



SUSANVILLE INDIAN RANCHERIA

HIGHER EDUCATION PROGRAM

ORDINANCE NO. 2014-001 Amendment 8

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 scholarship 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 higher education scholarship applications that have been appealed by the applicant.

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, Post-Bachelor's Credential, Master's, and/or Doctorate's degree.

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

- 4.3 **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, and the Tribal Enrollment Coordinator.
- 4.4 **Scholarship Default.** The scholarship debt of a suspended student (the amount owed due to the student not fulfilling the requirements of the Higher Education Ordinance for the term that was funded) will go into default once the deadline has passed to prevent forfeiture of the student's annual distribution. Once a higher education scholarship debt is in default, the outstanding balance will be considered a debt owed to the tribe and must be repaid in full before the student is eligible for additional funding from the tribe.
- 4.5 **Scholarship Suspension.** A student who fails to comply with the terms stated in the Higher Education Ordinance will be placed on scholarship suspension and will owe the tribe the amount owed due to the student not fulfilling the requirements of the Higher Education Ordinance for the term that was funded. The student will have the opportunity to attend one term at their own expense in order to remove their suspension and rescind their scholarship debt. The student on a scholarship suspension is not eligible for scholarship awards and may be required to pay back their higher education scholarship debt.

Section 5. Susanville Indian Rancheria Scholarship:

- 5.1 All applicants must be an enrolled member of the SIR and submit a completed Higher Education Scholarship Application to the Tribal Office.
- 5.2 All required documents **MUST** accompany the application (refer to Section 12 for the list of required documents). A Document Receipt Letter will be sent by the Enrollment Coordinator.
- 5.3 If the application is not complete, an attempt will be made to contact the applicant via phone or email requesting the missing information. However, it is the applicant's responsibility to ensure that their complete application is received within the required timeline (see Section 8 for timeline requirements and Section 12 for required documents).
- 5.4 All applications **MUST** be submitted by the required timelines. An **INCOMPLETE APPLICATION** will result in denial of the scholarship application.

- 5.5 The Higher Education Committee will convene within two (2) weeks of receipt of a complete application or within two (2) weeks of each application deadline (whichever is sooner) to review SIR Scholarship applications. Awards will be subject to 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, a copy of the FAFSA Award Letter, or other financial aid to the Tribal Office so that it can be included in the student's Higher Education folder (see Section 12.7).
- 5.6 It shall be the applicant's sole responsibility to keep the Higher Education Committee updated on changes of address, phone, and other contact information to ensure timely and accurate receipt of correspondence.

Section 6. Eligibility Requirements for Undergraduate Students:

- 6.1 Must be an enrolled member of the Susanville Indian Rancheria.
- 6.2 Must have received their High School Diploma or General Equivalency Diploma (GED).
- 6.3 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.
- 6.4 Must be enrolled in a minimum of six (6) units per semester/quarter to be eligible for funding.
- 6.5 Six (6) to eleven (11) units will constitute part-time status for those students attending classes at a community college or university.
- 6.6 Twelve (12) or more units will constitute full-time status for those students attending classes at a community college or university.
- 6.7 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 7. Eligibility Requirements for Graduate Students:

- 7.1 Must be an enrolled member of the Susanville Indian Rancheria.
- 7.2 Must have received their Bachelor's degree in a field that meets the requirements for the Graduate Program.
- 7.3 Any university the applicant is applying to attend must be accredited by a nationally recognized accrediting agency.
- 7.4 Nine (9) or more units will constitute full-time status for students attending classes at a university.
- 7.5 Four point five (4.5) to eight (8) units will constitute part-time status for students attending classes at a university.
- 7.6 Less than 4.5 units will constitute a pro-rated status for students attending classes at a university (see section 10).
- 7.7 Must maintain a GPA of 3.0 for the term that was funded as a Graduate Student.
- 7.8 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.

Section 8. Eligibility Requirements for Credential Students:

- 8.1 Must be an enrolled member of the Susanville Indian Rancheria.
- 8.2 Must have received their Bachelor's 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 Credential students are considered undergraduates for financial aid purposes, and must be enrolled in 12 units to achieve full-time status. Full-time status is required, unless a written waiver is received from the school.
- 8.5 Students are eligible to receive aid for one consecutive 12-month period only.

- 8.6 Must maintain a GPA of 3.0 for the term that was funded as a Credential Student.

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** the class start date for the respective term that you are applying for.
- 9.2 All continuing applicants **MUST** reapply each semester/quarter.
- 9.3 Any changes to the class schedule **MUST** be sent to the Higher Education Committee as soon as possible.
- 9.4 Any application received after the deadline **WILL NOT BE** considered for funding and a notice of denial will be sent to the applicant.
- 9.5 The Higher Education Committee shall convene within two (2) weeks of receipt of a complete application or within two (2) weeks of each application deadline (whichever is sooner) to review all scholarship applications and determine scholarship awards. 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). Once issued, 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 (or other four (4)-year school): \$3,125 per Semester / \$1,562.50 per Quarter.

10.4 Part-time attendance to a University or other four (4)-year school: \$1,562.50 per Semester / \$781.25 per Quarter.

10.5 Pro-rated status: the amount for graduate students enrolled in less than 4.5 units is based on the number of enrolled units as follows:

	<u>Semester Units</u>	<u>Quarter Units</u>
4 units	\$1,388.89	\$694.44
3 units	\$1,041.67	\$520.83
2 units	\$694.44	\$347.22
1 unit	\$347.22	\$173.61

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 maximum of 72 semester units or 108 quarter units.

11.2 Those students who are attending a University or other four (4)-year to obtain their Bachelor's Degree shall be eligible for scholarships for a maximum of 144 semester units or 216 quarter units.

11.3 Those students who have obtained their Bachelor's Degree and are working towards a Master's Degree, shall be eligible to apply for scholarships for additional units beyond that of the Bachelor's Degree as long as the student provides a complete outline of their degree program requirements and a letter from their professor or student counselor as to the progress and expected timeline for completion.

11.4 Those students who have obtained their Bachelor's Degree and are working towards a Doctorate Degree, shall be eligible to apply for scholarships for additional units beyond that of the Bachelor's / Master's Degree as long as the student provides a complete outline of their degree program requirements and a letter from their professor or student counselor as to the progress and expected timeline for completion.

11.5 Those students who have obtained their Bachelor's Degree and are working towards a Credential program, shall be eligible for scholarships for a maximum of a 12 month consecutive period as long as the student provides a complete outline of their credentialing program requirements and expected timeline for completion.

- 11.6 All classes taken MUST be in alignment with the student's degree path. You will not be funded for classes that are not required to earn your degree. You will not receive funding for any class you have already taken or one that you have withdrawn from. Credit hours for duplicate or withdrawn classes will not count towards the total credit hours for the semester/quarter.
- 11.7 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 may 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 be placed on scholarship suspension and 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 Degree	\$1,500
Graduation with a Doctorate's Degree	\$2,000

- 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 in order to be eligible.

Section 13. Required Application Documents:

- 13.1 **HIGHER EDUCATION SCHOLARSHIP APPLICATION.** A complete and signed SIR Higher Education Scholarship Application.
- 13.2 **PAY BACK AGREEMENT.** A signed SIR Higher Education Scholarship Pay Back Agreement.
- 13.3 **PROOF OF HIGH SCHOOL DIPLOMA OR EQUIVALENT.** A copy of your High School Diploma or General Equivalency Diploma (GED). The student is only required to submit this document with the first application.

- 13.4 **PROOF OF ENROLLMENT.** A copy of your college/university class registration and/or class schedule showing the classes in which you are enrolled and the number of unities you are taking.
- 13.5 **DEGREE COURSE OUTLINE.** A copy of the course outline for your degree showing the requirements that must be completed to earn your degree. The Higher Education Committee will use this document to verify your classes are eligible for funding. The student is 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. A Degree Audit Report (DAR) may be requested if your classes are not listed in the Degree Course Outline.
- 13.6 **TRANSCRIPTS.** A copy of the student's transcripts or grade report from the most recent term (for returning students only). Unofficial transcripts are acceptable. Transcripts may be exempted for the deadlines identified in Section 8 in the event they are not available before the application deadline. However, the transcripts **MUST** be received within fifteen (15) calendar days after the application **deadline** in order for your application to be considered complete and eligible for review.
- 13.7 **FINANCIAL AID DOCUMENTS.** A copy of a Financial Aid Award letter from the institution that the student will be attending or a FAFSA Student Aid Report (SAR). A copy of completed confirmation of FAFSA application showing that the student completed the FAFSA will suffice for processing of the Higher Education application, but once the Financial Aid Award letter is received, a copy must be sent to the Tribal Office for inclusion in the student's Higher Education folder.

APPLICATION 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:

- 14.1 A student will be placed on scholarship suspension and will not receive any further 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.

- 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 in order to lift the scholarship suspension. If the student fails to lift the scholarship suspension, the student may be required to pay back the amount of the scholarship (see the Pay Back Policy for specifics).

14.4 If the student fails to lift the scholarship suspension by the deadline to prevent the forfeiture of the student's annual distribution, the student will be placed on scholarship default. 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 Business Council.

CERTIFICATION

We hereby certify that the Susanville Indian Rancheria Higher Education Ordinance was adopted by the Susanville Indian Rancheria Tribal Business Council at a duly called meeting held April 5, 2022 with a vote of 6 for, 0 against, 0 abstaining.

ATTEST;



Christi Choo
Secretary/Treasurer



Arian Hart
Tribal Chairman

SIR Higher Education Ordinance 2014-001
Amendment 8 – Approved by TBC on April 5, 2022

SIR HIGHER EDUCATION SCHOLARSHIP APPLICATION

All information requested is voluntary; however, failure to fully complete all applicable parts may delay or prevent the processing of your application.

Name: _____ Email Address: _____

Address: _____ Telephone No.: _____

City/State/Zip: _____

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 Summer Fall Winter

Full-time Part-time Number of Units: _____ Semester hours Quarter hours

Name and Address of College or University Selected: _____

College Major: _____

Expected Graduation Date: _____

Expected Degree: AA AS 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 (units) earned: _____

SIR HIGHER EDUCATION SCHOLARSHIP APPLICATION

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
Higher Education Scholarship
Pay Back Policy Agreement**

Upon the submission and subsequent approval of an SIR Higher Education Scholarship Request, the recipient of the award 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 SIR Higher Education Scholarship Pay Back Policy Agreement and have agreed to the terms and conditions set forth.

Print Name

Student Signature

Date



SUSANVILLE INDIAN RANCHERIA GRADUATE INCENTIVE PROGRAM APPLICATION

* USE THIS FORM ONCE YOU HAVE EARNED YOUR DEGREE, NOT BEFORE*

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: _____ Email Address: _____

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

AA Degree	\$ 500	<input type="checkbox"/>
BA/BS Degree	\$1,000	<input type="checkbox"/>
Master's Degree	\$1,500	<input type="checkbox"/>
Doctorate Degree	\$2,000	<input type="checkbox"/>

* A photocopy of your degree MUST be attached to this application.

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 Higher Education Committee is voluntary, failure to supply complete and accurate information may preclude the applicant from eligibility for benefits 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 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 and agree to the terms and conditions set forth.

Signature of Graduate _____ Date _____