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***CONFEDERATED SALISH AND KOOTENAI TRIBES***

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**HIGHER EDUCATION SCHOLARSHIP  
STUDENT POLICY HANDBOOK**

**2019-2020**

**ACADEMIC YEAR**

The Confederated Salish and Kootenai Tribal Council want to support tribal members to gain post-secondary education and training to realize their potential and meaningful employment. It is the expectation of the Tribal Council that students will be good stewards of the resources and opportunities to pursue a career through higher education. If a student does not engage in a serious attempt towards academic progress, their school funding may be forfeited. Funds advanced to students are recoverable based on their signature and agreement in their application.

All students who apply and/ or receive a higher education scholarship from the Confederated Salish and Kootenai Tribes are subject to the provisions contained in this Higher Education Student Policy Handbook. Every effort will be made to be fair and equitable given our available resources.

The Scholarship Officer is available to assist students in completing Higher Education, Vocational Training and FAFSA (Free Application for Federal Student Aid) applications, providing information on financial aid sources, assisting in a school or career and problems encountered while a student is attending school.

**Application deadline is Wednesday, May 1, 2019**

#### STATEMENT OF POLICY

The Confederated Salish and Kootenai Tribes promote and encourage education beyond high school for Tribal members. The Tribal Education Department (TED) administers the Higher Education and Vocational Training Scholarship Program. Each year, the TED submits the Higher Education Scholarship's Student Policy Handbook to the Tribal Education Committee (TEC) and Tribal Council for approval.

Students can submit their applications be either mailing to:

CSKT Education Department  
Attn: Miranda Burland, Scholarship Officer  
P.O. Box 278  
Pablo, MT 59855

Or scan and email to the Higher Education Scholarship Officer at [Miranda.Burland@cskt.org](mailto:Miranda.Burland@cskt.org).

Applications can be faxed to 406-275-2814 however; the ORIGINAL application must be submitted into the Tribal Education Department in Pablo, Montana office within (5) working days of your facsimile date. Students should always call to make sure their fax went through. Your application will not be entered into the scholarship database until you submit the original by mail or email.

Students must read through the Student Policy Handbook. Any questions or clarification needed should be made to the Higher Education Scholarship Officer at (406)675-2700 ext. 1074 or you can email Miranda Burland at [Miranda.Burland@cskt.org](mailto:Miranda.Burland@cskt.org).

#### **SCHOLARSHIP ELIGIBILITY**

To be considered eligible for a Tribal Higher Education Scholarship the applicant must meet all of the following criteria at the time of the application deadline:

1. Be an enrolled member of the Confederated Salish and Kootenai Tribes.
2. Applicant must possess a high school diploma or GED/ HiSET.
3. Must be accepted into a regionally accredited institution.
4. Students cannot be in "default" status with other funding sources.
5. Students cannot have been convicted of a felony charge in the past (1) year.

The tribal funding that an applicant may receive is supplemental to other forms of federal and campus-based financial aid. An applicant must apply for federal funding such as Free Application for Federal Student Aid (FAFSA or Pell), Supplemental Educational Opportunity Grant (SEOG), State Student Incentive Grant (SSIG), and College Work-Study and Montana University Systems Native American Fee Waiver. Funds can be used to pay for tuition and fees, room and board, books, and miscellaneous expenses related to school.

**INCARCERATED APPLICANTS:**

Applicants under the jurisdiction of tribal, state or federal penal institutions are ineligible to receive funding while they are incarcerated.

**FELONY CONVICTIONS:**

Applicants who have been convicted of a felony will not be considered for funding until (1) one year after the conviction date. If you are convicted of a felony during the academic year of being funded your funding will be suspended at that time.

**ELIGIBLE INSTITUTIONS:**

The course of study must be from a regionally accredited institution and must result in the attainment of an Associate's, Bachelor's, Master's degree, Certificate or another instrument indicating successful completion. These institutions must be able to accept Pell funding from the Department of Education.

**LENGTH OF ELIGIBILITY FOR FUNDING:**

The length that a student can receive higher education funding is directly connected to credit limits.

Undergraduate students are eligible to receive the Higher Education scholarship at 150% for a total of:

Quarter Schools:

Associate Degree: 135 quarter credits

Bachelor Degree: 270 quarter credits

Semester Schools:

Associate Degree: 90 semester credits

Bachelor Degree: 180 semester credits

Students are also eligible to receive funding for a Master's Degree and above.

Students who have exceeded the maximum credit allowance may petition the Tribal Education Department for financial consideration and/ or appeal to the Tribal Education Committee (TEC) for approval.

**GRADUATE FUNDING AND CREDITS:**

A set-aside amount of \$125,000 for students attending graduate programs will be available each fiscal year. Twenty-five 25 students are funded per year; each student can receive up to \$5,000 per year depending on financial need. **Graduate Level Students** will not be counted as a part-time student as they may be taking under 12 credits each term. Schools will determine if a graduate level student is full-time or part-time based off their credit criteria.

**FULL-TIME STUDENTS:** Students who are taking 12 or more credits each quarter or semester may be eligible for the full scholarship amount of up to \$5,000.

**PART-TIME STUDENTS:** Undergraduate students who are taking under 12 credits each quarter or semester will be eligible up to \$2,500 each year on a pro-rated amount depending on the number of credits being taken. *Students that are taking below three (3) credits will not be funded.*

**APPLICATION PROCESS**

Students will need to fill out and submit pages 3 & 4 of the application packet by Wednesday, May 1, 2019, to the Scholarship Officer. Applications will be considered on time for funding if a complete application packet is submitted.

## What is needed for a COMPLETE application packet?

- Higher Education Scholarship **application** (General Information and Privacy Act- pages 3 & 4).
- After completing Part 1 of your **Financial Needs Analysis** (pages 5 & 6), you must submit it **to the Financial Aid Office** of the school that you choose to attend. After completing Part 2, your Financial Aid Office will send it back to the Tribal Education Department on or before August 1<sup>st</sup>.
- **OFFICIAL College Transcripts:** (you must request them from your school; see notes below)
  - If you are a **New Student**, meaning you have never attended a college/ university/ vocational training institute, then you do not have transcripts to submit.
  - If you are a **Continuing Student**, meaning you attended school the last term (quarter or semester), then you must submit your “Official” transcript to the Tribal Education Department by the second week of July. **DO NOT REQUEST THEM UNTIL YOU HAVE FINISHED YOUR SPRING TERM.**
  - If you are a **Returning Student**, meaning you have taken time off school, then you must get your “official transcript” on or before May 1<sup>st</sup> to the Education Department. Most schools will send an official transcript at your request to your funding source with your signed release of information; it is your responsibility to obtain this.
- Certificate of Indian Blood (CIB). This can be obtained from the Tribal Enrollment Office. You can call the Enrollment Office at 406-675-2700 ext. 1014 and request that a copy be sent to the CSKT Education Department Scholarship Officer.
- Copy of **Acceptance letter** from the school you plan to attend; you may already have a letter on file **IF** you are a continuing student in the same school; check with the Tribal Education Department to see if this is in your file.
- Copy of **High School Diploma or GED/ HiSET** (*All 2019 High School graduates must submit a copy of your diploma by July.*)
- You must have filed (*completed and submitted*) your **2019-2020 Free Application for Federal Student Aid (FAFSA)**; go to [www.fafsa.gov](http://www.fafsa.gov).
- **2019-2020 SAR** (Student Aid Report) is to be submitted to The Tribal Education Department (this will be retrieved from the FAFSA website after completing and submitting it). If you are attending a Vocational or Trade School, this may not be available to you.

The priority deadline for all other needed documents (refer to page 2 of the application packet), for your file, are due by Thursday, August 1, 2019. This ensures that your fall funding is submitted to your school in a timely manner to receive it; if not all of your documents are submitted by this date your funding to your school will be delayed.

The Tribal Education Department is committed to protect your privacy and keep your student records secure.

**STUDENTS-** If you need any clarification or have questions on your academic standing, degree you wish to pursue, or probation/ suspension status you need to contact me and we can discuss the details and the Policy Handbook. Each student will be reviewed on a case-by-case basis.

## SCHOLARSHIP RECIPIENT RESPONSIBILITIES:

1. Complete application submitted on or prior to Wednesday, May 1, 2019
2. All higher education students must submit a current grade report within 30 days of the end of each quarter/semester by mail or email (qtr/sem grades are not required to be “official” grades). **The next term’s funding will not be released until your grades are submitted and reviewed.**
3. Declare major area of study by the end of your second year.
4. Inform Tribal Education Department of any changes (i.e. major, address, email, phone number, school or course schedule).
5. Must maintain acceptable institutional academic standards.

6. Must achieve a minimum of a 2.5 GPA and pass a minimum of 12 credits per quarter/semester; unless you noted that you are a part-time student and GPA will still apply
7. Students must submit a new application for each year they wish to be considered for scholarship funding.
8. Complete the Free Application for Student Aid (FAFSA) or Pell application each academic year.

#### **PRIORITY FOR FUNDING:**

Students who have completed their file and turned in all documents by the deadline dates will have priority for funding.

#### **STUDENT STATUS:**

**Continuing Students** in good standing – full time 12 credits minimum is a student who has not taken an absence from school for more than a quarter or semester.

**New Students** – full time 12 credits minimum is a student who has never before received Tribal Higher Education funding.

**Returning Students** – full time 12 credits minimum is a student who has taken a break from school for one or more quarters or semesters.

#### **SCHOOLING OPTIONS**

##### **VOCATIONAL TRAINING:**

If you are going to be attending a Vocational/ Training School or Trade Program, this will be determined for approval on a case-by-case basis along with the possible funding amount to be awarded.

A limited number of vocational training programs are available locally. Students who have an interest should consult with school counselors, Kicking Horse Job Corps Center (no cost to student) at (406) 644-2217, Salish Kootenai College at (406) 675-4800, Missoula or Kalispell Technical Centers; you can contact the Tribal Education Department for phone numbers to the Technical Centers. Each of these include placement options at the time of completion.

A limit of (4) one-year vocational/technical training certificates can be obtained and must remain within the number of specified credit hours. Two certificates in non-related fields may be obtained however, the third and fourth certificates must relate to a previous obtained certificate. Applications for vocational training are submitted on the same forms and criteria as higher education.

##### **ON-LINE EDUCATION:**

Full time, “distance education” courses, (12-15 cr.) may be funded. However, freshman and sophomore students will be encouraged to enroll for only 6 credits to demonstrate extended working knowledge of the Internet, ability to complete the independent study, and course success. Junior and Senior students can enroll fulltime. All students must notify TED that distance education is included in your studies.

##### **SUMMER SCHOOL:**

Students who would like to attend summer school are still subject up to the \$5000 maximum amount per academic year. To the extent that funds are available, students wanting to attend summer school may receive financial assistance from the Tribal Scholarship Program to offset the cost of tuition, fees and books. Students must select this option if they plan to attend summer school. Applications will be approved on a case-by-case basis.

##### **OUT-OF-STATE SCHOOLS:**

Students attending out-of-state and private schools will be funded at in-state tuition level and will still have a maximum of up to \$5,000 per academic year.

##### **OUT-OF-COUNTRY SCHOOLS:**

Students attending out-of-country schools will be funded on a case-by-case basis.

##### **CSKT PRIORITY FIELDS OF STUDY:**

The CSKT Education Department and Tribal Council are supportive of all students to achieve their educational goals and accomplishments in any field of study of their choosing.

According to Tribal Personnel, the following areas are professions which are in need of trained tribal members for which there exists current professional employment opportunities:

Accountants/CPA's, Attorneys, Carpentry fields, Clinical Nurse, Community Health Nurse, Construction/Heavy Equipment, Dental Hygienist, Dentists, Electrical Fields Engineer – Civil, Electrical and Graphic Engineering I & II, Environmental Protection – Wetlands Environmental Scientist, Fisheries Biologist I & II, Forester I & II, Geographic Information Systems, Information Technology, Journalism field, Pharmacists, Physicians, Safety/Compliance Manager, Social Workers, Teacher positions: Two Eagle River School, Teacher/Supervisor - Early Childhood Services, Teachers K-12 schools, Vocational Instructors (KHJCC), Wildlife Biologist I & II.

## **CSKT FINANCIAL POLICY**

### **SCHOLARSHIP DISBURSEMENTS:**

All undergraduate and graduate awards will be disbursed to the Financial Aid Office at the school the student attends. Funding disbursements are made by semester (two times per year) or quarter (three times per year) depending on the system the school uses and the students' Financial Needs Analysis. (Example: University of Montana is semester; and Salish Kootenai College is quarter). Please know your summer funding will be included in your annual award. **STUDENTS-** *There are three components to issuing and receiving your funding each term which can take up to a week or more before you see the higher education funding applied to your account. 1) CSKT Higher Education will process paperwork and submit the Purchase Order (PO) approval to the CSKT Accounting Department; 2) CSKT Accounting Department will process the PO, then issue the funding and mail a check for you to your school; and 3) Your school has their internal process of handling funding, applying it to your account and then refunding you and balance, if applicable.*

### **FINANCIAL AID PACKAGES:**

Students must accept the financial aid package (excluding loans) as provided by the college or university. Students are encouraged to apply for other scholarships based on their chosen career or other options matching their interests. Any financial aid declined will not be the responsibility of the Tribal Education Office to add to the student's budget.

### **FINANCIAL AID INFORMATION:**

It is the responsibility of the student to follow through with the Financial Needs Analysis- Part 2. Contact your school's financial aid office to be sure your financial aid file is complete with them. At the latest, it should be done one full month prior to school beginning.

## **ACADEMIC CONSEQUENCES (Students should make themselves familiar with this portion of the Student Policy Handbook)**

### **CSKT SCHOLARSHIP PROBATION:**

In the event a student should fall below 2.5 GPA, or not successfully complete a minimum of 12 credits per quarter/semester, unless listed as a part-time student, they will be placed on CSKT Scholarship Probation or immediate suspension depending on each situation. Probation will consist of students being monitored by the scholarship officer; not limited to but possibly including the options listed below:

- Control the release of funding to monthly disbursements or partial funding release along with mid-term grade check before remaining funds can be released for the qtr/ sem
- Withhold a quarter/semester funding
- Place the student on CSKT Suspension

### **CSKT SCHOLARSHIP SUSPENSION:**

Funded students must maintain acceptable institutional academic standards. Students will be placed on suspension in the event he/she fails to maintain the policy minimum requirements for GPA and/ or credits in two consecutive quarters/ semesters. He/ She will be automatically ineligible for assistance for a period of one full year. During the one-year suspension, the student must demonstrate their ability to achieve academic success at their educational institution. No Higher Education Scholarship funding will be available during that time.

#### **APPEALS PROCESS:**

The Scholarship Officer will make the initial decision on scholarship awards, applying the established criteria in this Student Policy Handbook. Students will be notified of incomplete application packets, allowing the student sufficient time to correct the deficiencies.

If a student is still dissatisfied, he/she must then appeal in writing or in person to the reservation-wide Tribal Education Committee (TEC) within the specified period of five (5) working days of being notified that they will not be funded. The TEC's decision is final. Students are advised to bring or submit the following:

- Provide a copy of your current grades
- Your course/ curriculum outline
- A written recommendation from your advisor
- Communicate with the committee in person or by teleconference

Students can appeal the Scholarship Officer's decision of not being funded because of being placed on probation or suspension status, being over the credit limit, being in default, being convicted of a felony in the past year or turning in a higher education scholarship application past the deadline date.

#### **RECOMMENDATION FOR MEDICAL / HEALTH COVERAGE:**

Most schools offer Health Insurance (i.e. Blue Cross Blue Shield). Tribal members who are Indian Health Service eligible should contact the Contract Care Division of the Tribal Health Department (THD), at (406) 745-3525 to make arrangements to have the cost of the institutions insurance reimbursed or paid.

**STUDENTS!** You must first contact the THD - Contract Care Department to assure that your eligibility paperwork is updated. At this time, you will notify THD of the educational institution you will be attending and be able to discuss health options available to you while at school. The Tribal Education Department recommends that you take the campus-based care for minor emergency coverage.

All students need to know that Medicaid has expanded and is based on income. Adults age 19-64 without children are eligible to receive Medicaid. Students can apply at any county office or any Tribal Health clinic. If you have question or need clarification you can call Kelly Pierre at (406) 675-2700 ext. 5046.

#### **CALENDAR & TIME LINE - WHAT TO DO AND WHEN**

**OCT** Begin the FAFSA process for the upcoming year; this will go off the 2017 tax information.

Free Application for Federal Student Aid (FAFSA) [www.fafsa.ed.gov](http://www.fafsa.ed.gov), also known as the Pell Grant, will be available for the 2019-2020 year. If the school you are applying to does not have electronic data processing it may take up to six weeks before your FAFSA and Student Aid Report (SAR) will be processed and returned. The Tribal Education Department has computer stations available for student use. Students under the age of 24 must report your parent's income unless you are married and/or have children.

**NOV & DEC** Apply to each school for admission application and financial aid forms, to determine which documents are required.

**DEC & JAN** Students will need to submit final Fall Term grades to the Scholarship Officer. Grades need to be received before your next term's funding will be released to your school; this will also be

based off your academic standing at that time; these do not have to be official.

**FEB-MAY** Tribal Higher Education Scholarship applications are available from the Tribal Education Department or [edu.csktribes.org/](http://edu.csktribes.org/). Students need to continue gathering and submit all documents needed for the Higher Education Scholarship.

**MAR & APR** Students will need to submit final Winter Quarter grades to the Scholarship Officer. Grades need to be received before your next term's funding will be released to your school; this will also be based off your academic standing at that time; these do not have to be official.

**MAY** **2019-2020 Higher Education scholarship applications are due May 1, 2019**

Students who apply after the May 1<sup>st</sup> deadline date will be marked as LATE and kept on file. We cannot guarantee any funding to late applicants but if we have available funding later in the year we will go through the LATE applications and make a determination if we are able to assist with any funding. Funding will not be released for the fall term.

**MAY & JUNE** Students need to submit final Spring Term grades to the Scholarship Officer; these do not have to be official.

**JULY** Student letters are mailed out to inform students if their Higher Education Scholarship files are complete or still missing items, along with the Student Agreement form that includes your award amount, that you need to get turned back into the Scholarship Officer by August 1<sup>st</sup>. Call your financial aid office at your school in July to make sure you have completed all your internal financial aid paperwork to assure they can complete and send the financial needs analysis back to the Tribal Education office. It is the student's responsibility to follow through with your Part 2: Financial Needs Analysis. Contact your school's financial aid office to assure it has been sent to the Tribal Education Office.

**AUGUST** All additional paperwork is to be turned into the CSKT Scholarship Officer by Thursday, August 1, 2019 to receive your funding in a timely manner to start school.

If you have any questions or need clarification, you need to call Miranda Burland, CSKT Scholarship Officer at (406)675-2700 ext. 1074 or email [Miranda.Burland@cskt.org](mailto:Miranda.Burland@cskt.org).