



Ute Indian Tribe

Higher Education Program

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Ute Tribe and B.I.A Higher Education/AVT Program Policy and Procedure

Purpose and Scope

This program provides financial assistance and encouragement to enrolled members of the Ute Indian Tribe and when available, to enrolled members of a federally recognized tribe. This allows the recipient to continue their education beyond high school, for the purpose of developing leadership, tribal talent, individual careers for present and future growth, and increasing employment opportunities.

Definitions

“Academic Year” means a period of time in which a full-time student is expected to complete the equivalent of at least two (2) Semesters, two (2) Trimesters, or three (3) Quarters at institutions that measure academic progress in credit hours.

“Accreditation” means that certification of an institution of higher education by a sanctioned national or regional accrediting agency or association recognized by the Secretary of Education.

“Campus-based Aid” means the Federal Financial Aid Program (SEOG, SSIG, Work Study, and Perkins Loan) administered by the Financial Aid Office at an institution of higher education.

“Continuing student” means a grant recipient who received a Tribal Scholarship and attended college the previous term.

“Eligible institution” means an institution of higher education that is accredited by a national or regional accrediting agency that accepts Federal Student Aid.

“Non-Regionally” accredited courses that does not apply transferable credits. Some career college programs such as Stevens-Henagar

“Financial Aid Office” means the office of an institution of higher education that has responsibility for institutionally administered financial aid.

“Financial Aid Packet” means the Institutions documents that identify the amounts and types of financial aid awarded by the Institution, and the amount of unmet need.

“Full-time student” means an enrolled student who is carrying a full-time academic workload with twelve (12) or more credit hours, under standards applicable to all students enrolled in that student’s particular program.

“Higher Education Need Analysis” is a process using a form prepared by the Institution’s Financial Aid Officer based upon the Federal Student Aid Report (FSAR) that determines the amount of unmet need.

“Higher Education Office” means the Tribal Higher Education Office who administers funds appropriated for higher education grants to eligible students.

“Incomplete application” means a Grant Application that’s not properly filled-out with all the necessary forms attached and with the required documents needed to provide the student with financial assistance.

“New student” means an individual who has never received a Tribal Scholarship from the Ute Tribe Higher Education Office.

“Returning student” means a student who has in the past received a Tribal Scholarship from the Ute Tribe Higher Education Office and decides to return back to school after being absent more than one (1) semester to further their education.

“Transfer student” means a student who is currently receiving a Tribal Scholarship from the Ute Tribe Higher Education Office and plans on transferring from one school to another within that same academic year.

“Unmet Need” means the difference between the students cost of education and the resources available to defray those costs. Resources available include federal, state and institutional financial aid, which exclude Tribal grants.

Program Objective

The objective of the Ute Tribe Higher Education/AVT Program is to provide financial assistance to eligible students who demonstrate a financial need and to assist the recipient in obtaining an undergraduate/graduate degree from any eligible institution.

Deadline for Application

These deadline dates have been made to complete the processing procedures of reviewing, approving/denying and preparing the necessary notifications to the applicant. **Currently, we are unable to fund summer semester.**

Fall Semester: June 30th
Spring Semester: November 30th

Eligibility Requirements

To be eligible for financial assistance from the Ute Indian Tribe Higher Education Program, an applicant must meet the following requirements:

- 1) Must be a High School Graduate or have a GED Certificate with the following documents:
 - A. A copy of Official High School Diploma with Official High School Transcript; or
 - B. A copy of the GED Certificate with the Official GED Test Scores.
 - C. Be admitted for enrollment as a student in an eligible institution that has accreditation. You’ll also want to make sure that the institution where you earn your degree is regionally accredited and that the credits will transfer to the four-year college that you want to attend. A majority of four-year colleges and universities are regionally accredited and will only accept transfer credits earned at community colleges that are also regionally accredited. NON-

REGIONAL: is a Career college programs, which your credits do not transfer. You will receive a degree for that college only.

- 2) All applicants are required to apply for Federal Financial Aid through the Institution.
- 3) All applicants must provide a copy of the following documents when applying/receiving any type of assistance from the Ute Tribe Higher Education Program:
 - A. **New Student:** Completed Ute Indian Tribe and BIA Higher Education/AVT Program Grant Application, Completed Free Application for Financial Aid (FAFSA) sent and returned with results, Needs Analysis filled out by College/University Financial Aid Officer and returned, Official High School Diploma with Transcript or GED Certificate with Test Scores, Official Letter of Admissions, and a Certificate of Indian Blood from recognized Tribal entity.
 - B. **Continuing Student:** Completed Ute Indian Tribe and BIA Higher Education/AVT Program Grant Application, Completed Free Application for Financial Aid (FAFSA) sent and returned with results, Needs Analysis filled out by College/University Financial Aid Officer and returned, and Current Official Transcript from all Colleges/Universities attended.
 - C. **Returning Student:** Completed Ute Indian Tribe and BIA Higher Education/AVT Program Grant Application, Completed Free Application for Financial Aid (FAFSA) sent and returned with results, Needs Analysis filled out by College/University Financial Aid Officer and returned, and Current Official Transcript from all Colleges/Universities attended, and Official Letter of Admissions.
- 4) Higher Education Grants are awarded on the basis of demonstrated financial need provided from the Higher Education Needs Analysis, as determined by the financial aid officer at the institution. It is imperative that each student completes a Financial Aid Packet at the college or university to establish their educational costs. Higher Education Needs Analysis with a maximum amount of \$12,000.00 an academic year as indicated below:
- 5) **MUST RESIDE ON UINTAH & OURAY RESERVATION, On-line courses for all types degrees:**
\$4000.00 per semester
Vocational-Certificates-Training Program: \$4,000.00 per semester with a maximum of \$8,000.00 per academic year. Must show proper accreditation for programs, must be in a two-year program. This doesn't include UBTECH.
Undergraduate and Bachelor's Degree Program: \$6,000.00 per semester with a maximum of \$12,000.00 per academic year.
Graduate Degree Program: \$8,000.00 per semester with a maximum of \$16,000.00 per academic year.
Doctorate Degree Program: Funding amount will need to be approved by the Education Board.
- 6) All students will be required to live in the Institutions campus dormitories until they acquire Junior Class Status. Exceptions will be given to those students who are married with dependents, single students with dependents or when housing units are not provided.
- 7) Due to the rising cost of Education, preference will be given as follows:
 - A. Continuing students who are attending school within the State of Utah.
 - B. Continuing students who are attending school outside the State of Utah with a GPA of 2.0 or above.
 - C. Returning students who either live in the State of Utah or outside the State of Utah.
 - D. New students who either live in the State of Utah or outside the State of Utah.

- 8) Career status (full-time) employees of the Ute Indian Tribe, Bureau of Indian Affairs, Tribal Enterprise will not be eligible for the Tribal/BIA Scholarship Program. They may apply for Federal Financial Aid (Pell) or seek funding from within their department of employment.
- 9) All applicants must complete any required Aptitude Tests, Career Information Examinations, Placement Tests and etc., such as GATB, SAT, ACT and KUDER. The Education Board is authorized to require proof of various Aptitude Tests or Examinations from any applicant. Testing fees may be provided by the Ute Tribe Higher Education Program, based on availability of funds, with prior approval from the authorized officials.
- 10) **Any Non-Tribal Member from another recognized Tribal entity may apply for the BIA/AVT Grant, based on availability of funds, as long as they provide the following information:**
 - A. Complete the required Ute Tribal Scholarship Packet and information.
 - B. Provide proof of Federal Student Aid with the school.
 - C. C.I.B. (Official Certified Indian Blood Degree from their Tribal entity).
 - D. Denied Letter from their Tribal entity stating they are denied funding for school. -Not that they miss due date.
 - E. Letter from the prospective student requesting for assistance from the Ute Tribe Higher Ed. Office.

Guidelines

Guidelines have been set forth, in order to maintain acceptable standards while receiving a Tribal/BIA Scholarship through the Higher Education Program, these guidelines are as follows:

- 1) All Pre-enrollment fees such as: application and admission fees, housing deposits or rent, registration fees, and other minor fees must be paid for by the student. Financial Aid (Pell) may cover these costs when available from the Institution.
- 2) All participants (new, continuing or returning) must submit to the Ute Tribe Higher Education Office a new application each academic year -June 30th.
- 3) All participants must submit Mid-term Reports with the Updated Information forms by dates given:
 Mid-term Reports: Fall Semester--November 1st
 Mid-term Reports: Spring Semester--April 1st
 Official Transcripts showing(insert) Final Grades:
 January 5th- Fall Semester
 May 1st Spring Semester.
 Upon failure to provide this information on time, the Ute Tribe Higher Education department will not send the scholarship check to the institution of learning until the needed reports or transcripts have been received. This may also place the student on probation for one (1) additional semester or if it should occur twice (2) in a row, the student will be suspended from the program for two (2) academic years.
- 4) Applicants/students eligible for Veteran's benefits (G.I. Bill) are required to obtain these benefits prior or in cooperation with the Tribal/BIA Scholarship program.
- 5) Those participants who are graduating from school will be required to submit a copy of their Degree/Certificate received with Official transcripts to the Ute Tribe Higher Education Office no later than 2-months after graduation. Failure to submit such documentation will affect any future assistance through the Ute Tribe Higher Education Program.

- 6) The recipient shall use funds specifically for educational expenses, any other use shall warrant as abuse of funds, such as: capital investments in homes, vehicles, debt, retirement, court fines/fees, any criminal activity, or other major investments and any other expenses not related to education.
- 7) No applicant who is currently incarcerated will be funded by the Ute Higher Education Department. No student is allowed to obligate Tribal/BIA Scholarship funds toward fines resulting from criminal offenses such as: Misdemeanors or felony charges, incarceration, bail, attorney fees, court fees, and other charges resulting from illegal actions or violations of the law on the part of the student. Applicants or students convicted of a felony shall not be eligible for Tribal/BIA or AVT Higher Education Scholarship for a period of one (1) year following the conviction.
- 8) The Education Board **will not consider funding** requests for correspondence courses, on-line courses, or any other non-Regionally accredited courses that does not apply transferable credits. Some career college programs, will be considered (Stevens-Henagar) by the Education Board. For my information visit the US Dept. of Education's Office of Postsecondary Education Website: www.ed.gov/accreditation
- 9) For students residing on the U & O, and are not employed. Consideration will be given to fully accredited institutions of higher learning, vocational schools, college or university which are on-line, and they accept Financial Aide.
- 10) All students who receive a Tribal/BIA or AVT Scholarship will be required to maintain and successfully pass twelve (12) or more credit hours per semester while maintaining a Semester GPA of 2.0/Cumulative GPA of 2.0. Any student who fails to meet these requirements will be placed on probation for one additional semester to meet these requirements. At the end of the probation period, the student must meet the specified requirements or be suspended from the program for two (2) years. If the student was already on probation, then they will be automatically suspended from the program for two (2) years. While on suspension, the student would need to attend school on his/her own until the deficiencies are met. **NOTE: if the school places a student on suspension or probation, during the semester, the Ute Tribe Higher Education Program will also place them on suspension or probation.**
- 11) Students are required to notify the Higher Education Office within forty-eight (48) hours in the following cases:
 - A. Student does not attend college or university they applied to.
 - B. Student withdraws or drops below 12-credit hours per semester.
 - C. Student is suspended from school.
 - D. Student is placed on academic probation.
 - E. Student transferring to another school within that semester or plan to on the next.
- 12) Students who fail to comply with the forty-eight (48) hour notification procedures will be automatically suspended from the Tribal/BIA or AVT Scholarship Program for a minimum of two (2) years
- 13) A file must be kept on each student receiving Tribal/BIA or AVT Scholarships from the Ute Indian Tribe. This file shall be **CONFIDENTIAL** and available only to authorized personnel in accordance with the Privacy Act of 1974. Authorized personnel consist members of the Higher Education Office, Education Director and Assistant Education Director and Education Board.

Duration of Student Eligibility

A student is eligible to receive a Tribal/BIA or AVT Scholarship for the period of time required to complete his/her undergraduate course of study. The period of time required to complete the undergraduate course of study may not exceed the full-time equivalent of:

- A. A student may not exceed three (3) academic years at a two-year college during the duration of funding.
- B. A student may not exceed five (5) academic years for an undergraduate degree program.
- C. A student may not exceed four (4) academic years for a graduate degree program.

NOTE: This will include any past; present or future schooling received from the time the student acquired their High School Diploma or GED Certificate.

Payment of Scholarship

Tribal/BIA or AVT Scholarships made by the Higher Education Office shall be made available to the recipient's choice of Institutions Financial Aid Office or Cashier's Office in which he/she is enrolled.

Financial Aid Offices or Cashier's Office shall disburse the Scholarship(s) to the recipients according to the disbursement policy of the Institution.

NOTE: Under no circumstances shall the funds (check) be disbursed to the recipient at any time during the Scholarship Award. Also, there will be no advances on awarded scholarships.

Refund Policy

A refund policy has been set fourth for the purpose of any abuse of funds from any recipient who receives a Tribal/BIA Scholarship from the Ute Tribe Higher Education Office.

Any recipient who receives a Tribal/BIA Scholarship shall abide by the required refund policy and agree to refund the full amount of Tribal/BIA Scholarship amount awarded to them, along with any stipulations given at that time.

Abuse of funds shall constitute as any of the guidelines set forth in the Policy & Procedures such as: Incompletion of schooling for that semester, withdraw or dropping below the required 12 or more credit hours, suspension from school and any other guidelines. The scholarship award shall then turn into a loan status when any guidelines have been abused at any time.

Arrangements can be made with the Higher Ed. Office within a month after the abuse of funds has occurred, this allows the student the opportunity to return the amount of funds awarded to them, to make proper deduction through their dividends, paychecks or money orders made out to the Ute Tribe Higher Education Office.

Appeals Procedures

The Ute Tribe Business Committee has approved and appointed an Education Board Committee. Their primary objective is to assist with the selection of eligible students for the Tribal/BIA or AVT Scholarship Program. In addition to selecting recipients, the committee has the authority to hear appeals from applicants/students based on the following reasons: financial assistance, probationary status, suspensions, application denial or incomplete applications that didn't meet the deadline.

The Business Committee recognizes your right to appeal to them; however, they request that you utilize the Education Board as the first step in the appeal process as follows:

- a. Students need to request an appeal date from the Education Board.

- b. Students are required to provide documentation to support the claim of their appeal to the Education Board within ten (10) working days after a decision has been rendered, along with a written statement supporting your request needs to be turned in prior to your appeal/request being heard at the Education Board Meeting.
- c. The Education Board will review the appeal; Proper notification will be sent to the applicant/student as soon as the results of the appeal/request have been reviewed.

Please be aware, that the Higher Education BIA Grant Program is contracted through the Federal Government Bureau of Indian Affairs and there are some requirements that cannot be appealed due to the condition of the grant.

All documentation supporting your claim is required within ten (10) working days after a decision has been rendered, along with a written statement supporting your request needs to be turned in prior to your appeal/request being heard at the Education Board Meeting. Proper notification will be sent to the applicant/student as soon as the results of the appeal/request have been reviewed.

Please read and keep policy and procedures for your information.

Please return this page with application

Agreement

I, _____, have read and agree to comply with all the Rules, Regulations and required Policies and Procedures with the Ute Tribe Tribal/BIA and AVT Scholarship Program. And understand that the Ute Tribe Higher Ed. Program will not commit any Tribal/BIA funding to any student who fails to complete any of the above procedures in a timely manner or by the due dates given. I understand failure to comply with these above guidelines; I may be placed on probation, suspension or termination from this program and required to refund any amount of award given to me at any time.

Applicant Signature

Date Signed