



Susanville Indian Rancheria Higher Education Program Policy

Amended and approved by the Tribal Business Council on September 1, 2009.

Purpose:

Assist Susanville Indian Rancheria tribal members in the pursuit of their post-secondary education and afford tribal members the opportunity to obtain Associates, Bachelors, Masters, and Doctorate degrees. A Higher Education Committee shall be formed consisting of the following: a Tribal Business Council representative, a Tribal/LIHC staff member, and the Tribal Programs Manager.

SIR Scholarship:

- ☛ 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 in a timely manner (Refer to page 3 for list of Required Documents).
- ☛ The Higher Education Committee will convene to review the application within ten (10) working days from the date the application is stamped received.
- ☛ If further documentation is needed to process the application, the applicant shall be notified in writing. The applicant shall have thirty (30) working days to respond before the application will become “inactive” and a new application will have to be submitted in order to be processed.
- ☛ The Tribal Fiscal Department will process checks each week. All scholarship checks will be mailed to the applicant from the Casino Fiscal Department. A photocopy of the check will be sent to the Tribal Office for inclusion in the Applicants Higher Education file.

BIA Scholarship:

- ☛ 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 in a timely manner (Refer to page 3 for list of Required Documents).
- ☛ The Higher Education Committee will convene to review the application within ten (10) working days from the date the application is stamped received. The amount awarded to the applicant will be determined by available funds and the stated unmet need.
- ☛ BIA – 638 funds may not be utilized for students attending a post-graduate degree program.

- ☛ If further documentation is needed to process the application, the applicant shall be notified in writing. The applicant shall have thirty (30) working days to respond before the application will become “inactive” and a new application will have to be submitted in order to be processed.
- ☛ The Casino Fiscal Department will process checks each week. All scholarship checks will be mailed to the applicant from the Casino Fiscal Department. A photocopy of the check will be sent to the Tribal Office for inclusion in the Applicant’s Higher Education file.

*****NOTE: A student may only apply for the SIR Scholarship or the BIA Scholarship program.**

Eligibility Requirements (Applies to both SIR and BIA Scholarship Programs):

- ☛ Must be an enrolled member of the Susanville Indian Rancheria.
- ☛ Must have received their High School diploma or GED.
- ☛ The 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.
- ☛ 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.
- ☛ On a case by case basis, the Higher Education Committee shall determine what will constitute full-time status for on-line/correspondence Universities.
- ☛ 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 when determining their full/part-time student status.

SIR Scholarship Award Determination:

- ☛ 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.
- ☛ A one-time \$1,000 computer allowance.
- ☛ 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.

- ☛ 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 two 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 four 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 PhD, shall be eligible to apply for scholarships for an additional two years.
- ☛ All classes taken MUST be in alignment with the student's degree path.

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

- ☛ Complete SIR Higher Education Application.
- ☛ 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.
- ☛ Current class schedule or letter from the admissions office to verify full or part-time status.
- ☛ 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 (if you are a returning applicant).
- ☛ 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.

Scholarship Award Process (Applies to both SIR and BIA Scholarship Programs):

- ☛ Once a completed application is received with all the required documents attached, the Higher Education Review Committee will make an award determination within 10 business days of receipt of the application.
- ☛ A Scholarship Award Letter will be sent to the applicant notifying them of their award status.
- ☛ A copy of the Scholarship Award Letter and the Scholarship Eligibility Checklist will be sent to the Casino Fiscal Department for the processing of the scholarship award.
- ☛ The Tribal Programs Manager will place all original documents into the applicant's Higher Education file.
- ☛ All Higher Education files will be kept in a locked file cabinet at all times.

- ☛ If the applicant is applying for BIA funds, a copy of the Scholarship Award Letter will be sent to the Financial Aid Officer who completed the Financial Needs Assessment.
- ☛ Remember to submit your application and required documents early, as the entire process can take up to three weeks.
- ☛ Students **must** submit their grades for the semester/quarter for which they received a scholarship award within 30 days after the close of the semester/quarter. No further scholarships will be awarded until the grades have been received at the Tribal Office.
- ☛ It shall be the responsibility of the student to keep the Higher Education Committee informed of address changes, student status, change of income level, change of phone number, or information regarding transferring to another educational institution.

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

- ☛ A student will be placed on academic probation and/or 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 a student fails to maintain acceptable academic standing at the college or university.
 - ✓ 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 academic probation and/or scholarship suspension will be notified, in writing, by the Higher Education Committee.
- ☛ Once a student has been placed on academic probation and/or scholarship suspension, the student must reimburse the Susanville Indian Rancheria any unused funds and must attend the next semester/quarter at their own expense.
- ☛ 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	Revisions Approved by TBC: 6/5/2007; 12/18/2007;8/19/2008; 9/1/2009
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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:

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

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

Resources:

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