational organization describing the educational program and its costs. The Higher Education office will review the documentation and provide a recommendation to the Executive Director of Tribal Services for a determination regarding whether the Higher Education program will assist with the proposed program. The Executive Director of Tribal Services will consult with Tribal Administration before making a final determination. The decision of the Executive Director will be final.

8. **Taxable Income:** Some funds received from the Higher Education Program may be deemed a taxable benefit to the recipient. If you have questions regarding the taxability of the assistance dollars received from the Higher Education Program, we would encourage you to consult with a tax professional or other financial advisor.