

**ABSENTEE SHAWNEE TRIBE
OF
OKLAHOMA**

HIGHER EDUCATION GUIDELINES:

**EDUCATION INCENTIVE AWARD PROGRAM
(EIAP)**



**SUBMITTED BY EDUCATION OFFICE
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(EIAP)**

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PROCEDURAL GUIDELINES FOR ABSENTEE SHAWNEE TRIBE

HIGHER EDUCATION: EDUCATION INCENTIVE AWARD PROGRAM

(EIAP)

PURPOSE

The purpose of Procedural Guidelines is to guide the Absentee Shawnee Tribe Education Department and the Absentee Shawnee Education Committee with direction to provide fair and equitable educational incentive awards to eligible applicants in a manner cost effective and administratively efficient to the tribe.

INTRODUCTION

The long range goal of the Absentee Shawnee Tribe of Oklahoma (hereafter referred to as the Tribe) is to provide an Education Incentive Award Program (hereafter referred to as the EIAP) necessary to encourage tribal members to attain educational achievements equal to, or in excess of, the national average. The Tribe has entered into a Compact of Self Governance with the Bureau of Indian Affairs (hereafter referred to as the BIA) to accomplish this long-range goal.

EDUCATION INCENTIVE AWARD PROGRAM

(EIAP)

EIAP has been established in response to both the needs of the student and the Tribe. This program will afford all tribal members access to educational funding on a more competitive and equal basis. The program encourages students to be liable for educational endeavors by encouraging them to excel beyond the minimum educational requirements, which results in the opportunity to be considered for academic scholarships. This enhances their independence from the Tribe as a sole source of supplemental funding. In addition, a set award earned by cumulative grade point average encourages the student in applying for other sources of financial aid in a timely manner.

BASIC ELIGIBILITY

Basic eligibility for participation in the tribally funded EIAP shall be as follows:

1. The applicant must be an enrolled Absentee Shawnee Tribal member.

A. (1) Be a high school graduate and have a cumulative grade point average of 2.0 on a 4.0 scale as verified by an official transcript(s)

Or

(2) Have acquired a GED as verified by copy of diploma

Or

(3) Have successfully completed at least thirty (30) hours of college work at an accredited college or university. Must have a cumulative grade point average of 2.0 on a 4.0 scale as verified by an official transcript (s).

B. Be admitted for enrollment to an accredited institution of higher education on a full-time basis (minimum of 12 or more semester hours per academic term), or on a part-time basis (Minimum of 6 or more semester hours per academic term).

UNIVERSITIES AND COLLEGES

The college or university an applicant elects to attend must be accredited by a nationally recognized accrediting agency **and must be within the United States**. Otherwise, it must be an institution whose credits are accepted on transfer by no fewer than three institutions, which are accredited by a nationally recognized accrediting agency or association. The latter alternative is referred to as the three institutional certification (Junior colleges may qualify if they meet the same criteria).

APPLICATION PROCEDURES

The following guidelines shall govern the application procedures for the Absentee Shawnee Tribe EIAP:

- A. Applicant shall make application for admittance to an accredited college or university and submit a copy of the student's acceptance letter. **Applications for the fall term must be postmarked by July 31st and application for spring term must be postmarked by December 23rd.**
- B. Applicant must submit a Higher Education / Education Incentive Award Program application.
- C. Applicant must submit an official transcript(s) with either a high school or university embossed seal reflecting a cumulative GPA. For the student who is a GED recipient, submit a copy of diploma.
- D. Applicant must submit a copy of their tribal enrollment card.
- E. Applicant must submit a copy of their new class schedule.

The education department must complete the processing of scholarship awards within 30 days of receipt of a completed application.

Applicants are responsible for ensuring they submit applications in a timely manner and indicate term(s) of assistance they are requesting each year. Applicants are responsible for ensuring applications are not submitted with false or untrue information, if applications are found to contain false/untrue information the student will be denied funding until the next Fall term.

Funding for summer terms will be subject to availability of funds. Funding will be primarily available for the fall and spring terms.

PART-TIME/HALF-TIME /FULL-TIME SUMMER SCHOOL APPLICANTS WILL BE AWARDED HALF THE AMOUNT AS DETERMINED BY THE CGPAS.

APPLICATION REVIEW

The Director of Education on an individual basis will evaluate completed applications. However, no award will be made until all required documents (acceptance letter, application, official transcript(s) or GED diploma copy, tribal enrollment card copy, current class schedule), are submitted to the Education Department. Applicants shall receive an award according to the CGPAS section, subject to availability of funds.

If an applicant is denied, the applicant shall be notified of the decision in writing within ten (10) days of the above evaluation. The written notification will state:

- (1) Reason(s) for denial of educational assistance.
- (2) The procedure for submitting a revised application for evaluation.
- (3) The procedure for filing an appeal with the Absentee Shawnee Tribe Education Committee

AUTHORIZATION OF ASSISTANCE

The EIAP may provide awards to eligible applicants, subject to availability of funds, to pay expenses such as:

1. Tuition and required fees
2. Books, required materials and supplies
3. Miscellaneous expenses related to attending the chosen institution.

Any funds reimbursed to funded applicants after withdrawal from classes below award status must be returned to the Absentee Shawnee Tribe EIAP. Any participant withdrawing from classes after receiving an EIAP award will be immediately suspended from the EIAP for the subsequent semester/term. Failure to do so will declare a participant ineligible for future assistance in the AST EIAP. A second withdrawal from classes after receiving an EIAP award constitutes termination from EIAP consideration indefinitely.

PRIORITY OF ELIGIBLE APPLICANTS

All applicants meeting the basic eligibility requirements are eligible to participate in the EIAP. Due to limited resources, the Education Department must establish a system of application priority providing adequate and proper assistance while conserving the limited amount of educational funds available for the EIAP. Completed applications will be considered on a first-come, first-serve policy and based upon the availability of funds.

CUMULATIVE GRADE POINT AVERAGE SCALE (CGPAS)

Academic Excellence - Based on a 4.0 grading scale system, EIAP award amounts shall be earned as follows:

1. Overall cumulative grade point average of 3.50-4.00 will be awarded **\$1,500.00** per semester.
2. Overall cumulative grade point average of 3.00-3.49 will be awarded **\$1,250.00** per semester.
3. Overall cumulative grade point average of 2.50-2.99 will be awarded **\$1,000.00** per semester.
4. Overall cumulative grade point average of 2.00-2.49 will be awarded **\$750.00** per semester.

Initial cumulative grade point average will determine the amount of the first semester award. Determination of award is as follows:

- * High school students with no college credit will begin EIAP depending upon their GPA from high school following completion of state educational requirements.
- * High school students with any college credit will begin EIAP upon their overall cumulative GPA as earned with these credits.
- * GED /special student recipients will automatically begin at the lowest level of the CGPAS.
- * Applicants attending institutions, based upon quarters or trimesters will be awarded as those based on semesters providing the applicant meets the full-time and part-time credit hours as stated in these guidelines. Assistance restrictions still apply.
- * Applicants in non-traditional programs will be reviewed on a case-by-case basis.

Utilizing the above scale, an applicant's academic performance will determine the amount of the subsequent semester's award as determined by the previous semester's official transcript with the embossed university/college seal (reflecting a cumulative gpa). The applicant is responsible for submitting this document. Failure to do so will result in a delay or no award for the next semester/term. Applicants at any award level category may request additional funds if they have a demonstrated need for educational costs. The Director of Education may award the applicant what they would receive from the next highest award level upon review and consultation with the Absentee Shawnee Tribe Education Committee.

ASSISTANCE RESTRICTION

Contingent upon availability of funds, the EIAP shall not extend assistance beyond a maximum of ten (10) cumulative full-time semesters (part-time semesters count as ½) or 136 earned undergraduate credit hours. The EIAP shall not extend assistance beyond a maximum of 70 earned undergraduate credit hours for participants attending two-year colleges. A participant's failure to meet academic requirements to either transfer to an accredited 4-year college or university or acquire an Associates degree shall result in suspension from EIAP funding.

Any participant withdrawing from classes after receiving an EIAP award will be immediately suspended from EIAP for the subsequent semester/term, **no appeal will be considered until this suspension is completed.** Any funds reimbursed to funded participants after withdrawal from classes below award status must be returned to the EIAP. Failure to do so will declare a participant ineligible for future assistance in the EIAP. A second withdrawal from classes after receiving an EIAP award constitutes termination from EIAP consideration indefinitely.

CONTINUED ELIGIBILITY

Applicants must meet the following requirements for continued eligibility:

1. All participants must achieve and maintain not less than a "C" average (2.0 on a 4.0 scale) for both the semester grade point average and the overall cumulative grade point average. A participant's failure to meet academic requirements shall result in suspension from EIAP funding for the next semester/term. Applicant may reapply the following semester. For participants attending the Summer semester/term immediately following their high school graduation, the next semester's award will be determined by the overall cumulative GPA as earned with these credits and their high school cumulative GPA.

AND

2. Full-time grant participants must complete a minimum of twelve (12) or more semester hours per academic term. Part-time/Summer school participants must complete a minimum of six (6) or more semester hours per academic term. When a participant drops below full-time or part-time status in the previous semester, the Director of Education at their discretion may reduce the next semester's award by the prior overpayment rather than completely denying the semester's award. Participant's enrolled in Independent Study or Correspondence courses must complete these courses during the term for which the course was funded. No funding will be awarded until student appeals to the Education Committee.

AND

3. Maintain social conduct within the policies and rules of the institution attended.

AND

4. Successfully complete the semester/term or award period. Participants receiving “F’s” must retake course(s) at own expense. The EIAP will not count courses previously funded and failed in determination of full-time or part-time status. These courses must be retaken in addition to full-time or part-time enrolled hours.

AND

5. To be considered for renewal of an award, supporting documents must be submitted following each semester and a new EIAP application every fall term. In the case of a participant moving, changing contact information, changing institutions, etc., they must contact the Director of Education and may be required to submit a new application.

APPEAL PROCEDURE

Any applicant may appeal an adverse decision of the Director of Education to the Absentee Shawnee Tribe Education Committee c/o Absentee Shawnee Tribe Education Department.

To file an appeal to an adverse decision of the Director of Education the aggrieved client must submit adequate documentation to the Absentee Shawnee Tribe Education Committee to allow proper consideration of the appellant’s case. The Committee shall consider only bona-fide and documented applicant needs to reverse the decision of assigned Education Department staff.

1. The Absentee Shawnee Tribe Education Committee, upon receipt of a given appeal, shall inform the Director of Education of their decision. The Director of Education will respond in writing to the complainant stating the reason for the Committee’s decision within ten (10) days. The decision of the Absentee Shawnee Tribe Education Committee shall be final.
2. *Suspension from EIAP. Failure to meet specified EIAP requirements, which result in suspension from the program, may be appealed. The Director of Education will review the appeal to determine probation status.*
3. The decision of the Absentee Shawnee Tribe Education Committee shall be sent to both the complainant and to the Director of Education.

TRIBAL SERVICE

To facilitate the Absentee Shawnee Tribal Government managed by Absentee Shawnee Tribal members, recipients are encouraged to seek employment with the Absentee Shawnee Tribe to benefit their tribe.

Participants will be encouraged and will be requested to submit copies of graduation checks to the Education Department.

PRIVACY STATEMENT

No information regarding any participant will be given to anyone regarding a participant in the program without the written consent of the participant in accordance with the Freedom of Information and Privacy Acts.

Absentee Shawnee Tribe of Oklahoma

Education Department

Release of Information

I, _____ SS# _____, hereby authorize the Absentee Shawnee Tribe of Oklahoma, Education Department to disclose to any of the following individuals:

(List here any individuals/persons to whom you would like information to be released.)

1. _____ Type of Information: _____

2. _____ Type of Information: _____

3. _____ Type of Information: _____

4. _____ Type of Information: _____

*Please be specific as to the type of information (any or all involved with program participation, transcript only, application only, award status only, etc.)

The disclosure of records or information is authorized herein to assist the above individual's participation in the Absentee Shawnee Tribe, Education Department program.

My signature indicates I have been informed of the person who will receive the information to be disclosed, and the purpose of the disclosure, as stated above.

A photocopy of this form has the same validity as the original.

Signature

Date

*Detach from guidelines before submitting with application documents

**Individual form
03/17/04**

Absentee Shawnee Tribe of Oklahoma

Education Department

Release of Information

I hereby authorize _____ to disclose to:

(Name of Educational Institution)

Absentee Shawnee Tribe of Oklahoma
Director of Education and/or Director of Family Services
2025 S. Gordon Cooper Drive
Shawnee, OK 74801

*In absence of Director of Education, Director of Family Services may need to receive information.

Academic records for _____,

(Print name and Social Security number)

for the duration of program participation.

The disclosure of records authorized herein is required to obtain continued academic scholarship funds from the Absentee Shawnee Tribe.

My signature indicates I have been informed of the person who will receive the information to be disclosed, and the purpose of the disclosure, as stated above.

A photocopy of this form has the same validity as the original.

Signature

Date

*Detach from guidelines before submitting with application documents.

Institution form
03/17/04