

CHITIMACHA SCHOLARSHIP PROGRAM GUIDELINES

DEFINITIONS:

Active Scholarship Student: A student who maintains their enrollment status without any interruptions.

Alternate Resources: Funding received through grants, scholarships and awards.

Chitimacha Scholarship Committee: A five member committee comprised of a majority of Tribal members appointed by the Tribal Council and must be eighteen (18) years of age or older at time of appointment. The Committee is responsible for on-going policy development and appeal review. Said appointments are for a period of four (4) years at the discretion of the Tribal Council.

Chitimacha Scholastic Achievement Awards: Tribally funded scholastic awards program administered through the Chitimacha Student Aid Program by the Continuing Education Director.

Chitimacha Student Aid Program: The program in which services are provided to students desiring assistance for educational purposes.

Community Involvement Program: Program established to indoctrinate students to the reservation community by introducing them to all aspects of Tribal Government; providing opportunities for community interaction and educating students on Chitimacha Culture and History.

Extended Leave: One Academic year or more.

FASFA: Free Application for Federal Student Aid

Lease Agreement: Legal document between lessee and lessor defining terms and conditions of the rental agreement.

Near Reservation Resident: Any student who resides within approximately a fifty mile radius of the exterior boundaries of the Reservation, taking whole cities, towns or communities into consideration.

New Student: Students classified as follows:

1. First-time students in the Fall of 2004 term and thereafter.
2. Students prior to the Fall of 2004 who:
 - a. Elects to change their course of study beginning with the Fall 2004 term or thereafter.
 - b. Elects to attend an institution which is different from the institution that was attended by the student prior to Fall 2004.
 - c. Is returning to the Student Aid Program after an extended leave.

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- d. Students who have completed their current educational program and elect to further their educational goals by attending the next educational level of instruction.

Old Student: Students who were enrolled prior to the Fall of 2004 term and remained active thereafter.

Outside Area Resident: Any student who resides outside a fifty mile radius of the exterior boundaries of the Reservation.

Post-Secondary Educational Institution: Any accredited college or university.

Proprietary School: Any business enterprise operated for a profit or on a nonprofit basis which maintains a place of business within a state, or which sells or offers for sale any course of instruction in a state, either by correspondence using the mail or by any other means of communication, or by personal solicitation, and which offers or maintains a course or courses of instruction or study, or at which place of business such a course or courses of instruction or study is available through classroom instruction, or both, to a person or persons for the purpose of training or preparing such person for a field of endeavor in a business, trade, technical, or industrial occupation.

Reconciliation: Comparison of allocated expenses to actual expenses incurred for tuition and books during a specified period for purposes of determining variance.

Reservation Resident: Any student who resides within the exterior boundaries of the Chitimacha Reservation.

Student: Any Chitimacha Tribal Member who is enrolled in or will be enrolled in a post-secondary educational institution, unless otherwise stated.

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The purpose of these guidelines is to establish procedures in administering the Chitimacha Scholarship Program within budgetary allowances as established by the Chitimacha Tribal Council.

1.1 ELIGIBILITY REQUIREMENTS FOR CHITIMACHA SCHOLARSHIP PROGRAM

1. Individual must be enrolled member of the Chitimacha Tribe of Louisiana.
2. Individual must be accepted into an accredited institution of higher education or other accredited entity offering vocational / proprietary and /or technical training.
3. Individual must be a degree seeking student and / or seeking a (certificate) from an accredited entity.
4. The Chitimacha Scholarship Program is deemed a supplemental program, each student must apply annually utilizing the FASFA application, for Federal Assistance, such as PELL Grant.
5. Students attending state universities and who are eligible are encouraged to apply for financial assistance through funded programs, i.e. TOPS.
6. All students must attain at least a 2.0 GPA for each semester funded and/or successfully complete program requirements.
7. The guidelines as defined in 1.5 (4) shall apply in determining eligibility for federal funding.

Students may be declared ineligible for funding if the requirements are not adhered to and/or fraudulent information is submitted.

1.2 APPLICATION AND REPORTING REQUIREMENTS

All individuals applying for initial or continued funding through the Chitimacha Scholarship Program must submit the documents listed below to the Continuing Education Coordinator.

1. Chitimacha Scholarship Program Application Form
2. Certificate of Degree of Indian blood (First time applicants only)
3. All students must maintain a current Student Aid Report from your annual FAFSA application. The current SAR must be on file or funding will be delayed.
4. Chitimacha Financial Aid Data Sheet
5. Semester/Quarter Grades
6. Tuition and book receipts (books must be correlate to classes taken)
7. Housing receipts (valid dorm or lease agreement)
8. Reporting of all other financial assistance
9. Must submit a copy of degree and/or certificate upon program completion.

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Funding is dependant upon the applicant's ability to meet program guidelines and policies as prescribed by the Chitimacha Scholarship Committee and as approved by the Chitimacha Tribal Council.

Any student having difficulty meeting reporting requirements in a timely fashion is encouraged to contact the Continuing Education Coordinator.

1.3 DEGREES ELIGIBLE FOR FUNDING

1. The Chitimacha Scholarship Program funding will be limited to one degree per student. Exception: when a student is able to obtain a second degree while remaining within the funding schedule of the Chitimacha Scholarship Program.
2. Post baccalaureate (Graduate or Professional school). Any student desiring to further their education beyond their Baccalaureate level may be considered on an individual basis as funding permits.
3. Students graduating from a technical / community college or proprietary school and desiring to enter into the college/university system will have their time spent in technical / community college or proprietary school deducted from the student's total available funding period.
4. Students electing to enroll in a trade or licensing program will be funded for a maximum of two programs up to a total of \$10,000. Should a student elect to enter the college/university system or vocational/technical system upon completion of the trade/licensing system costing \$5,000 and under will be equivalent to 2 years of funding. Trade/licensing schools costing in excess of \$5,000 will be equivalent to 4 years of funding.

1.4 FUNDING SCHEDULE

DEGREE/CERTIFICATE	MAXIMUM YEARS PURSUED FUNDED
Trade/licensing/Proprietary programs	Maximum of one or two programs depending on cost.
Technical Program	2 years maximum
Community College	3 years at full time status 6 years at part time status 5 years at combination full/part time status
Baccalaureate Degree	5 years at full time status 10 years at part time status 8 years at combination full/part time status

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Post Baccalaureate Degree
See Above Section 1.3(2)

3 yrs @ F/T status for each degree
8 yrs @ P/T status for each degree
6 yrs @ Combination P/T & F/T
status for each degree

1.5 COMPUTATION OF STUDENT FUNDING

Only Students with completed application packets will be considered for funding. The amount of funding will be determined by the information provided on the student's application and Financial Aid Data Sheet. Funding will not exceed any maximum previously set by the Chitimacha Tribal Council.

STUDENT EXPENSES

Tuition/School Fees (up to \$2,000)*

Books (up to \$500)*

Room / Board (up to \$2,000)*

***Excludes active scholarship students prior to Fall 2004.**

TUITION MAXIMUMS

SEMESTER

\$2,000.00

QUARTER

\$1,333.00

OTHER

\$444.00 (per month)

BOOK MAXIMUMS

The Chitimacha Scholarship Program will cover the cost of required BOOKS totaling up to \$500.00. Book receipts are required to justify funding.

HOUSING/ FOOD MAXIMUMS

<u>HOURS/TERM</u>	<u>LODGING</u>	<u>FOOD</u>	<u>TOTAL</u>
Full-Time (12+)	1,340.00	660.00	2,000.00
¾ Time (9-11)	1,005.00	495.00	1,500.00
½ Time (6-8)	670.00	330.00	1,000.00
¼ Time (3-5)	335.00	165.00	500.00

1. In order to qualify for any lodging assistance, the student must provide documentation of monthly cost of lodging (rental agreement, lease agreement, dorm agreements). Costs associated with leases or rental agreements between a student and a homeowner (parent or otherwise) when that student resides within the same domicile as the homeowner will not be reimbursed. Notarized "notes or statements" between the student and the homeowner which shows the lodging costs will not be accepted.
2. If you have any changes in your enrollment status from the initial funding application, you will be responsible for contacting the Chitimacha Student Aid

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- Office in writing of your changed status. (i.e. full-time student receives tuition expenses for 14 hours and drops a class resulting in part-time status.)
3. Program students sharing accommodations will be eligible for a housing allowance prorated to the number of persons listed on the lease/ rental/ dorm documentation submitted with the application.
 4. The following criteria as set forth in Title 25§ 40.1 regarding funding from the Bureau of Indian Affairs will be dispersed to students who are one-fourth ($\frac{1}{4}$) or more degree of Indian blood attending accredited institutions of education or other accredited schools offering vocational and technical training AND:
 - a. who reside within the exterior boundaries of Indian reservation;
 - b. who reside near the reservation;
 - c. students who do not meet the residency requirements in (a.) or (b.) may be considered for funding after students meeting these requirements are taken care of.

RECONCILIATION OF RECEIPTS

1. Submission of receipts for tuition and books should reach the Continuing Education Coordinator within thirty (30) days after the semester, term or quarter begins.
2. Within thirty (30) days from receipt, a reconciliation of expenditures will be completed by the Continuing Education Coordinator. If variance indicates reimbursement to student by the program or by student to the program, satisfaction or arrangements for satisfaction should be completed within thirty (30) days of completed reconciliation.
3. Before applications for future funding can be processed, reconciliation of receipts must be completed through the Continuing Education Coordinator.

1.6 APPLICATION DEADLINES

1. Deadlines for tuition vary from school to school. Application deadlines will be flexible to ensure funding for all qualified students. Applications should be submitted four (4) weeks prior to the beginning of each term for which you are applying. Late applications submitted after thirty (30) days from the beginning of the semester / quarter / term will not be considered for disbursement.
2. If the student's institution of higher education has not completed the Financial Aid Data Sheet, the student is responsible for submitting their portion of the application by the deadline to the Continuing Education Coordinator.
3. Students are required to authorize the release of grades and financial aide information by the institution each term.
4. Subsequent funding will not be considered until previous term grades have been received and have met the required standards.

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5. The Division Administrator may release the “Early Release Award” to those students who have demonstrated past compliance with program guidelines.

1.7 PROBATION

Students receiving a 1.5 to 1.9 GPA in any semester funded through the Chitimacha Scholarship Program will be placed on academic probation for the next semester attending. Students on probation will receive full funding during academic probation period. A student regaining a 2.0 GPA or better during the academic probation period will qualify for continued funding. A student unable to obtain a 2.0 GPA during the academic probation period will be suspended from the Chitimacha Scholarship Program.

1.8 SUSPENSION

Students receiving a GPA below a 1.5 or who fail to obtain a 2.0 GPA during his/her academic probation period will be suspended from the Chitimacha Scholarship Program.

Students suspended from the Chitimacha Scholarship Program will remain suspended until all issues are resolved.

Students are subject to suspension from the Chitimacha Scholarship Program due to but not limited to the following:

1. Failure to obtain a minimum 1.5 GPA per semester funded
2. Failure to obtain a 2.0 GPA during his/her academic probation period
3. Failure to follow withdrawal policies
4. Unresolved pay-back issues (monetary or community)
5. Failure to report additional funding received
6. Providing false or misleading information during the application process

Students placed on monetary pay-back will be considered suspended from the Chitimacha Scholarship Program until such time as the funds have been repaid and all other issues have been satisfactorily resolved, except where permanent removal from the Chitimacha Scholarship Program is warranted.

1.9 RE-INSTATEMENT

1. Students who had been suspended from the Chitimacha Scholarship Program for any issues not related to GPA requirements may be re-instated to the program once all issues have been resolved, i.e. Court issues, Community Involvement, etc.
2. Students under suspension from the Chitimacha Scholarship Program due to failure to meet the GPA requirements when enrolled in a

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University/College/Community College may be re-instated to the program after he/she has met all the following stipulations:

- a. Obtained a 2.0 GPA during a semester attended at his/her own expense or by attending two or more terms at his/her own expense which total the number of hours taken by the student during the term which resulted in suspension. Should a student elect to attend more than one term in an attempt to gain re-instatement to the program, the student's GPA for each term must be a minimum of a 2.0. Student must attend an accredited institution with transferable credit.
3. All other issues related to re-instatement will be handled individually by the Chitimacha Scholarship Committee.

1.10 REMOVAL FROM SCHOLARSHIP PROGRAM

Any flagrant violation of the Chitimacha Scholarship Program will be referred to the Tribal Council with the recommendation for permanent removal from the said program and will be subject to legal action to recover any funds plus interest.

1.11 WITHDRAWAL/CHANGE IN ENROLLMENT STATUS

1. Students withdrawing from their course of study should contact the Continuing Education Coordinator as soon as possible to settle all funding issues.
2. Students whose enrollment status changes from full-time to part-time or vice-versa, should contact the Continuing Education Coordinator as soon as possible to settle all funding issues.

All funding issues must be resolved before any future funding will be disbursed. This may include but not limited: pay-back of funds, deductions from future funding allocations suspension from the program and/or court action.

1.12 APPEALS

A student will have the right to appeal any suspension, denial or payback of funding or removal from the Chitimacha Scholarships Program should he/she feel they have just cause. The following appeal procedures must be followed:

The student must submit a letter of appeal or a request to appear before the Committee within thirty (30) days of the denial date. This letter/request must be submitted to the Chitimacha Scholarship Committee via the Chitimacha Student Aid Office, within receipt of ten (10) working days. The letter/request should clearly outline the reasons the student feels they should not be suspended, denied, be required to payback funding or removed from the program. If a student fails to personally appear before the Committee or participate via phone conference the Committee's decision is final and conclusive.

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If the student does not appear and the Chitimacha Scholarship Committee upholds the suspension or denial, removal or payback of funds, the student may appeal in writing to the Chitimacha Tribal Council within thirty (30) days of appeal denial. Should the student wish to appear before the Tribal Council, the student must route a written request to the Chitimacha Scholarship Office for scheduling of a Council hearing.

The decision of the Tribal Council will be final in all appeal matters. In matters relating to payback, students will have thirty (30) days, from the date of the Council hearing to make arrangements to settle their debt with the Chitimacha Scholarship Committee. Failure to do so will automatically result in court action being initiated against the student to recover the funds owed to Program which will also call for the permanent removal of the student from the Chitimacha Student Aid Program.

1.13 COMMUNITY INVOLVEMENT PROGRAM FOR TRIBALLY-FUNDED SCHOLARSHIPS

1. **General:** The Community Involvement Program is established to provide a broader understanding of the reservation community by introducing students to all aspects of Tribal Government, allow opportunities for community interaction and educate students in Chitimacha Culture and History.
2. **Requirements:**
 - a. Must execute an agreement requiring their on reservation participation in the community involvement program and shall cooperate fully with the Continuing Education Director or any person specified as supervisor to fulfill their obligations under the agreement.
 - b. Students will be responsible for scheduling their participation with the Continuing Education Director in the Chitimacha Involvement Program which will consist of the following:
 - i. Phase I: Two-Day Orientation:
 - a. Overview of Tribal Government; and
 - b. Chitimacha Culture and History
 - ii. Phase II: Two-Day Senior Activities:
 - a. Services shall be provided to Senior Chitimacha Tribal Members and/or Community Members residing on the Chitimacha Reservation (55 and older).
 - b. Activities shall be provided in conjunction with the Rivercane and the Cultural Department
 - iii. Phase III: Two-Day Youth Activities:
 - a. Activities shall be supervised and coordinated by Human Services and Recreation Departments.

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- b. Functions shall be divided by appropriate age groups and consist of culturally appropriate activities.
- iv. Phase IV: Internship Proposal:
 - a. Submit proposal to the Continuing Education Coordinator for official review and approval by the Chitimacha Scholarship Committee.
- c. The Community Involvement Program shall be coordinated with Tribal Council sponsored events:
 - i. General Meeting, which is held in January.
 - ii. Tribal Election Day and Appreciation Day, this is designated as the second weekend in June.
 - iii. Thanksgiving Feast
 - iv. Other designated Events by Tribal Council
- d. **One** completed phase will be accepted as satisfaction of the requirements contained herein for **one** academic year. The student must have completed a Community Involvement phase prior to applying for fall funding each year.
- e. Whereas the fulfillment of the Chitimacha Scholarship Program Guidelines, Section 1.13, as adopted by the Chitimacha Tribal Council effective September 20, 2006, is currently not able to be enacted, the Chitimacha Scholarship Committee requests the addition of an amendment to Section 1.13; 2e to state as follows: In conjunction with the Chitimacha Involvement Program, each participating tribal student will be required to participate in two of the four following annual tribal activities, with it being mandatory to attend one General Meeting:
 - General Meeting (January)
 - General Meeting (Second Saturday in June)
 - Tribal Appreciation Day (Sunday following the General Meeting in June)
 - Tribal Thanksgiving Feast

All participants will choose upon submission of the 2009 fall application cycle, or 2010 spring, depending on the time of their initial application, and then commit to their choice of tribal activities.

Exemptions and/or hardship cases will be evaluated on an individual basis following the current appeals process.

This amendment will be enforced until such time as the original Community Involvement Program for tribally-funded scholarships, Section 1.13, shall be activated.

(as approved by the Tribal Council 04/09/2009)

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3. Department:

- a. Students are considered ambassadors of the Chitimacha Tribe and as role models for the younger Tribal Members. Students shall conduct themselves in a professional manner while completing community involvement program.
- b. Inappropriate behavior will be addressed individually by the Continuing Education Director.
- c. Students “under the influence” of alcoholic beverages and/or drugs or having participated in any criminal activity while performing community involvement services will be subject to suspension/removal from the Student Aid Program. Smoking will only be allowed in designated areas.