

# Shoalwater Bay Higher Education Policy

## *Shoalwater Bay Education Mission Statement*

*It is the mission of the Shoalwater Bay Tribe's Education Department to provide our members with the highest quality educational opportunities possible. The Education Department strives to deliver services to all members fairly and equitably.*

## **Traditional Full-Time Student (Regardless of Age)**

### **Assistance Available:**

- Tuition. Regardless of the college attended, the maximum rate that will be paid for tuition will be determined by the SBIT Education Department's Annual Funding Cap Limitations document. This document is based on the current year's in-state tuition rate at Washington's most expensive public University. Students who choose to attend college out of state or attend a private college with a higher annual tuition will be required to make up the difference.
- Scholarships will be awarded for a maximum of 5.5 years but students must submit a renewal application annually.
- Books and required fees

### **Additional Assistance**

- Student Living incentive: Students may earn additional money by achieving the following:  
GPA 4.0-3.6= \$700, 3.5-3.0 =\$500, 2.9-2.5 =\$400 more per month during their college career.

### **Eligibility Requirements**

- A. To qualify for funding under the Shoalwater Bay Higher Education Program, all students must:
  - Be an enrolled member of the Shoalwater Bay Tribe; subject to sections B and C below.
  - Complete and return the Higher Education Program application;
  - Submit verification of High School diploma or GED;
  - Attend an educational institution that is nationally accredited and eligible for Title IV grants (Federally Funded Financial Aid).

- Submit a signed registration form and acceptance letter from the community college, or university you plan on attending;
  - *We encourage students to submit their Federal Student Aid (FAFSA) results to the Dept. annually, but this is not required. Staff can often provide valuable review for students.*
- B. Members enrolled before July 2019 (“the Effective Date”), are and will remain eligible to receive on hundred (100) percent of any available or additional Shoalwater Bay higher Education Program assistance.
- C. Until a member enrolled after the Effective Date is continuously enrolled for a period of five (5) calendar years, he or she is ineligible to receive any available or additional Shoalwater Bay Higher Education Program assistance.
- After a minimum of five (5) calendar years of continuous enrollment, a member enrolled after the Effective Date will be eligible for one-hundred (100) percent of any available or additional Shoalwater Bay Higher Education program assistance.
  - “Calendar years”, as used in this Section, shall correspond to a three hundred sixty five (365) day year. For example, five (5) calendar years shall mean eighteen hundred twenty five (1,825) days.

## **Student Requirements**

- Applicants who fail to provide any of the documents described above will not be eligible for assistance until all such documents are received.
- All students are required to turn in grades no later than two weeks after the end of the quarter/semester; and class schedules no later than two weeks prior to the start of the next quarter/semester to the Higher Education Department. Failure to do so will delay processing of future assistance from the Higher Education Department.
- Students must carry a 12 credit minimum and a 2.0 GPA each quarter to remain eligible for assistance. Failure to do so will result in academic probation for the following quarter; failure to maintain these requirements during probation will result in suspension until the student pays for a quarter on their own and provides proof of completion.
- Students may only be on academic probation for a maximum of three (3) times during their entire educational career.
- Students who drop classes, or withdraw from school must immediately send the Higher Education a copy of the add/drop form or a signed copy of the withdraw form. Students who drop classes or withdraw from school after the tuition reimbursement deadline will be responsible to repay the costs of the tuition to the Higher Education Department before receiving further assistance.
- Students who receive an “I” (incomplete) will be required to repay the Higher Education Department for the incomplete course before receiving further assistance.
- Students may be funded for up to 5.5 years; students who need to go beyond this limit must apply for an extension to the Higher Education Department. The Education Director will provide a recommendation to the Tribal Administrator for final approval.

- Students must sign a release of information with the college/university allowing the Shoalwater Bay Education Department to access their academic information.

### **Additional Information**

- Federal Pell Grants are given to students “to cover a variety of costs, generally including: tuition and fees normally assessed; books, supplies, transportation and miscellaneous personal expenses; living expenses such as room and board: and an allowance for costs expected to be incurred for dependent care for a student with dependents.” Because of this Federal Pell Grants WILL NOT be applied to tuition costs before SBIT Scholarship funds are used. This is in consideration of our many students who are required to take loans for costs beyond Tuition and Books while in college. We would like Pell Grants funds to offset those loans reducing the total student loan debt our students accrue.
- Students who receive a tuition waiver or scholarship that expressly covers tuition and/or tuition and books will be eligible for additional assistance. This is to provide motivation for our students to seek additional scholarships and to encourage excellent academics. The Education Department will pay 1/3 of the amount offset by the scholarship received, up to a maximum of 1/3 of the Annual Funding Cap Limit. This payment is meant for living expenses and to offset student loan debt our students accrue. This payment will be prorated over a quarterly or semester basis.

## **Part-Time Students Pursuing a Degree Program**

### **Assistance Available:**

- Students attending an accredited degree program on a part-time basis may be eligible for Higher Education Scholarship funding.
- Scholarships will be awarded for a maximum of 10 years, but cannot exceed the total cost of the 5.5 years maximum associated with our “Traditional Full-Time Student” scholarship. Additionally, students must submit a renewal application annually.
- Books and required fees
- *The Student Living incentive is not available for part time (less than 12 credits) students.*

### **Eligibility Requirements**

To qualify for funding under the Shoalwater Bay Higher Education Program, all students must:

- Be an enrolled member of the Shoalwater Bay Tribe; see sections B and C above.
- Complete and return the Higher Education Program application;
- Submit verification of High School diploma or GED;

- Attend an educational institution that is nationally accredited and eligible for Title IV grants (Federally Funded Financial Aid).
- Submit a signed registration form and acceptance letter from the community college, or university you plan on attending;

## **Student Requirements**

- Applicants who fail to provide any of the documents described above will not be eligible for assistance until all such documents are received.
- Upon completion of the students first quarter/semester they will submit their grades and billing documents for REIMBURSEMENT.
- Subsequent classes will be paid for in advance provided students turn in grades no later than two weeks after the end of the quarter/semester; and class schedules no later than two weeks prior to the start of the next quarter/semester to the Higher Education Department. Failure to do so will delay processing of future assistance from the Higher Education Department.
- Students must obtain a 2.0 GPA each quarter to remain eligible for assistance. Failure to do so will result in academic probation for the following quarter; failure to maintain this requirement during probation will result in suspension until the student pays for a quarter on their own and provides proof of completion.
- Students may only be on academic probation for a maximum of three (3) times during their entire educational career. Students may re-apply for scholarship after a two year break from the scholarship program, but will be required to pay up front for each quarter/semester. After providing proof of successful completion (minimum of 12 credits and a minimum of 2.0 GPA), they will be reimbursed, but are still held to the annual tuition cap.
- Students who drop classes, or withdraw from school must immediately send the Higher Education a copy of the add/drop form or a signed copy of the withdraw form. Students who drop classes or withdraw from school after the tuition reimbursement deadline will be responsible to repay the costs of the tuition to the Higher Education Department before receiving further assistance.
- Students who receive an "I" (incomplete) will be required to repay the Higher Education Department for the incomplete course before receiving further assistance.
- Part Time students that do not take courses at least 3 quarters/semesters per year will be required to seek reimbursement for their next successful quarter in order to restart the prepaid tuition and books benefit of this program.
- Students may be funded for up to 10 years; students who need to go beyond this limit must apply for an extension to the Higher Education Department. The Education Director will provide a recommendation to the Tribal Administrator for final approval.
- Students must sign a release of information with the college/university allowing the Shoalwater Bay Education Department to access their academic information.

## **Appeal process**

- A student who has completed a grant application and is denied or is unsatisfied with the level of funding or other decisions made by the Higher Education Department may, within ten days of receiving notice, appeal the Higher Education Department's decision. The appeal should be in writing, addressed to the Higher Education Director, and will explain the reason(s) why the applicant is appealing the decision. Within ten days of receiving the appeal the Education Director will set a date to review the case with the Tribal Administrator. This review must occur within thirty days.

Shoalwater Bay Education Director

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**All awards are dependent on available funds.**