



SUSANVILLE INDIAN RANCHERIA

HIGHER EDUCATION PROGRAM

ORDINANCE NO. 2014-001

Amendment 4

Section 1. Policy.

This Ordinance is adopted by the Tribal Business Council (TBC), pursuant to its authority granted under the Tribe's Constitution, for the purpose of addressing higher education applications submitted to the Susanville Indian Rancheria (SIR). The SIR shall reserve funds on an annual basis for the purpose of providing higher education funds to tribal members.

All higher education applications MUST be reviewed by the Higher Education Committee (HEC). The Tribal Business Council will not review or approve a higher education application that has been denied by the Higher Education Committee.

Section 2. Purpose.

The Susanville Indian Rancheria Tribal Business Council recognizes the importance for its members to pursue their post-secondary education. The Higher Education Scholarship Program aids tribal members with financial assistance and provides an opportunity to obtain an Associate's, Bachelor's, Master's, and/or Doctorate's degree. A Higher Education Committee shall consist of at least one Tribal Business Council member, the Tribal Administrator or Tribal Office Manager, and the Tribal Enrollment Coordinator.

Section 3. Scope.

This ordinance will apply to tribal members seeking higher education funds from the SIR.

Section 4. Definitions.

For the purposes of this Ordinance, the following definitions shall apply:

- 4.1 **Appeal.** All decisions of the Higher Education Committee are final and cannot be appealed.
- 4.2 **Higher Education Committee.** The Higher Education Committee shall be formed to review all higher education applications and shall

consist of at least one Tribal Business Council member, the Tribal Administrator or Tribal Office Manager, and the Tribal Enrollment Coordinator.

- 4.3 **Applicant/Student.** An enrolled member of the Susanville Indian Rancheria.

Section 5. Susanville Indian Rancheria Scholarship:

- 5.1 All applicants must be an enrolled member of the SIR and submit a completed Higher Education Application to the Tribal Office.
- 5.2 All required documents **MUST** accompany the application in order to process the applicant's request in a timely manner (refer to pages 7 and 8 for required documents). A Document Receipt Letter will be sent by the Enrollment Coordinator.
- 5.3 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 4 for timeline requirements).
- 5.4 All applications **MUST** be submitted by the required timelines (see page 4 for timeline requirements).
- 5.5 The Higher Education Committee will convene within two weeks of receipt of a completed application or within two weeks of each application deadline (whichever is sooner) 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 is the responsibility of the student to provide a copy of their Free Application for Federal Student Aid (FAFSA) showing that an application was submitted.
- 5.6 It shall be the applicant's sole responsibility to keep the Higher Education Committee updated on changes of address or phone number to ensure timely and accurate receipt of correspondence.

Section 6. Bureau of Indian Affairs (BIA) Scholarship:

- 6.1. All applicants must be an enrolled member of the SIR and submit a completed Higher Education Application, along with a Financial Needs Analysis (FNA) completed by the Financial Aid Officer of the

college or university the student is planning on attending, to the Enrollment Coordinator.

- 6.2. All required documents **MUST** accompany the application in order to process the applicant's request (refer to page 7 for list of required documents).
- 6.3. BIA - 638 funds may not be utilized for students attending a post-graduate degree program.
- 6.4. When utilizing BIA funds, the checks must be sent directly to the college/university, not to the student.
- 6.5. 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 4 for timeline requirements).
- 6.6. Applications **MUST** be submitted by the required timelines (see page 4 for timeline requirements).
- 6.7. The Higher Education Committee will convene within two weeks of receipt of a completed application or within two weeks of each application deadline (whichever is sooner) to review SIR Scholarship applications. Awards will be made based on the availability of BIA funding. The student should not rely solely on the BIA scholarship as their only means of financial assistance.
- 6.8. It shall be the applicant's sole responsibility to keep the Higher Education Committee 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. *****

Section 7. Eligibility Requirements for Undergraduate Students (Applies to both SIR and BIA Scholarship Programs):

- 7.1 Must be an enrolled member of the Susanville Indian Rancheria.
- 7.2 Must have received their High School diploma or General Education Development test (GED).
- 7.3 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).

- 7.4 Must be enrolled in a minimum of six (6) units per semester/quarter to be eligible for funding.
- 7.5 Six (6) to eleven (11) units will constitute part-time status for those students attending classes at a community college or university.
- 7.6 Twelve (12) or more units will constitute full-time status for those students attending classes at a community college or university.
- 7.7 If the student is attending an on-line / correspondence option college or university, the applicant will be funded as either part-time or full-time status (depending on the number of units taken) and the amount approved will be based on whether the courses being taken are on a semester or quarter basis at a college or university.

Section 8. Eligibility Requirements for Graduate Students (Applies only to SIR Scholarship Program):

- 8.1. Must be an enrolled member of the Susanville Indian Rancheria.
- 8.2. Must have received their Bachelors degree in a field that meets the requirements for the Graduate Program.
- 8.3. Any university the applicant is applying to attend must be accredited by a nationally recognized accrediting agency.
- 8.4. Must be enrolled in a minimum of four point five (4.5) units per semester/quarter to be eligible for funding.
- 8.5. Four point five (4.5) to eight (8) units will constitute part-time status for students attending classes at a university.
- 8.6. Nine (9) or more units will constitute full-time status for students attending classes at a university.
- 8.7. Post-graduate credentialing programs will not be funded.
- 8.8. Must maintain a GPA of 3.0 for the term that was funded as a Graduate Student.

- 8.9. Graduate students may receive funding for repetition of non-graded courses (pass or fail) only if they have provided a form stating the course number, the number of units, the term, and the signature of at least the instructor and department chairperson. The Susanville Indian Rancheria will only fund these individual courses a maximum of two(2) times.

Section 9. SIR Application Submittal Timeline Requirements:

- 9.1 All Applications MUST BE COMPLETE, along with all required documents, and MUST be submitted for consideration to the Tribal Office NO LATER THAN:

Colleges or Universities with Quarter Terms

Fall – 3rd Monday in September

Winter – 1st Monday in January

Spring – 4th Monday in March

Summer – 4th Monday in June

Colleges or Universities with Semester Terms

Fall – 3rd Monday in August

Winter – 3rd Monday in December

Spring – 3rd Tuesday in January

Summer – 2nd Monday in June

ALL CONTINUING APPLICANTS MUST REAPPLY EACH SEMESTER/QUARTER

ANY CHANGES TO THE CLASS SCHEDULE MUST BE SENT TO THE HIGHER EDUCATION COMMITTEE AS SOON AS POSSIBLE

- 9.2 Should the above dates fall on a holiday, the due date for applications shall be NO LATER THAN the business day before the due date. If your semester/quarter end and start dates conflict with the above dates, your institution must provide the Enrollment Coordinator with a schedule in advance of the due dates. This must be sent by the Admissions or Counseling Office by mail, fax or email only.
- 9.3 Any application received after the deadline **WILL NOT BE** considered for funding.
- 9.4 The Higher Education Committee shall convene within two weeks of receipt of a completed application or within two weeks of each application deadline (whichever is sooner) to review all scholarship

applications and determine scholarship awards. The student will be notified on the status of their application within one week of determination by written correspondence from the Higher Education Committee. All approved scholarships will be sent to the Fiscal Department for processing by the Higher Education Committee. Payments will be processed on Wednesdays of each week (excluding holidays) and the Fiscal Department will return the check to the Tribal Office for mailing the next working day. All checks will be mailed to the address listed on the Higher Education Scholarship application.

Section 10. SIR Scholarship Award Determination:

- 10.1 Full-time attendance to a Community College: \$1,250 per Semester / \$625 per Quarter.
- 10.2 Part-time attendance to a Community College: \$625 per Semester / \$312.50 per Quarter.
- 10.3 Full-time attendance to a University: \$3,125 per Semester / \$1,562.50 per Quarter.
- 10.4 Part-time attendance to a University: \$1,562.50 per Semester / \$781.25 per Quarter.
- 10.5 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.

Section 11. SIR Scholarship Award Limitations:

- 11.1. 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.
- 11.2. 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.
- 11.3. 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.

- 11.4. 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.
- 11.5. All classes taken MUST be in alignment with the student's degree path. You will not be funded for classes that are not on your current degree path that you have provided us. You will not receive funding for a class you are retaking or one that you have withdrawn from and those credit hours will not count towards the total credit hours for the semester/quarter.
- 11.6. You are required to maintain the number of units needed for full-time (12 units) or part-time (6 units) status for which you are funded as an undergraduate student or full-time (9 units) or part-time (4.5 units) as a graduate student. If you do not maintain the required number of units for which you were funded, you will receive a reduced amount the next semester/quarter, or you may not receive any funding because you do not meet part-time status, or you may have to pay back the amount you were funded per the payback agreement you signed.

Section 12. SIR Graduate Incentive Program:

- 12.1. 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

- 12.2. The Graduate Incentive is not automatically awarded upon graduation. Those students must submit a Graduate Incentive Program Application along with a copy of their degree certificate, or a copy of their transcripts showing the award of the applicable degree, in order to be eligible.

Section 13. Required Application Documents (Applies to both SIR and BIA Scholarship Programs):

- 13.1. A completed SIR Higher Education Application.

- 13.2. Signed Pay Back Policy.
- 13.3. Proof of High School Diploma or GED (only required to submit this document with the first application).
- 13.4. Proof of registration to the college/university.
- 13.5. A current class schedule showing the numbers of units being taken.
- 13.6. 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).
- 13.7. Completed FNA. This is to be completed by a Financial Aid Officer and sent to the Enrollment Coordinator by mail, fax or email only. This only applies if the student is applying for a BIA scholarship and not a SIR scholarship.
- 13.8. 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.
- 13.9. 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 and a copy of completed confirmation of FAFSA application showing that the student completed FAFSA.

**REQUIRED DOCUMENTS CAN BE MAILED, FAXED, OR SENT VIA EMAIL
WITH A PDF OR PHOTO FILE ATTACHED. DO NOT SEND EMAILS
CONTAINING A HYPERLINK AS THEY ARE NOT READABLE BY THE
HIGHER EDUCATION COMMITTEE**

Section 14. Conditions for Continued Scholarship Funding (Applies to both SIR and BIA Scholarship Programs):

- 14.1. A student will be placed on scholarship suspension and will not receive funding if a student:
 - a) Does not meet a minimum academic standard of a 2.0 GPA in the semester for which they were awarded a scholarship.

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- b) Fails to receive the minimum number of units for the scholarship amount they were awarded: Undergraduates =12 units for full-time student status and 6 units for part-time student status; graduates = 9 units for full-time student status and 4.4 units for part-time student status.
- c) Fails to uphold social conduct within the policies and rules of the institution attended.
- d) Fails to use the scholarship award for the intended purpose and/or the student is dismissed from school.

14.2. A student who has been placed on scholarship suspension will be notified, in writing, by the Higher Education Committee.

14.3. 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 reapply for any further scholarship awards and may be required to pay back the amount of the scholarship (see the Pay Back Policy for specifics).

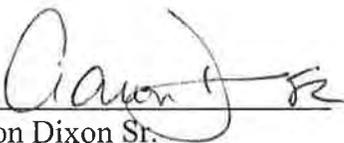
14.4. No scholarship shall be awarded to students who are in default with their Tribal Scholarship Program.

This Ordinance shall be effective from the date of its approval by the Tribal Council.

CERTIFICATION

We, hereby certify that the Susanville Indian Rancheria Donation Ordinance was adopted by the Susanville Indian Rancheria Tribal Business Council at a duly called meeting held January 05, 2016 with a vote of 6 for, 0 against, 0 abstain.

ATTEST;



Aaron Dixon Sr.
Secretary/Treasurer



Brandon Gutierrez
Tribal Chairman

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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: _____ Telephone No.: _____

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

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

Tribal Affiliation: _____ Enrollment No.: _____

Name and Address 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 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 financial aid package. 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.

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 \$ _____
 Books & Supplies \$ _____
 Room & Board \$ _____
 Transportation \$ _____
 Personal Expenses \$ _____
 Child Care \$ _____
 Other (List) \$ _____
 Total Expenses \$ _____

Student Contribution \$ _____
 Parent Contribution \$ _____
 Spouse Contribution \$ _____
 Veteran's Benefits \$ _____
 Social Security \$ _____
 Welfare \$ _____
 Other (List) \$ _____

PELL \$ _____
 SEOG \$ _____
 Work Study \$ _____
 SSIG \$ _____
 CWS \$ _____
 NDSL \$ _____
 Tuition Grant \$ _____

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 Agreement

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 Ordinance 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 undergraduate student status or 9 units for full-time graduate student status and 6 units for part-time undergraduate student status or 4.5 units for part-time graduate student status).
 - ✓ GPA remains below a 2.0 for two semesters/quarters in which an undergraduate scholarship was awarded or a 3.0 for two semesters/quarters in which a graduate 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 student will not be eligible to receive the Annual Distribution.

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

Print Name

Student Signature

Date



GRADUATE INCENTIVE PROGRAM 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 Number: _____

Address: _____ City/State/Zip: _____

Telephone Number: _____ Cell Phone Number: _____

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

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

Tribal Affiliation: _____ Enrollment No.: _____

Graduate Incentive Requested (Copy of degree attached)"

AA Degree	\$ 500	<input type="checkbox"/>
BA/BS Degree	\$1,000	<input type="checkbox"/>
MA/PhD Degree	\$1,500	<input type="checkbox"/>

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT

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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 Graduate Incentive. I request any award be mailed to me at the address listed on this Graduate Incentive Program 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). My signature below indicates that I have read and understand the terms of the Graduate Incentive Program Policy.

Signature of Graduate _____ Date _____