



**Quechan Indian Tribe
Higher Education/Adult Vocational Training Program
Policy & Procedure Manual**



QUECHAN INDIAN TRIBE
Ft. Yuma Indian Reservation
Office of Tribal Administration

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RESOLUTION

R-174-20

A RESOLUTION REQUESTING THE QUECHAN TRIBAL COUNCIL TO APPROVE THE REVISED HIGHER EDUCATION/ADULT VOCATIONAL TRAINING PROGRAM POLICY & PROCEDURE MANUAL (REVISED SEPTEMBER 11, 2020), ATTACHMENT A EFFECTIVE JANUARY 01, 2021.

WHEREAS: THE QUECHAN INDIAN TRIBE OF THE FORT YUMA INDIAN RESERVATION IS A FEDERALLY RECOGNIZED INDIAN TRIBE ORGANIZED UNDER A CONSTITUTION AND BYLAWS RATIFIED BY THE TRIBE ON NOVEMBER 28, 1936, AND APPROVED BY THE SECRETARY OF THE INTERIOR ON DECEMBER 18, 1936, WITH REVISED AMENDMENTS APPROVED ON NOVEMBER 18, 1974, AND MAY 21, 1997; AND

WHEREAS: EDUCATION AND EMPLOYMENT FOR THE TRIBAL MEMBERSHIP IS A TOP PRIORITY OF THE QUECHAN TRIBE; AND

WHEREAS: THE QUECHAN HIGHER EDUCATION BOARD HAS REVISED THE EXISTING POLICY & PROCEDURES MANUAL AND RECOMMENDS TO THE QUECHAN TRIBAL COUNCIL THAT THE HIGHER EDUCATION/ADULT VOCATIONAL TRAINING PROGRAM POLICY & PROCEDURE MANUAL BE APPROVED WITH REVISIONS; AND

NOW, THEREFORE BE IT RESOLVED THAT: THE QUECHAN TRIBAL COUNCIL THROUGH THE ADOPTION OF THIS RESOLUTION APPROVES THE REVISIONS OF THE HIGHER EDUCATION/ADULT VOCATIONAL TRAINING PROGRAM POLICY & PROCEDURE MANUAL EFFECTIVE JANUARY 02, 2021; AND

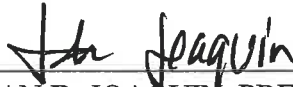
BE IT FINALLY RESOLVED THAT: THE PRESIDENT, OR IN HIS ABSENCE, THE VICE PRESIDENT IS THE AUTHORIZED OFFICIAL TO EXECUTE ALL APPLICABLE DOCUMENTS.

CERTIFICATION

THE FOREGOING RESOLUTION WAS PRESENTED AT A **SPECIAL MEETING** OF THE QUECHAN TRIBAL COUNCIL WHICH CONVENED ON **SEPTEMBER 21 2020** DULY APPROVED BY A VOTE OF: **5** FOR, **0** AGAINST, **0** ABSTAINED **1** ABSENT, BY THE TRIBAL COUNCIL OF THE QUECHAN INDIAN TRIBE, PURSUANT TO THE AUTHORITY VESTED IN IT BY SECTION 16 OF THE REORGANIZATION ACT OF JUNE 18, 1934, (48 STAT. 984) AS AMENDED BY THE ACT OF JUNE 15, 1935 (49 STAT. 378) AND ARTICLE IV, OF THE QUECHAN TRIBAL CONSTITUTION, AND BYLAWS. THIS RESOLUTION IS EFFECTIVE AS OF THE DATE OF ITS APPROVAL.

QUECHAN TRIBE

BY:



JORDAN D. JOAQUIN, PRESIDENT
QUECHAN TRIBAL COUNCIL



REGINA M. ESCALANTI, SECRETARY
QUECHAN TRIBAL COUNCIL

TABLE OF CONTENTS:

| | |
|---|----|
| 1. FORMAL TRIBAL RESOLUTION..... | 1 |
| | 2 |
| 2. TABLE OF CONTENTS..... | 3 |
| 3. DEFINITIONS..... | 4 |
| | 5 |
| | 6 |
| 4. POLICIES..... | 7 |
| 5. PROCEDURES..... | 7 |
| 1. Types of Education..... | 7 |
| 2. Application Requirements..... | 8 |
| 3. Closing Dates..... | 9 |
| 4. Determination of Eligibility..... | 9 |
| | 10 |
| 5. Maintaining Eligibility..... | 11 |
| 6. Maximum Period of Eligibility..... | 11 |
| | 12 |
| 7. Method of Assistance..... | 12 |
| 8. Payment of Award..... | 12 |
| | 13 |
| 9. Notification of Award..... | 13 |
| 10. Leave of Absence..... | 13 |
| | 14 |
| 11. Withdrawals..... | 14 |
| 12. Academic Probation/Suspension..... | 14 |
| 13. Records, Reporting & Electronic Transmission..... | 14 |
| | 15 |
| 14. Appeal Process..... | 16 |
| | 16 |

DEFINITIONS:

Academic Term – A period of time from start to finish of one semester, one trimester, or one quarter/term as established by the eligible institution.

Academic Probation – A period of time of one academic term in which a scholarship applicant is given an opportunity to re-establish eligibility status.

Academic Year – The equivalent of at least two semesters, three trimesters, or three quarters/terms of study at institutions that measure academic progress in credit hours and use a semester, trimester, or quarter/term system.

Academic Suspension – The period of one academic year in which a student will be ineligible to receive a tribal scholarship from the Quechan Indian Tribe.

Accreditation – The certificate of recognition issued by state or nationally recognized accrediting agency or association that certifies the institution is providing a quality program of study.

Books and Supplies – Includes textbooks and course required materials as determined by the eligible institution, i.e. e-books, specialized tools/kits, uniforms, parking fees, and licensing fees for the academic term in which the student is currently registered. Laptops & Internet services are not recognized as required supplies.

Campus Based Aid – Additional financial assistance based on the completion of the Free Application for Federal Student Aid (FAFSA) which is offered and administered by the Financial Aid Department at the institution in which the student is registered.

College Level Courses – Course study and instruction of sufficient caliber which meet the standards required in conferring with Associates, Baccalaureate, and Graduate degrees.

Continuing Student – A Quechan Indian Tribal applicant who attended an eligible institution the previous academic term and is applying for a scholarship for the next consecutive term.

Course Outline – The document provided by the eligible institution which lists all required courses the applicant must take in order to complete their degree or program of study.

Dependent – An applicant who meets the guidelines and criteria established by the U.S. Internal Revenue Services (IRS) as a “legal dependent.”

Dependent with Special Needs – An applicant who meets the guidelines and criteria of the U.S. Internal Revenue Service (IRS) as a “legal dependent” and handicapped by impairment(s) that have been certified by medical findings such as a hearing, visual, physical, and mental disabilities among others, in accordance with the student’s Individual Education Plan (IEP).

Elective Course – Courses that an applicant must take which are specifically required to graduate or to fulfill a degree as provided in their course outline.

Eligible Institutions – An institute of higher education/vocational training that holds state or national accreditation.

Fees – Costs associated with enrollment and required courses as defined by the eligible institution and outlined on the Financial Needs Analysis (FNA).

Free Application Federal Student Aid (FAFSA) – A program of financial aid for undergraduate students at an accredited institution of higher education that is authorized by Title IV-A Sub-Part (1) of the Higher Education Act as amended.

Financial Aid Officer (FAO) – The eligible institution employee responsible for administering financial assistance to enrolled applicants on behalf of the institution and completing the FNA.

Financial Aid Package – The financial aid plan that includes all financial assistance awarded to the applicant from various types of resources including other funding agencies and is prepared, certified, and awarded by the FAO.

Financial Needs Analysis (FNA) – The budget form completed by the FAO and used by the Program to determine the applicant's unmet needs; which lists education expenses and identifies all resources of awards/scholarships given to the applicant for the current academic term.

Foreign Abroad Student – An applicant who has been accepted into a study abroad course relating to the applicant's program of study and who has successfully completed the previous academic term at an above satisfactory level with a 3.0 grade point average or higher.

Full-Time Student – An applicant is required to carry a minimum of (12) twelve credit hours for full-time status.

Graduate Student – An applicant who has completed a bachelor's degree and is carrying the required credit hours for full-time status as determined by the institution towards a graduate degree.

Ground Study – Courses taken on campus in a classroom setting.

Hybrid Course – Course design that combines at least 51% of traditional ground study with online instruction and reporting as defined by the eligible institution.

I-Course (Online) – Instructional content delivered electronically through the use of electronic media, educational technology, and information and communication technologies (ICT).

Independent Student – An applicant who meets the guidelines and criteria established by the IRS as a non-dependent student.

Monthly Living Stipend – Scholarship funds (if applicable) that are awarded for the applicant's portion of rent and utilities.

New Student – An applicant who has never participated in the Program or has not been funded within (1) calendar year of the application submission date.

Online Student – An applicant is considered an online applicant when their class schedule and/or course outline requires 51% or more of online courses.

Part-Time Student – An applicant is required to carry a minimum of (6) six credit hours for part-time status.

Satisfactory Progress – Determination and maintenance of good academic standing as defined by the eligible institution. The minimum tribal standard is set at 2.00 GPA per academic term for undergraduate/vocational training students; 3.00 GPA per academic term for graduate students with the exception of special needs students whose progress shall be measured with guidance from the eligible institution.

Shared Housing Statement – The applicant's notarized document, provided by the Program, which states the applicant's living arrangements, rental and utility payment obligations. Only used when a formal lease agreement is not available.

Summer Term – An academic term conducted during the months of June, July, and August as determined by the eligible institution; applicable for continuing Higher Education students only and based on the availability of funds.

Tribal Member – An individual enrolled in the Quechan Indian Tribe.

Tuition – The required costs for enrollment and instruction charged by the eligible institution.

Undergraduate Student – An applicant enrolled in a course study that is classified by an eligible institution as leading towards an associate or bachelor's degree.

Unmet Need – The calculated amount the applicant needs to attend the eligible institution less their total resources and not including student loans.

Utilities – The amount awarded as a flat rate payment to cover the applicant's cost of electricity (if the electricity is not included in rental payment) as awarded with the monthly living stipend.

Vocational Student – An applicant enrolled in an accredited vocational or trade school.

POLICIES:

It is the policy of the Higher Education/Adult Vocational Training Program:

- A. To advise the Quechan tribal members that participation in the Program is ***NOT AN ENTITLEMENT, ELIGIBILITY IS A PRIVILEGE***; and continued eligibility is dependent upon program compliance, satisfactory progress and adherence to all applicable terms and conditions of this policy.
- B. To stipulate the terms and conditions and to manage scholarships available to Quechan tribal members in a fair and consistent manner, in accordance with this policy.
- C. To require all eligible Quechan tribal members who are pursuing a higher education or vocational training career to submit a complete application with all required documents to the Program on or before the deadline date(s).
- D. To provide Quechan tribal scholarships according to the availability of program funds, level of unmet need and eligibility of applicant.
- E. To fund and disburse scholarship funds within and only during the current academic term which have been officially approved by the Higher Education Board and the Quechan Tribal Council. No scholarships will be reimbursed for previously completed academic terms.
- F. To reclaim any tribal scholarship funds unused by the applicant or institution as property of the Quechan Indian Tribe.
- G. To serve and accommodate applicants who are classified as disabled under the Americans with Disabilities Act (ADA) in accordance to the guidelines of the school to which the applicant is enrolled. Federal Law applies to all public, private and proprietary institutions and all instructions are required to comply with the ADA Act of 2012.

PROCEDURES:

1. Type of Education:

- A) Higher Education
 - *Undergraduate
 - *Graduate
- B) Vocational Training
 - *Short Term Job Readiness Training
- C) Online Education
 - *An applicant having completed at least one-year of ground study courses in the previous academic year from date of application submission for online studies.
 - *An applicant having a 3.0 GPA in previously completed academic terms.
 - *An applicant who has demonstrated two years of consistent work experience and who would like to enhance current job skills and abilities in the same career path.
 - *An applicant must have access to their own computer/lap top and internet services to successfully complete their program.
 - *Online classes may be approved for existing students due to unforeseen circumstances of national catastrophes; transitioning from prior ground studies.
 - *An Online applicant will be subject to **all terms and conditions of this Policy** as if they were a traditional ground study applicant.

2. Applications:

1. A tribal application form must be submitted with all supporting documents that are required on the checklist on or before the deadline dates. The application must be signed and dated by the applicant.
2. Family Educational Rights and Privacy Act (FERPA) to be completed by the applicant and the eligible institution for each academic year.
3. A Letter of Acceptance from the eligible institution dated within six (6) months from the application date.
4. An Official Class Schedule for the current academic term with verification of credit hours to be taken. (If you cannot provide one by deadline date you must submit a written statement of why you cannot fulfill this requirement by deadline date.)
5. An Official Course Outline identifying the required courses to be completed in order to obtain selected certificate/degree program.
6. Applicant will be required to submit proof of Individual Academic Plan signed and dated by both the applicant and the Academic Advisor.
7. Letter of Intent with no less than 500 words describing the applicants academic and career goals and how these goals will contribute to the long-term goals of the Quechan Indian Tribe. The letter must be signed and dated.
8. Three (3) Letters of Recommendation from non-related professionals who are acquainted with the applicant's academic and work capabilities. Letters must be signed and dated within one (1) year from application date.
9. Proof of High School Diploma or GED Certificate and Transcript. (If you cannot provide one by deadline date you must submit a written statement of why you cannot fulfill this requirement by deadline date.)
10. Official Transcripts from all previous schools attended. (If you cannot provide one by deadline date you must submit a written statement of why you cannot fulfill this requirement by deadline date.)
11. Proof of Tribal Enrollment - A copy of Certificate of Indian Blood or Tribal ID.
12. Proof of FAFSA – Student Aid Report (SAR) verifying the applicant has applied for FAFSA. This must be done every academic year.
13. Proof of submission with confirmation from a minimum of three (3) additional academic scholarships for each academic year.
14. Official Dorm Assignment with Meal Plan (must be reasonable), if applicable.
15. Shared Housing Statement for applicant that cannot secure a dorm assignment or lease agreement (must be reasonable), if applicable.
16. Copy of executed Lease Agreement (must be reasonable), if applicable; tribal rates will be utilized. Anything above those rates will be applicant's responsibility.
17. Signed receipt for receiving "Higher Education/Adult Vocational Training Manual."
18. A W-9 Form for those applicants receiving a monthly living stipend.

INCOMPLETE APPLICATIONS WILL NOT BE FORWARDED ON TO THE HIGHER EDUCATION BOARD OR THE QUECHAN TRIBAL COUNCIL.

3. Closing Dates:

Applications are available at the Program beginning January 2nd of each year. Program deadline dates may not correspond with institutional deadline dates; however, it is in the applicant's best interest to be aware of their institution's deadlines to avoid any delay in scholarship approval. Deadline dates are firm and as follows; however, if the date falls on a weekend or holiday the date will be extended to the following business day. **NO EXCEPTIONS:**

A. Higher Education Applicants:

- **June 1st** is the deadline date for the **Fall Semester** to be funded for the academic term.
- **November 1st** is the deadline date for the **Spring Semester** to be funded for the academic term.
- **April 30th** is the deadline date for the **Summer School (If funding is available)**.

DATES ARE SUBJECT TO CHANGE DUE TO UNFORESEEN CIRCUMSTANCES. NOTE: REFER TO TRIBAL WEBSITE.

B. Vocational Training Applicants:

Applications are available at the Program beginning January 1st of each year. Vocational Training applications are due on or before the following deadline dates to be considered for funding for the next upcoming academic term. This also pertains to those applicants who are required to re-certify for the next consecutive academic term:

- **January 31st**
- **April 30th**
- **July 31st**
- **October 31st**

DATES ARE SUBJECT TO CHANGE DUE TO UNFORESEEN CIRCUMSTANCES. NOTE: REFER TO TRIBAL WEBSITE.

4. Determination of Eligibility:

- A. Must be an enrolled Quechan Tribal Member.
- B. Must have a high school diploma or GED Certificate.
- C. Must be accepted into an accredited institution.
- D. It shall be the responsibility of the applicant to ensure their application and other supporting documents are in physical possession of the Program on or before the deadline date.
- E. The Program will screen the application for completeness; if complete, will forward on to the Higher Education Board for their review at the next regularly scheduled meeting.
- F. The Higher Education Board will determine an applicant's eligibility, and if eligible, approve or disapprove the Program's recommended amount of scholarship. The scholarship is based on documented proof of unmet need.

- G. All applicants must apply for FAFSA and all campus based aid in which they may qualify for, before being considered for funding from the Quechan Indian Tribe. These funds are to be applied to tuition, fees, books, dorm/meal plan, and living stipends.
- H. All applicants must apply for three (3) additional scholarships per year with proof of submission to these agencies. Proof of submission required.
- I. The amount of scholarship will reflect the number of credit hours as determined by the eligibility institution for full-time, part-time, and graduate students.
- J. Part-time and Online applicants are limited to funding for tuition, fees and books only. Living accommodations will not be funded.
- K. The Higher Education Board will use the FNA to calculate the amount of scholarship award according to the unmet need and funding availability. Not all expenses on FNA are included, only those that the Quechan Indian Tribe has approved.
- L. All Resources listed on the FNA will be used to off-set the Tribe's funding amount. This will include grants, scholarships and loans.

Higher Education:

Tuition
 Fees
 Books & Supplies
 Dorm & Meal Plan (If applicable)
 Off Campus Housing (If applicable)

Vocational Training:

Tuition
 Fees
 Books & Supplies
 Living Stipend (If applicable)

- M. All applicants that are awarded a monthly living stipend will be required to provide a copy of their executed lease agreement or notarized Shared Housing Statement within 15 days of their school start date. Applicants who do not submit said documents within 15 days will have their living stipend suspended until an agreement is received.
- N. Monthly living stipends will be calculated for only that applicant's portion of rent. Such amount will be calculated using the total number of adults listed on the lease/shared housing statement. An applicant's portion of rent is the total rent amount divided by the number of adults listed on the agreement. Co-signers must be identified as such and not listed as occupying tenants.
- O. Dorm costs and monthly living stipends are not awarded if the institution is less than sixty (60) miles (one way) from the applicant's established permanent residence.
- P. An application that is submitted for consideration is deemed an official document of the Quechan Indian Tribe and attested to be true and complete by signature of the applicant. Applicants are encouraged to keep a copy for their own records.
- Q. If an applicant knowingly provides false information on the application, they will be declared ineligible to receive a Quechan Tribal scholarship for one calendar year from the date of the offense.
- R. The Program will not provide any information to anyone other than the applicant except in cases where the American Disabilities Act (ADA) applies.

- S. The Higher Education Board will make recommendations to increase the monthly living stipend (when necessary) to stay in line with the Cost of Living Allowances.

5. Maintaining Eligibility:

- A. Higher Education applicants must achieve and maintain a 2.00 GPA or better per academic term for undergraduate studies and 3.00 GPA or better per term for graduate studies. In instances where letter grades are not used to calculate GPA an applicant must provide successful academic progress (80 % = C or better) and a minimum of 90% attendance as required.
- B. Vocational training applicants and online applicants must achieve and maintain a 2.00 GPA or better per academic term with a minimum 90% attendance as required.
- C. All applicants must maintain the required number of credit hours as determined by the eligible institution, for full-time, part-time, or graduate students.
- D. All applicants must meet and maintain all eligibility requirements in both academics and attendance of the institution they are attending.
- E. Applicants must maintain satisfactory academic/attendance requirements as defined in these policies to continue receiving the monthly living stipend. Failure to comply with program requirements will result in the loss of the monthly stipend.
- F. The Program is responsible for monitoring academic progress and attendance requirements; therefore, all applicants are required to submit unofficial transcripts and the end of each academic term. Official transcripts are mandatory and due within 14 business days from the end of each academic year.
 - *The Program reserves the right to request progress and attendance reports at any given time for all applicants.
 - *Higher Education/Adult Vocational Training Applicants receiving a living stipend are required to submit a monthly progress report and/or attendance report by the 25th of each month in order for the monthly stipend to be released.
- G. It shall be the responsibility of the applicant to immediately notify the Program within five (5) business day of any changes.

6. Maximum Period of Eligibility:

- A. All applicants will be limited to funding in accordance with their institution's projected completion/graduation date. Applicants unable to complete their program within the specified time may seek remedies under Section 6-E of this Policy. It is recommended the applicant seek academic advisement to ensure they are satisfying the required credit hours necessary; which may be more than the minimum requirements set forth in this Policy to complete their program on time.

- B. All applicants whose assessment score places them into remedial course(s) will be given assistance and will be monitored to make sure the applicant completes and graduates with the timelines set in Policy.
- C. Applicants are advised to meet with their Academic Advisor and Admission Representatives at least once per academic year. This will help applicants in selecting the required courses that satisfy certificate/degree program requirements according to the projected completion date.
- D. Applicants are limited to one (1) change to their academic major throughout the term of their academic career funded by the Program. Completion/graduation date will be adjusted accordingly in this instance.
- E. Applicants who cannot meet their program requirements within the time specified in their program of study must submit a written request for an extension of time to the Higher Education Board for review and approval/disapproval. The Higher Education Board will review the student transcripts and Individual Academic Plan and will determine if the student is eligible for an extension of time for continued eligibility.
- F. Academic program extensions are not granted without proper documentation.

7. Method of Financial Assistance:

- A. Applicants must allow a minimum of forty five (45) business days between the deadline date and the anticipated start date for application processing. The applicant may be asked to revise their application, to correct their start date and other applicable documents, if their start date does not reflect the minimum processing time.
- B. If the application is considered complete the application will be forwarded on to the Higher Education Board for their review and consideration.
 - The Program will not forward incomplete applications to the Higher Education Board for review.
 - Approved and disapproved applications will be scheduled for review on the next available Tribal Work Session.
 - The Quechan Tribal Council shall have final authority to officially approve or disapprove applications.
- C. The amount of scholarship is the applicant's total unmet need as defined in these policies. Scholarships shall be calculated for one academic term in accordance with this policy. Figures will be adjusted to the rate of pay established by the Quechan Indian Tribe, i.e. if the school recommends a higher rate than what the Tribe pays, the rate will be adjusted to the established rate of the Tribe. The Program and the Quechan Tribal Council reserve the right to recommend and award adjusted amounts based on the availability of program funds.

8. Payment of Award:

- A. The scholarship will be sent directly to the institution. These funds are to be applied to tuition, fees, books and dorm/meal plans for the specified time period.

- B. Monthly living stipends will be mailed to the address listed on the lease agreement or the shared housing statement. The Program will disburse the monthly living stipend at the end of each previous month.
- C. In the event that there is a need for a revision of the award, the applicant must submit a revised Financial Needs Analysis, a narrative letter from the Financial Aid Officer explaining the change and any other supporting documents.
- D. In the event of an overpayment/refund the funds must be paid back to the Quechan Indian Tribe in full within 15 business days. Failure to repay the funds will result in a sanction for further eligibility in the program.
- E. All applicants who receive a monthly stipend will be required to submit a W-9 Tax Form. These forms are used by the Quechan Indian Tribe – Finance Department for their documentation of vendors.
- F. Any portion of the scholarship pertaining directly to institutional costs is not taxable; however, room and board or the monthly living stipend may be taxable if you receive a 1099 from the funding source. If the applicant has any concerns, it is in the applicant's best interest to keep all receipts for expenditures and tax forms provided by the institute for review by a tax professional. This is the responsibility of the applicant.

9. Notification of Award:

- A. After the Higher Education Board and the Quechan Tribal Council review is complete, applicants will be notified in writing of the decision. The Program will issue an Award or Letter with a complete breakdown of award. It is the applicant's responsibility to notify their FAO of their award or denial.
- B. If denied, a Denial Letter will be sent with reason(s) for the denial.
- C. Scholarship awards shall not be used as reimbursements to cover expenses previously paid by the applicant or any other resources.
- D. All scholarship awards shall be restricted to accredited institutions within the fifty (50) states unless an applicant resides in a foreign country due to military service.
- E. Applicants accepting a tribal scholarship awards must be familiar with their responsibilities as set forth in this Policy.

10. Leave of Absence:

- A. When an applicant requests a Leave of Absence (LOA) from their institution for any reason they must notify the Higher Education Program. The LOA must be granted by the institution and written documentation will have to be provided to the Program within five (5) business days. Failure to notify the Program will result in loss of funding and eligibility terms of this Policy.
- B. The Program will abide by the school's policies and guidelines in accordance with the student's right to LOA. In cases where there are no policies regarding the LOA from a school, the Program will require a written request and supporting documentation from the student before granting the LOA.

- C. Applicants will be granted only one (1) LOA per academic year for higher education applicants and one (1) LOA per academic term for vocational training applicants.
- D. Applicants will not be eligible to receive a monthly living stipend while on a LOA. Applicants who have received a disbursement for the month they were on the LOA will not be eligible to receive another disbursement until the second month following return from a LOA. Once the applicant resumes their approved class schedule, they will be eligible to receive the living stipend.

11. Withdrawals:

- A. When an applicant officially withdraws on or after the first day of class, all refunds shall be forwarded to the Quechan Indian Tribe within five (5) business days.
- B. When an applicant unofficially withdraws, drops out, or is expelled from the institution the institution will determine the date of withdrawal by using the last recorded day of attendance at the school. Any unused funds will be returned to the Quechan Indian Tribe.
- C. During the currently awarded academic term, if the student does not meet the academic or attendance requirements as stated, the award will be discontinued and any unexpended funds shall be returned to the Quechan Indian Tribe.
- D. During the currently awarded academic term, if the student withdraws from their program they must wait 2 years from date of withdrawal before they can re-apply for a tribal scholarship.

12. Academic Probation/Suspension:

- A. An applicant who does not meet the minimum academic and attendance requirements will be placed on Academic Probation by the Program for the following academic term. Upon receipt of unsatisfactory applicant's grades or attendance for a single term, the Program will notify the student in writing within five (5) business days of the reason(s) for placing a student on academic probation.
- B. An applicant will be funded during their probationary period, but they must remain in compliance with all terms of this policy and return to satisfactory academic progress and attendance requirements of their program by the end of the next academic term.
- C. An applicant's failure to maintain satisfactory academic progress or attendance requirements during the academic probation period will result in notification of suspension from the Program. A one (1) year academic suspension period shall be imposed.
- D. The Program does not pay for repeat/retake courses. If an applicant must take a course over again to progress on as identified by the course outline or decides to take a course over again for a better grade, this will be at the expense of the applicant. It is recommended applicants consult with their academic advisor when enrolling in courses which may be significantly challenging for the applicant.

13. Records, Reporting, & Electronic Transmission:

- A. The Program will be responsible for maintaining a student cumulative files which will consist of current application, resolution of approval from the Quechan Indian Tribe, payment schedules, award letters, grades, progress reports, academic plan, and other related education-related documents necessary to identify all applicant enrolled in the Program.
- B. Each year an applicant will be required to sign a FERPA/Release of Information authorizing the institution to release pertinent information regarding student accounts, grades/progress reports and attendance records and other related education documents to the Program. This information will be used to determine the continued eligibility of the Program.
- C. An applicant must sign a Release of Information for any or all other individuals that require information regarding the student's general enrollment and education information from the Higher Education Program..
- D. Electronic submission of documents to the Program is permissible. The Program, however, does not operate under a secure network environment and the full security of the transmitted documents or information cannot be guaranteed. All applications are subject to electronic review by the Program, the Higher Education Board, and the Quechan Tribal Council.

14. Appeal Process:

This section applies to those applicants whose completed applications have been forwarded for review and decision by the Higher Education Board. If an applicant is not satisfied with the decision(s) of the Higher Education Board, the applicant may appeal to the Quechan Tribal Council but must abide by the following procedures:

- A. Every request for an Appeal Hearing shall be filed in writing to the Quechan Tribal Secretary within 14 business days from the date of denial letter from the Higher Education Program. After 14 business days, no appeal of the decision may be accepted or considered by any government or organizational body of the Quechan Tribal Council.
- B. Appeals will not be accepted from any person other than the applicant except in cases where assistance is required under the American with Disabilities Act (ADA).
- C. The appeal request shall contain the following:
 - Denial Letter
 - Name, address and phone number of the applicant.
 - The appeal letter should include a clear and concise statement of the facts, pertinent dates, and complaint to be considered.
 - Any supporting documents.
- D. Applicants must submit a written request to be on the Work Session Agenda with the Quechan Tribal Secretary once they receive their denial letter.
- E. Appeals will be addressed by the Quechan Tribal Council who will review the pertinent information supplied by the applicant and the Program.

- F. If the Quechan Tribal Council upholds the decision of the Higher Education Board and/or the Program, the applicant will be notified of the final decision by the Quechan Tribal Secretary. There will be no additional appeals available.
- G. If the Quechan Tribal Council shall overturn the decision of the Higher Education Board and/or the Program, it may only be done once the Quechan Tribal Council has demonstrated that the Higher Education Board or the Program failed to uphold the rules and regulations and failed to abide by this Policy. The Quechan Tribal Secretary will inform the Department and the Higher Education Board of their decision in writing within 10 business days.
- H. If, by following the established guidelines of the appeal process, the Quechan Tribal Council overturns the decision of the Higher Education Board or the Program, the applicant will thereafter be subject to and abide by all terms of this Policy.

