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Adopted 9/14/02
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Resolution No. 2008-01-023
Revised 01/19/08
Subject: Non-Federal Higher
Education Program

**SAMISH INDIAN NATION
HIGHER EDUCATION PROGRAM
TYEE NON-FEDERAL POLICIES & PROCEDURES**

The mission of the education program is to promote educational programs that foster the preservation of Samish culture and traditions and instill a desire for life long learning in all Samish tribal members.

The Samish Indian Nation views education as a top priority for its members and is fully committed to providing opportunities for members of the Samish Nation to pursue their education goals to the fullest extent possible.

PURPOSE

The purpose of these policies and procedures is to provide **supplemental** funding for students attending POST SECONDARY institutions. Parents are primarily responsible for paying the educational costs of their children. Students are also responsible for paying for the costs of their higher education. The Samish Nation provides supplemental funding only and is not able to finance the entire educational costs of ALL students. Therefore, it is necessary to establish these policies and procedures to ensure that the Tribe's limited funds are distributed equitably and to ensure that funding will be available to future generations to attend institutions of Higher Learning.

ELIGIBILITY REQUIREMENTS

Applicants must meet all of the following requirements in order to be considered for education assistance through the Samish Indian Nation Non-Federal Education Assistance Program.

1. The student must be an enrolled member of Samish Indian Nation
2. High School or GED graduate
3. Accepted to an accredited institution in the United States;
4. Submit a Free Application for Federal Student Aid (FAFSA)
5. Submit a completed Samish Nation Non-Federal Scholarship Application
6. Must be pursuing a certificate, associate, bachelor, master or doctorate degree
7. Must maintain a satisfactory academic standing of a grade point average (GPA) of 2.5, at the end of each academic term,

APPLICATION REQUIREMENTS AND DEADLINES FOR ALL STUDENTS

ALL STUDENTS, full-time, part-time, vocational, graduate, and summer, MUST complete a Samish Nation Non-Federal Scholarship Application that includes the following documents:

- Samish Higher Education Application
- Copy of the current school year's Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov/>
- Admission Letter from training institution.
- Proof of Samish tribal enrollment
- High School Transcript or GED Certificate
- Vocational/Post-secondary Official Institution Transcript(s)
- Proof of application to the American Indian Graduate Center, applicable to graduate students only

Summer School Verification Letter, applicable to all summer applicants
FIRST TIME APPLICANTS must fill out all required forms in order to have their application processed.

RENEWING OR RETURNING APPLICANTS must resubmit all Samish Higher Education Application information that is time sensitive. ALL students must apply for supplemental scholarship funding on a YEARLY basis. This means that renewing students must also reapply and include a FAFSA for the current term.

The timeline for ensuring that the application is considered in a timely manner is listed below.

APPLICATION DEADLINES FOR ALL NEW and RETURNING students (2 year, vocational, four year, graduate) are:

			SUMMER	ACADEMIC YEAR	1/2 YEAR
1	<input type="checkbox"/>	Samish Higher Education Application	April 1	June 1	October 1
2	<input type="checkbox"/>	Copy of the current school year's Free Application for Federal Student Aid (FAFSA)	April 30	June 30	November 1
3	<input type="checkbox"/>	Admission Letter	April 30	June 30	November 1
4	<input type="checkbox"/>	Proof of Samish tribal enrollment	April 30	June 30	November 1
5	<input type="checkbox"/>	High School Transcript or GED Certificate	April 30	June 30	November 1
6	<input type="checkbox"/>	Vocational/Post-secondary Official Institution Transcript(s)	April 30	June 30	November 1
7	<input type="checkbox"/>	Proof of application to the American Indian Graduate Center, applicable to graduate students only	April 30	June 30	November 1
8	<input type="checkbox"/>	Summer School Verification Letter, applicable to all summer applicants	April 30		

Applications will be considered in the order they are received. Applications that do not meet the deadlines will be considered, but will be put on a wait list, subject to funds available.

ONGOING ELIGIBILITY

Each year renewal applications must be submitted in a timely manner. A minimum 2.5 GPA must be maintained for each term. The student is responsible for furnishing a grade report at the end of each term. Failure to submit grades will result in a delay or denial of subsequent funding.

ANNUAL FAFSA

A new FAFSA must be submitted for each academic year. For example, the academic year for 2004-2005 is from July 1st, 2004 - June 30th, 2005. So, either a new or returning student for Fall Quarter 2004 will be required to submit a 2004-2005 FAFSA in order to have their application considered.

FUNDS AVAILABLE

Since the amount of funding available is set on an annual basis, there is no guarantee that the funding will always be the same. It will depend upon the number of students requesting, the amount of unmet financial need for each individual student, and the amount of funds available.

LENGTH OF ELIGIBILITY

1. Undergraduate Students: Full time students will be funded for a lifetime total of up to five (5) years (15 cumulative quarters or 10 cumulative semesters) to complete a four year degree. This cumulative total will include prior Samish support for a vocational certification or two year degrees.
2. Vocational Students and Two Year Transfer Degrees: Full time students will be funded for a total of up to three (3) years (9 cumulative quarters or 6 cumulative semesters) to complete a two year degree.
3. Part Time students: Students whose academic load and funding is at less than full time will have their lifetime total calculated to reflect their status. For example, a student who received support for a 50% credit load for two quarters or semester will use of their eligibility at a reduced rate.
4. Eligibility Time Line: The beginning date for calculating life time eligibility for all Samish Nation members who have received support for higher education, vocational education, and transfer degrees is the date of federal re-recognition, April 26, 1996.
5. Graduate Students: Graduate students who have already received Samish Education support will still be limited by the lifetime total of up to five (5) years (15 cumulative quarters or 10 cumulative semesters) in support of their higher education goals.

Each potential graduate student should contact their school's financial aid office for a listing of graduate funding resources. All graduate students seeking Samish Indian Nation higher education assistance must first apply to:

American Indian Graduate Center
4520 Montgomery Blvd. NE Suite 1B
Albuquerque, NM 87109

(505) 881-4584
www.aigc.com

FUNDING PRIORITY

Each year the Tribal Council establishes a budget limitation for the Non-Federal Higher Education Program based on the available funding. The following list is the order of preference to provide assistance awards:

- a. Full time, continuing undergraduate and vocational education students
- b. Full time, new undergraduate and vocational education students
- c. Part time, continuing undergraduate and vocational education students
- d. Part time, new undergraduate and vocational education students
- e. Continuing graduate students
- f. New graduate students

FUNDING AREA

Funds may be used at accredited academic institutions that are not in Washington State or the Samish Nation service delivery area.

CALCULATION OF SUPPLEMENTAL SCHOLARSHIP AWARD FOR FULL-TIME STUDENTS

The Samish Nation will provide supplemental funding under the following circumstances:

1. After the unmet need has been determined
2. When no federal funds are available to the student
3. When funds are needed to offset out of pocket expenses for the student.

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The unmet need is found by taking the Total Standardized Expenses and subtracting the Total Anticipated Resources will determine the unmet financial need. The unmet need amount will be calculated by the Institution's Financial Aid Office. Full-time Student means a student enrolled and earning a minimum of twelve (12) credit hours per term or as defined by the institution's registrar or financial aid office definition of an academic full time student.

1. Total Standardized Expenses include the following as calculated by the institution:

- a. Tuition/Fees
- b. Books/Supplies
- c. Room/Board
- d. Transportation
- e. Personal (allowable expense defined by the institution)

2. Total Anticipated Resources include the following, but not limited to, as calculated by the institution:

- a. Pell Grant
- b. College Work-Study
- c. Perkins Loan
- d. Supplemental Educational Opportunity Grant (SEOG)
- e. State Student Incentive Grant (SSIG)
- f. Stafford Loan
- g. Tuition Waiver
- h. Athletic Scholarship(s)
- i. Academic Scholarship(s)
- j. University Scholarship(s)
- k. Private Scholarship(s)
- l. Parent Contribution
- m. Student Contribution
- n. Veteran's Benefits
- o. Bridge Scholarship

Award Notification. Applicants will be notified of their award notification by mail. A copy of the recipient's Award Notification Letter will also be mailed to the Institution's Financial Aid Office. It is the responsibility of the student to maintain contact with their Institution's Financial Aid Office to ensure that paperwork sent from the Samish Office is processed in a timely manner.

Disbursal of Award. Administrative processing time of at least three weeks is required after receipt of official transcript. The disbursal of the award is as follows:

1. The award is sent to the institution for disbursal.

2. The Financial Aid Office is authorized to return the award to the Samish Nation if the applicant is:

- a. Not Enrolled
- b. Suspended for Academic, Financial or Disciplinary Reasons
- c. The credit load changes to reflect a reduced academic load.

Summer funding is a separate funding term for June and July. Priority is given to graduating senior and mandatory year-round vocational students; others will be considered if funds are available. Only two (2) summer terms will be funded per applicant. A summer term equals one semester/quarter of funding which will be calculated against maximum terms of eligibility of an acceptable degree program.

Student Loans. The repayment of the student loan is the sole responsibility of the applicant or parent(s).

Application Review. Applications will be reviewed by staff. Any inaccuracy in reporting information will be grounds for suspension from participation in the Samish Higher Education Scholarship Program. Applicants will have 30 days from date of notification to correct information in order to maintain their scholarship award.

Repayment of Award. Repayment of Award(s) shall become necessary if the applicant withdraws from the institution prior to the completion of the term, is dis-enrolled by the institution, or is placed on suspension for academic and/or disciplinary action before completing the term. Students who drop courses and receive full funding for the quarter in question will receive reduced future funding until the amount overpaid is repaid in full. A recipient who withdraws, drops, or is suspended from an institution must make repayment of the unused portion of the award amount immediately to the Tribe. Failure to meet the refund deadline may result in action by the Tribal Council.

Awards for **Part Time Students** will be calculated as a ratio of attendance. For example, a student defined by the college or institution as taking a 50% academic credit load will be eligible for a 50% scholarship.

Dropping a Class. If a student drops a class and is no longer a full time student, their award will be reduced to reflect the percentage of academic attendance. The definition of part time, full time, or a percentage is defined by the institution's academic policy. So, a student who drops from 100% of academic time to 75% of academic time will have their award reduced to 75% of the original award amount.

Probation/Suspension. The probation and suspension provision applies to all students receiving funding from the Samish Higher Education funds. A student will be placed on probation if they fail to meet the 2.5 term GPA or earn below the minimum credit hours earned for which they registered, either full-time or part-time.

A student who is on probation and fails to meet the minimum GPA during the next quarter will be suspended for a minimum of one term. Written notice of the terms of the suspension, and the terms for future reconsideration for assistance will be fully explained.

In order to reapply to the Tribe for Higher Education Assistance, a student who has been suspended must use their own financial resources and return to the GPA of 2.5. Proof of credit and improved grade status will be required for the reapplication process.

Appeal Process

All personnel issues will be addressed using the Samish Indian Nation Personnel Policy.

Program concerns are addressed in accordance with the Samish Indian Nation Appeals Ordinance.