



**Yavapai-Apache Nation  
Higher Education Department  
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**PROGRAM POLICIES**

**I. PURPOSE**

- A. The purpose of the Higher Education Program (“Program”) is to provide financial assistance for enrolled members of the Yavapai-Apache Nation seeking an Associate of Arts, Bachelors, Masters, or Post-Graduate degree or Certification at an accredited college/university or vocational program.
- B. The Program is operated under the direction of the Higher Education Director based on Council approved policies for the Program.

**II. DEFINITIONS**

- A. “Academic Term” means the duration of one semester, one quarter, or one trimester, as determined by the specific higher education institution.
- B. “Academic Year” means the duration of two semesters, two trimesters, or three quarters as determined by the specific higher education institution.
- C. “Accreditation” means the process of meeting and maintaining certain educational delivery methods and standards as prescribed by a nationally and regionally recognized accrediting association.
- D. “Applicant” means any person who has applied for financial assistance through this Program pursuant to the Program’s policies.
- E. “Award” means upon eligibility and availability of funds, to confer upon an Applicant a specified amount of money in financial assistance for an Academic Term.
- F. “Certificate of Indian Blood” means a certified document issued by the Yavapai-Apache Nation Enrollment Office verifying that an Applicant is an enrolled tribal member.
- G. “Credit Hour” means a unit of measurement referring to the amount of credit a student receives for completion of one or more courses per Academic Term.

Credit hours are measured differently according to whether the institution the student is attending is on the semester, quarter or trimester system.

- H. “Financial Aid Office” means the office of an institution of higher education that has responsibility for administering financial aid.
- I. “Financial Aid Package” means the institution’s documents that identify the amounts and types of financial aid awarded by the institution and the amount of the Applicant’s unmet needs.
- J. “Financial Assistance” means specific financial assistance funds awarded by the Program to an eligible tribal member based on the Financial Aid Package and availability of funds for an Academic Term or Academic Year.
- K. “Full-Time Student” means an Applicant pursuing a degree and carrying the minimum amount of Credit Hours to be classified as ‘full-time’ during an Academic Term as determined by the institution.
- L. “Higher Education” means a post-secondary education received at an accredited educational institution.
- M. “Official Transcript” means a transcript received directly from an educational institution in a sealed envelope and appropriately stamped or indented as an official copy.
- N. “Part-Time Student” means an Applicant pursuing a degree and carrying less than the minimum amount of Credit Hours to be classified as ‘full-time’ during an Academic Term as determined by the institution.
- O. “Probation” means the failure to comply with the academic standards as prescribed by these Program policies, resulting in possible disqualification within the Academic Term funded.
- P. “Student” means an Applicant who has been officially and fully admitted to an accredited post-secondary institution.

### **III. ELIGIBILITY**

- A. The Applicant shall be a legally enrolled member of the Yavapai-Apache Nation with proof of blood quantum and enrollment on their Certificate of Indian Blood (CIB).
- B. Applicants must have a high school diploma or equivalency certificate prior to applying to the Program for an Award.
- C. Applicants shall be officially and fully admitted to an accredited educational institution before obtaining an Award.
- D. Applicants shall have a complete Higher Education application in accordance with established policies.

### **IV. APPLICATION DEADLINE**

- A. For the Fall/Spring and Fall Academic Terms Only: Applicants shall complete an application and provide their supporting documents by July 1<sup>st</sup> of each year.
- B. For the Spring Academic Term Only: Applicants shall complete an application and provide their supporting documents by October 1<sup>st</sup> of each year.

- C. For the Summer Academic Term Only: Applicants shall complete an application and provide their supporting documents by April 1<sup>st</sup> of each year.

#### **V. APPLICANT'S RESPONSIBILITIES**

- A. The Applicant shall complete a higher education application for each Academic Year, including all supporting documents. The Applicant is also responsible for complying with the financial aid requirements of the institution to which they are seeking admission.
- B. The Applicant must submit the application in a timely manner. Applications will not be accepted after the deadline. Incomplete applications will not be processed.
- C. The Applicant shall immediately notify the Program and report in writing any change in name, enrollment, course load, and withdrawal and transfer status.
- D. The Applicant is responsible for submitting all documentation as required by the Program and other documents relative to financial aid, grades and standing at their school. Official transcripts must be submitted at the end of each Academic Term.
- E. A Full-Time Student shall be responsible for adhering to the following time lines:
  - Associate degree-equivalent to 6 full-time semesters or 80 credit hours
  - Bachelor's degree-equivalent to 10 full-time semesters or 150 credit hours
  - Graduate degree-equivalent to 10 full-time semesters or 90 credit hours
  - Vocational degree/cert-determined by school
- F. The Applicant must apply to other available financial aid programs with the federal and state government, i.e. Pell Grant, each academic year.
- G. The Applicant is responsible for meeting any additional conditions for any of the scholarships or services received from the higher education program. These conditions may be applicable to the student on a case by case basis.

#### **VI. APPLICATION PROCEDURES**

- A. All Applicants shall complete and submit all required documentation as described herein, including those documents from the institution.
- B. All Applicants shall submit a letter of admission or a current class schedule from the institution.
- C. All Applicants shall submit official transcripts at the time of application and after each grading period.

#### **VII. STUDENT PROBATION/SUSPENSION**

- A. A review of Student records will take place periodically to identify Students who have failed to meet the Program requirements.
- B. Any Student who does not maintain a 2.0 grade point average will be subject to academic probation. If the Student is attending an institution that does not rate academic progress through grade point averages, then the Student must be achieving satisfactory progress as defined by the institution that Student is attending.

- C. A Student on probation will receive funding but will be notified that he/she has one Academic Term to bring his or her grade point average up to 2.0 or better, or to achieve satisfactory progress as defined by the institution the Student is attending. The Student will be recommended to seek tutoring at his or her own expense.
- D. If the probationary Student fails to bring his or her grade point average up to at least 2.0 or to achieve satisfactory progress as defined by the institution the Student is attending, the student will be placed on academic suspension. The Student will need to attend school at his/her own expense until the deficiencies are corrected.
- E. Any Student whose course load drops below the awarded minimum will be placed on academic probation.
- F. Any Student who withdraws from all registered courses or fails to complete the Academic Term will be placed on academic suspension. The Student must retake the equivalent credit hours at their own expense to be eligible for future funding.
- G. Any Student who fails to complete a vocational/technical program will be immediately placed on academic suspension. The Student may be responsible for monies owed to the institution.

### **VIII. FINANCIAL AWARDS**

- A. The Program's Awards are based according to information the Program receives on the 'Financial Aid Review Form,' completed by the financial aid office at each institution and submitted to the Program.
- B. All undergraduate and vocational Students are eligible to receive up to \$20,000 per calendar year for all educational expenses. The amount of the award is dependent on the availability of funds for award by the Program, as determined by the Tribal Council on an annual basis during the Nation's annual budgeting process. Students pursuing vocational training will also be referred to the WIOA Program to determine eligibility for financial assistance.
- C. Students seeking a Masters Degree or Doctorate Degree are eligible to receive up to \$30,000 per calendar year. The amount of the award is dependent on the availability of funds for award by the Program, as determined by the Tribal Council on an annual basis during the Nation's annual budgeting process.
- D. Funding for students who are full-time employees of the Yavapai-Apache Nation or an entity of the Nation and are classified as Full-Time Students is limited to tuition, fees and textbooks.
- E. Funding for students who are enrolled full-time in on-line classes and/or programs is limited to tuition, fees, and textbooks.
- F. Awards will be disbursed directly to the Applicant. Awards will not be disbursed until the higher education application is complete. Payments made by the Student for educational expenses and which Awards are meant to cover, may be eligible for reimbursement by the Program.
- G. Students who are having serious financial difficulties may request a one-time emergency award. Supporting documentation must accompany the request and the awarded amount is dependent on available funds.

- H. Any misuse, non-use or other defaults will result in the Program being authorized to recover the monies from any payment made to the Student from the Yavapai-Apache Nation.

#### **IX. OTHER**

- A. Classes not required for a degree/certificate will not be paid for by the Program. These classes do not count towards Full-Time Student status as well.
- B. Vocational and technical training applications will not be accepted between August 1<sup>st</sup> and December 31<sup>st</sup> of each year.
- C. Students who complete a vocational program, of any type, will be ineligible for further funding for one year.
- D. Vocational and technical Applicants must allow at least four weeks for application approval and funding.
- E. All Students must have a declared major or emphasis of study. A Student cannot be classified as an “undeclared” major.
- F. The following expenses will not be covered by the Program: application fees, childcare, moving expenses, student health insurance, graduation expenses and parking fees.