APPROVED
JUL 1 0 2014
BY JPD

CHITIMACHA SCHOLARSHIP PROGRAM GUIDELINES

DEFINITIONS:

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

Alternate Resources: Any financial assistance received through grants, scholarships and awards. These resources must be used as primary financial assistance. Student loans are not considered an alternate resource.

BIA: 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 (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 the Indian reservation;
b. Who reside near the reservation;

Chitimacha Board of Education: A five member board comprised of elected Tribal members that must be eighteen (18) years of age or older. The Board is responsible for on-going policy development and appeal review.

Chitimacha Scholastic Achievement Awards: Tribally funded scholastic awards program administered through the Chitimacha Scholarship Program by the Scholarship Coordinator.

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

Community Involvement Program: Program established to introduce students to the reservation, community and to the Tribal Government; providing opportunities for community interaction and educating students on Chitimacha Culture and History as applicable.

Extended Leave: One Academic year or more.

FAFSA: Free Application for Federal Student Aid.

Intersession: A mini-term between the traditional, standard academic terms. May be a period of a few weeks between semesters or quarters during which students can take short, accelerated classes or complete other academic work.

Lease/Rental Agreement: Legal document between student and lessor/rentor defining terms and conditions of the agreement. A lease/rental agreement between student and homeowner residing within the same domicile will not be accepted for unmet needs funding.

Mortgage Agreement: Legal document between student and lienholder defining terms and conditions of the mortgage 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.

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 Trade/Licensing Program, Technical or Proprietary School, College or University.

Proprietary School: Any business enterprise operated for a profit or on a non-profit 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 student maximums and actual expenses incurred for tuition, books, housing and food during a specified period for purposes of determining variance.

Reservation Resident: Any student who resides within the 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.

Student/Authorized Representative: Any individual designated in writing by the student to conduct business on the student's behalf.

Term: An increment of time as designated by the post-secondary educational institution.

Unmet Needs: Student receiving alternate resources and have not expended the Chitimacha Scholarship Program tuition and/or book maximum may use remaining funding (not to exceed actual tuition/book receipt amounts) for books, fees and housing. A valid lease, dorm, rental or mortgage agreement in student's name must be submitted for each term. Agreements between student and homeowner residing within the same domicile will not be accepted. Unmet Needs funding will not exceed student's maximum, the actual tuition/book receipt amounts or the fees and housing receipt/agreement amounts (housing prorated to number of individuals in domicile).

CHITIMACHA SCHOLARSHIP PROGRAM GUIDELINES

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. These guidelines shall supersede any previously approved guidelines.

1.1 ELIGIBILITY REQUIREMENTS FOR CHITIMACHA SCHOLARSHIP PROGRAM

1. Individual must be an enrolled member of the Chitimacha Tribe of Louisiana.
2. Must have high school diploma/GED or documentation from the appropriate high school official stating expected graduation date.
3. Individual must be accepted into an accredited institution of higher education or other accredited entity offering vocational/proprietary and/or technical training.
4. Individual must be a degree seeking student and/or seeking a (certificate) from an accredited entity.
5. The Chitimacha Scholarship Program is deemed a supplemental program; each student must apply annually utilizing the FAFSA application, for Federal Assistance, such as PELL Grant.
6. Eligible students attending state universities are encouraged to apply for financial assistance through funded programs, i.e. TOPS. (Refer to DEFINITIONS: Alternate Resources)
7. All students must attain at least a 2.0 GPA for each term funded and/or successfully complete program requirements.
8. The guidelines as defined in Definitions: BIA 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 Scholarship Office.

1. A completed and signed Chitimacha Scholarship Program Application Form must be submitted by the deadline of each term. Electronic signatures will not be accepted.
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. This process will be strictly adhered to.

4. All students must submit an individual schedule of classes for each Semester/Quarter or Term from the educational institution in which the student is attending. Generic schedules will not be accepted.

5. All students must submit an individual statement of account or receipt for each Semester/Quarter or Term from the educational institution that the student is attending. Generic statements or receipts will not be accepted.

6. Semester/Quarter Grades per term.

7. Tuition and book receipts (books must correlate to classes taken). Handwritten receipts will not be accepted.

8. Housing documentation (valid lease, dorm, rental or mortgage agreement for each term). This documentation will be required to qualify for unmet needs only and will be verified by the Scholarship Coordinator.

9. Reporting of all other financial assistance.

10. Must submit a copy of degree and/or certificate upon program completion.

Funding is dependent upon the applicant's ability to meet program guidelines and policies as prescribed by the Chitimacha Board of Education and as approved by the Chitimacha Tribal Council.

Any student having difficulty meeting reporting requirements in a timely fashion is encouraged to contact the Chitimacha Scholarship Office.

1.3 DEGREES ELIGIBLE FOR FUNDING

1. The Chitimacha Scholarship Program funding will be limited to one degree per student unless a student is able to obtain a second degree at the same or higher level 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/licensing/proprietary program will be funded for a maximum of two programs up to a total of $10,000. Should a student elect to enter a technical/community college system or a college/university system upon completion of the trade/licensing/proprietary program costing $5,000 and under will be equivalent to 1/2 a year of funding at full time status. Trade/licensing/proprietary programs costing in excess of $5,000 will be equivalent to 1 year of funding at full time status.

5. Any student that has obtained an associates/bachelor's degree within the maximum years of the funding schedule is not eligible to enter into an educational institution while seeking a lessor degree.

1.4 FUNDING SCHEDULE

DEGREE/CERTIFICATE	MAXIMUM YEARS PURSUED FUNDED
Trade/Licensing/Proprietary Programs (License/Certificate)	Maximum of two programs depending on cost
Technical Program (Diploma)	2 years maximum
Community College/University (Associates Degree)	3 years at full-time status 6 years at part-time status 5 years at combination full/part-time status
University (Baccalaureate Degree)	5 years at full-time status 10 years at part-time status 8 years at combination full/part-time status
Post Baccalaureate Degree See above Section 1.3 (2)	5 yrs. at F/T status for each degree 10 yrs. at P/T status for each degree 8 yrs. at combination full/part-time status for each degree

1.5 COMPUTATION OF STUDENT FUNDING

Students must submit completed application packets to be considered for funding. The amount of funding will be determined by the information provided according to the

application and reporting requirements section and research collected from the educational facility (billing statements, fee schedules, etc.)

TUITION MAXIMUMS

SEMESTER	SUMMER SEMESTER/ QUARTER	OTHER
$2,000.00	$1,333.00	$444.00 (per month)*

* If the duration of the program is less than a month then the amount of tuition will be prorated to the actual term length.

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 (per month)*

A student scheduling below 3 credit hours will be awarded a prorated housing/food allowance based on the number of hours scheduled.

HOURS/TERM	HOUSING	FOOD	TOTAL
12+	$297.78	$146.67	$444.45
9 – 11	$223.34	$110.00	$333.34
6 – 8	$148.90	$ 73.33	$222.23
3 – 5	$ 74.44	$ 36.67	$111.11

*Semester students multiply Housing/Food by 4.5 months.
*Summer Semester & Quarter students multiply Housing/Food by 3 months.
*All other Program participants multiply Housing/Food by the number of months of the program attending.

1. All students will qualify for Housing/Food funding according to the chart above (a lease, dorm, rental or mortgage agreement is not required).
2. In order to qualify for unmet need (refer to Definitions), the student must provide valid documentation of monthly cost of housing (rental, lease, dorm or mortgage agreements). Costs associated with rental or lease 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.

3. If the student has any changes in enrollment status from the initial funding application, the student is responsible for contacting the Chitimacha Scholarship 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.)

4. Active students who are part of the scholarship program and are sharing accommodations will be eligible for the unmet need housing allowance prorated to the number of persons listed on the lease/rental/dorm/mortgage documentation submitted with the application.

5. Proprietary programs Housing/Food allocations will be computed based on the number of months within the student's desired program. Allocations will be done in increments of 4, 6 or 8 months depending upon the length of the program. Student must provide documentation showing current program enrollment and acceptable 2.0 or higher GPA status. Subsequent room and board will be issued upon adequate documentation.

1.6 RECONCILIATION OF RECEIPTS

1. Submission of receipts for tuition, fees and books must reach the Scholarship program office prior to processing of the next application.

2. Submission of agreements for lease, dorm, rental or mortgage (to justify unmet need) must reach the Scholarship program office prior to processing of the next application.

3. A reconciliation of expenditures will be completed prior to processing of the next application. If variance indicates reimbursement to student by the program in excess of $100.00 an adjustment check will be issued to the student. If the amount is less than $100.00 an adjustment will be made on the following application. If variance indicated reimbursement to the program, the student has the option for variance to be adjusted on the following application.

4. Students placed on monetary pay-back will be required to make payback arrangements with the Chitimacha Scholarship Program until such time as the funds have been repaid and all other issues have been satisfactorily resolved.

1.7 APPLICATION DEADLINES

Applications must be postmarked or received by the Scholarship Office on or before the deadlines listed below. Any Semester/Quarter application submitted after the deadlines below will be subject to delay of funds.

SEMESTER STUDENTS

FALL ..... JULY 15

SPRING ..... NOVEMBER 25

SUMMER .....APRIL 25

QUARTER STUDENTS

FALL ..... JULY 15

WINTER ..... NOVEMBER 1

SPRING ..... FEBRUARY 1

SUMMER ..... APRIL 25

NOTE: Should an application deadline fall on a weekend or a holiday, applications will be accepted until the close of business of the next working day.

1. Deadlines for tuition vary from school to school. Applications should be submitted four (4) weeks prior to the beginning of each term for which the student is applying. Late applications submitted after thirty (30) days from the beginning of the semester/quarter/term will be subject to delay.

2. Students are required to authorize the release of grades and financial aid/alternate resources information by the institution each term.

3. Subsequent funding will not be released until term grades have been received except in extraordinary circumstances. Student must notify the scholarship office in writing ten (10) days prior to the start of term.

4. Students interested in attending intersession must contact the Chitimacha Scholarship office for funding requirements. Funding will be determined and adjusted to the previous or following term.

5. The Scholarship Coordinator or Deputy Administrator may authorize the "Early Release Award" to those students who have demonstrated past compliance with program guidelines.

1.8 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 term 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 receive continued funding. A student unable to obtain a 2.0 GPA during the academic probation period will be suspended from the Chitimacha Scholarship Program unless the student elects to pay back the award amount for the failed term.

1.9 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.
7. Misuse of scholarship funds.

1.10 RE-INSTATEMENT

1. Students under suspension from the Chitimacha Scholarship Program due to failure of meeting the GPA requirements when enrolled in any institution of post-secondary education may be re-instated to the program after he/she has met all of the following stipulations:

    a. Obtained a 2.0 GPA during a semester attended at his/her own expense. Student must attend an accredited institution with transferable credit. Students attending on a full-time basis will be required to complete full-time amount of hours and obtain a 2.0 GPA during the semester attended at his/her own expense. 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. Students attending on a part time basis will be required to complete the matching amount of hours and obtain a 2.0 GPA during the semester attended at his/her own expense.

2. 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 Program, etc.

3. All other issues related to re-instatement will be handled individually by the Chitimacha Board of Education.

1.11 WITHDRAWAL/CHANGE IN ENROLLMENT STATUS

Students withdrawing from their course of study or whose enrollment status changes from full-time to part-time or vice-versa, should contact the Chitimacha Scholarship Office 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 to: pay-back of funds, deductions from future funding allocations, suspension from the program and/or court action.

1.12 APPEALS/REMOVAL FROM SCHOLARSHIP PROGRAM

A student will have the right to appeal any decision that he/she feels is unfair in regards to:

- Funding Amount
- Suspension
- Denial
- Payback of Funds
- Removal from the Chitimacha Scholarship Program
- The Community Involvement Program

The following appeal procedures must be followed:

The student must submit a letter of appeal or a request to appear before the Board of Education within twenty (20) business days (excluding holidays) of receiving the certified notice. The letter/request should clearly outline the reasons the student disagrees with the decision made by the Chitimacha Scholarship Program.

If the student does not personally appear or participate via phone conference and the Chitimacha Board of Education upholds the decision of the Chitimacha Scholarship Program, the student may appeal in writing to the Chitimacha Tribal Council within twenty (20) business days of the appeal denial. Should the student wish to appear before the Tribal Council, the student must route a written request to the Chitimacha Board of Education for scheduling of a Council hearing.

The decision of the Tribal Council will be final in all appeal matters. In matters relating to payback, student will have twenty (20) business days, from the date of the Council hearing to make arrangements to settle their debt with the Chitimacha Board of Education. Failure to do so will automatically result in court action being initiated against the student to recover the funds owed, plus court costs and associated fees to the Scholarship Program. Student will then be removed from the Chitimacha Scholarship Program. Upon restitution to the Scholarship Program, the student must obtain approval from the Board of Education for re-instatement into the program. In matters relating to payback by the Scholarship Program, student will receive funding within twenty (20) business days, from the date of the Council hearing.

1.13 PROGRAM EXIT

Student must notify the Scholarship Office within 6 months if not returning to the Scholarship Program. All outstanding receipts and/or documentation must be submitted for reconciliation of expenditures as stated in Section 1.2 Application and Reporting

Requirements. If a student decides to exit the Scholarship Program and has not contacted the Scholarship Office within 6 months; the Scholarship Office will make 3 attempts to contact the student through written documentation. If the student fails to respond to the Scholarship Office then a reconciliation of expenditures will be completed based on the documentation on file. Upon completion of the reconciliation the student will be subject to legal action to recover any funds owed to the Scholarship Program as well as court costs and associated fees incurred.

1.14 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 Tribal Government and community interaction and educate students in Chitimacha Culture and History as applicable.

A high school student entering the eleventh (11th) grade is eligible to participate in the Community Involvement Program.

2. Requirements:

a. Must execute an agreement requiring the student's on-reservation participation in the community involvement program and shall cooperate fully with the Scholarship Coordinator or any person specified as supervisor to fulfill their obligations under the agreement. In the event a student is not able to participate on the Chitimacha Reservation with justifiable reasons, the student must contact the Scholarship Coordinator to make arrangements to complete the required Community Involvement Program hours at a nearby Tribe, hospital, or public service facility, etc.

b. The number of hours required by each student will be set according to the amount of funding awarded to the student. The number of Community Involvement hours will be one hour per $225.00 of Chitimacha Scholarship Program funding.

c. Students hours will be tracked by a sign in/out process during service activities and events. Any student that has not completed the required Community Involvement Program hours upon completion of a program must complete the required hours within one (1) year or pay back the scholarship program the dollar amount equal to the amount of hours outstanding ($225.00 per hour).

d. Students will be responsible for scheduling their participation in the Chitimacha Community Involvement Program with the Scholarship Office. The Community Involvement Program hours will consist of the tribal activities listed below.

   i. General Meeting (in January).
   ii. General Meeting (second Saturday in June).
   iii. Tribal Appreciation Day (Sunday following the General Meeting in June).

iv. Thanksgiving Feast.
v. Other designated events by Tribal Council or the Board of Education.
vi. Other community/service activities designated by the Scholarship Coordinator and approved by the Board of Education.

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

3. <u>Deportment:</u>

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 hours of the community involvement program.

b. Inappropriate behavior will be addressed individually by the Scholarship Coordinator.

c. Students "under the influence" of alcohol beverages and/or drugs or having participated in any criminal activity while performing community involvement services will be subject to suspension/removal from the Scholarship Program. Smoking will only be allowed in designated areas.