



Suquamish Tribe Higher Education  
PO Box 498  
Suquamish, WA 98392

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March 11, 2010

Dear Potential Higher Education Student:

The Suquamish Tribe Higher Education Scholarship Deadlines:

*Winter Quarter/Spring Semester '11*  
*Spring Quarter '11*  
*Summer Quarter '11*  
*Fall Quarter/Semester '11*

*November 17, 2010*  
*February 16, 2011*  
*May 11, 2011*  
*July 13, 2011*

Please complete the following and turn in by the appropriate deadline:

1. Letter to the Higher Education Board explaining your educational goals and how they relate to your career goals;
2. Complete Application;
3. Current or most recent transcript;
4. Copy of FAFSA application or SAR (student aid report); [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - ***If you are applying for expenses other than tuition and books, please include a letter and budget stating those needs. There are limited funds for these expenses therefore there is no guarantee that these requests will be funded.***

Jennifer Oreiro  
Higher Education Coordinator

At the minimum the following topics should be included in your letter to the Higher Education Board.  
(these items do not have to be in any specific order)

- Personal Information-
  - Who you are
  - Who your family is
  - Where you currently live
- Current Education Status and Education Goals-
  - What high school or GED program you graduated
  - What degree you are seeking
  - Where you are attending or what school you would like to attend
  - How many credits you still have to earn towards your goal
  - What you want to do after you have a degree

You may include any information you feel is relevant, be yourself your letter should be a representation of who you are and where you see your education taking you. The Board likes to know more than just the GPA of their students. Feel free to talk about the all the experiences you've had during the course of your education good and bad, include where you see yourself in the future.

### **Application Checklist:**

Please check to make sure you've completed all items in this list, your application will not be considered complete until all listed tasks have been completed.

- Completed Suquamish Tribe Higher Education application
- Suquamish Tribe Higher Education Policies and Procedures document.
- Release of Information Form
- OFFICIAL COPIES of high school and/or college transcripts or GED scores
- Letter of Acceptance from the college or university
- Official Budget form (from the Suquamish Tribe Higher Education application)
- FAFSA report
- Completed and signed W-9
- Proof of Suquamish Tribal enrollment
- Education Plan/ Course Registration
- Letter of intent
- Cultural questionnaire & recent photo

# **Suquamish Higher Education Questionnaire**

**Respond to the following questions with complete sentences and a minimum of one paragraph for each question a recent photo must be provided with this portion of the application. If applying for Tier 1 funding provide responses via PowerPoint or video.**

## **Questions for new students**

How will your college experience benefit our culture and our Tribe?

How do you carry the culture in your personal life?

What cultural ties do you have to your Tribe?

How is “Oliphant” relevant to The Suquamish Tribe?

What treaty includes Suquamish, when, where and who signed this treaty?

Where is the reservation Suquamish people call home and what is the name of this reservation?

What impact has the “1974 Federal Boldt Decision” had on The Suquamish Tribe?

## **Questions for continuing & returning students who have answered the previous questions in the past**

During summer, hunting and gathering what were temporary houses of Coast Salish people made of?

What is a potlatch?

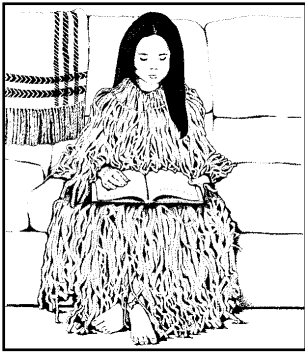
What was the traditional clothing worn by Coast Salish people during cold weather made from?

What is the significance of Old Man House and where was it located?

Around what year did the “authorities” order Old Man House be destroyed and why?

What was the estimated population of the Suquamish people pre-contact, what was the estimated population of the Suquamish people in 1909 and what is the current enrollment of the Suquamish people today?

What does Chief Seattle/Sealth’s speech as recorded by Dr. Henry Smith in 1854 mean to you?



**Suquamish Tribe Higher Education Board**

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For Suquamish Tribe Education  
Board –  
Official Use Only

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**HIGHER EDUCATION GRANT APPLICATION**

STUDENT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TRIBAL ENROLLMENT # \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of School you are/will be attending: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Quarter or Semester: \_\_\_\_\_ Date Class Starts: \_\_\_\_\_

Type of School:  Public  Private College  Vocational  Running Start

Financial Aid Officer: \_\_\_\_\_

Address of Financial Aid Office: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

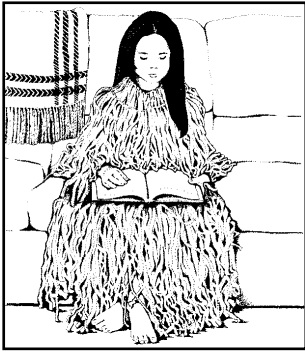
Financial Aid Email: \_\_\_\_\_

Have you applied to and been accepted to the above named school?  YES  NO

If yes please attach a copy of acceptance letter.

If no please explain: \_\_\_\_\_

\_\_\_\_\_



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**BUDGET/FINANCIAL AID CONFIRMATION  
 STUDENT’S AUTHORIZATION TO RELEASE INFORMATION**

Students must apply for any and all possible sources of available funding in coordination with their financial aid officer at their college.

**Students Name:** \_\_\_\_\_ **Today’s Date:** \_\_\_\_\_

**SS#:** \_\_\_\_\_ **Birthday:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Alt Phone:** \_\_\_\_\_

**Permanent Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Mailing Address While at School:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Number of credits carried or expected to carry per quarter/semester:** \_\_\_\_\_

**Academic Year:** \_\_\_\_\_ **Anticipated Degree or Certificate:** \_\_\_\_\_

**Quarter/Semester:** \_\_\_\_\_ **Expected Graduation Date:** \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ (financial aid officer) to disclose any and all in formation pertaining to my financial aid to Jennifer Oreiro, Suquamish Tribe Higher Education Coordinator, beginning \_\_\_\_\_ (starting date of financial aid) and ending \_\_\_\_\_ (ending date of financial aid).

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_



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**THIS SECTION TO BE FILLED OUT BY FINANCIAL AID OFFICER**

**Student's Name:** \_\_\_\_\_ **SS#:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_

**Dear Financial Aid Officer:** Please assist our applicant with the following budget. When completed please sign and date below. Thank you for your time and effort.

*Suquamish Tribe Higher Education Board*

This student has applied for the following funding sources and, together we have developed this budget

<b>Funding Source Per Quarter/Semester</b>	<b>Amount per Qtr/Sem</b>
Parental Contribution	
Student Contribution	
Federal Student Aid: PELL Grant	
Federal Student Aid specify :	
Veterans Benefits	
Social Security Benefits	
Welfare Benefits	
General Assistance (Suquamish Tribe)	
State Grants Specify:	
Scholarship Specify:	
Vocational Rehabilitation	
Other Specify:	
<b>TOTAL</b>	

<b>Costs Per Quarter/Semester</b>	<b>Amount Per Quarter/Semester</b>
Tuition/Fees	
Books/Supplies	
<b>SUBTOTAL</b>	
Supplemental	
Local Transportation	
Vocational Training	
Childcare	
Room/Board	
<b>TOTAL</b>	

\_\_\_\_\_  
 Signature of Financial Aid Officer

\_\_\_\_\_  
 Print Financial Aid Officer Name

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
OR
Employer identification number

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

# SUQUAMISH TRIBE HIGHER EDUCATION POLICIES AND PROCEDURES

## STATEMENT OF UNDERSTANDING

WHEN APPLYING FOR FINANCIAL AID THROUGH THE SUQUAMISH TRIBE THERE ARE SOME BASIC STATEMENTS OF UNDERSTANDING THAT YOU MUST ACKNOWLEDGE. PLEASE READ THE FOLLOWING SECTIONS THEN SIGN EACH REQUIRED SECTION OF THE POLICIES AND PROCEDURES DOCUMENT ACKNOWLEDGING YOUR COMMITMENT TO THE POLICIES AND PROCEDURES. YOU MUST RETURN THIS ORIGINAL FORM TO THE HIGHER EDUCATION PROGRAM OFFICE AS SOON AS POSSIBLE.

To finance your education, we form a partnership between you, the Federal Government, the college and the Suquamish Tribe. You are making adult decisions and taking on adult responsibilities. We expect responsible and appropriate adult behavior with regard to your college career choices and commitments. At a minimum you “the student”:

- Are responsible for following all directions carefully and completely.
- Are responsible for keeping copies of all necessary documentation
- Are responsible for adhering to deadlines
- Are responsible for reviewing all financial related documents
- Are responsible for being truthful regarding the information contained in the application, any information you provide can be verified by your school, state, or by Federal Student Aid.
- Are responsible for abiding to all tribal, state, and federal laws regarding truthfulness and misrepresentation and understand that in addition to punishments provided by those laws, the Suquamish Tribe reserves the right to rescind any funding should it discover any omission or misrepresentation has occurred.
- Are responsible for informing this office of any changes in your college career including but not limited to; changing colleges, dropping classes, changing credit load, dropping out of school, changing programs and graduating
- Are responsible for informing this office of any changes in your contact information, address, phone number, etc. If we cannot contact you, i.e. disconnected phone, returned mail or no response on your part to our communication, we will terminate the financial support for your education.
- Are responsible for courteous treatment of staff and board members during your education career.
- Abusive and/or violent behavior toward employees or representatives of the Suquamish Tribe may result in funding sanctions against the abuser and/or legal action.

I, understand my responsibilities as stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# SUQUAMISH TRIBE HIGHER EDUCATION POLICIES AND PROCEDURES

## **I. Purpose:**

The Suquamish Tribe values education and supports tribal members attaining a higher education by providing student scholarships. The purpose of this program is to provide funding to Suquamish tribal members pursuing higher education through an accredited program, college, or university. As the Tribe grows, financial resources are continuously more available and may allow for an expansion of scholarship funding for eligible students. In order to maintain the best funding program for its tribal students, the Higher Education Board defines the following eligibility requirements, institution of higher education accreditation requirements, application requirements, funding types, selection criteria, priorities, and procedural considerations.

As funding allows, the Suquamish Tribe Higher Education Program will fund tuition expenses for eligible students complying with these procedures. Supplemental funding will be considered by the Higher Education Board on a case by case basis and will be awarded based upon the Higher Education Board's tiers of funding policy. The amount of available funds is subject to availability of Tribal resources and budget approval.

All students will fall within one of the tiers of funding. While all students meeting the basic eligibility requirements may receive full or partial funding for tuition and books, additional "supplemental eligibility" factors will effect which "tier" the student falls under and therefore the amount of supplemental funding the student is eligible for.

## **II. Student Basic Eligibility:**

In order to be eligible for funding, applicants must meet the following requirements. Applicants must:

1. Be an enrolled member of the Suquamish Tribe
2. Be a high school graduate or have a GED certificate
3. Be enrolled in or accepted for enrollment in an accredited college, university or vocational program as described in Section IV School/Program Eligibility.
4. Apply for a Free Application for Federal Student Aid (FAFSA)
5. Complete a financial aid package at the school the student wishes to attend including an application for tuition waiver if applicable to the student's school
6. Comply with all Suquamish Tribe Higher Education application and procedural requirements and provide all documentation required. See Section V Application Procedures.
7. Complete all portions of a Higher Education Program Scholarship application.
8. Students must have a demonstrated need as shown by their SAR (FAFSA Report); fish income verification form; and application packet.
9. Students must not owe a debt to the Higher Education Program

# SUQUAMISH TRIBE HIGHER EDUCATION POLICIES AND PROCEDURES

In order to remain eligible for funding a returning/ continuing applicant must:

1. Apply annually for a Free Application for Federal Student Aid (FAFSA) and provide proof of this application to the Suquamish Tribe's Higher Education Office.
2. Maintain an acceptable GPA to match whichever Tier of Funding the student is applying.
3. Provide required documentation in a *timely fashion* to the Suquamish Higher Education Program Office. Required documentation is addressed in V Application Procedures.
4. Adhere to all rules and regulations of conduct as established by the College or University.
5. Students must have a demonstrated need as shown by their SAR (FAFSA Report), fish income, and application packet.

### III. Supplemental Funding Eligibility Requirements (Tiers of Funding Policy)

#### A. Tier 1

Tier 1 Full-Time Funding is comprised of the following:

- Tuition and Course Fees
- Books
- Living Expenses up to a maximum of \$12,000 per academic year, as budget allows as determined by the Board
- Or if living on campus, the cost of a standard dorm room double occupancy & a standard meal plan, as budget allows as determined by the Board
- Other allowable living expenses on a case by case basis as budget allows as determined by the Board

The following eligibility requirements pertain to Tier 1 funding, and are additional to the basic eligibility requirements:

1. Students may be eligible for Tier 1 funding for funding one degree program per student's lifetime.
  - Students who have previously been awarded Tier 1 funding for pursuit of one degree may not be funded at this level for a second degree of the same level of education. For example, a student who received Tier 1 funding for their bachelor's program may not receive the same level of funding for a second bachelor's degree but may receive another tier of funding for their second bachelor's degree. A student who received Tier 1 funding for their bachelor's program may, however, receive Tier 1 funding again for a master's degree if they meet all eligibility requirements and if budget allows.
2. The students must be pursuing an associate's degree, bachelor's, or master's degree.
  - Other degrees may be allowed depending on funding availability
  - Persons enrolled in Ph.D. programs will be subject to additional analysis for Tier 1 funding. Ph.D. enrollees will not receive Tier1 funding if they are being paid for their

## SUQUAMISH TRIBE HIGHER EDUCATION POLICIES AND PROCEDURES

work while in the program, either through their program or another fellowship.

However, these persons may apply for other tiers of funding.

3. Students must have and maintain a 3.00 GPA or higher
4. Students must have and maintain an established program of study
5. Students must have a primary residence (be domiciled) within Kitsap County, Washington.
6. Students must be enrolled full time
  - For undergraduates this means 12 or more credits
  - For graduates this means 9 or more credits
7. Students must provide a five minute presentation to the Higher Education Board in person or in another accepted medium previously approved by the Higher Education Board showing their need for Tier 1 funding and/or other merit based justification as to why they Tier 1 funding is appropriate.
8. Students must be enrolled in a program, which meets the basic eligibility requirements and is not an online degree program.

### B. Tier 2

Tier 2 Full-Time Funding is comprised of the following:

- Tuition and Course Fees
- Books
- Living Expenses up to a maximum of \$4,500 per academic year, as budget allows, as determined by the Board
- Other allowable living expenses on a case-by-case basis as the budget allows as determined by the Board

The following requirements pertain to Tier 2 funding, students must:

1. Be enrolled full time
  - For undergraduates this means 12 or more credits
  - For graduates this means 9 or more credits
2. Have a 2.00 GPA or higher
3. Students must have a primary residence (be domiciled) within Kitsap County, Washington.
4. Be enrolled in a program, which meets the basic eligibility requirements and is not an online degree program.

### C. Tier 3

Tier 3 Funding is comprised of the following:

- Tuition and Course Fees
- Books
- Other allowable living expenses on a case by case basis as budget allows as determined by the Board

## SUQUAMISH TRIBE HIGHER EDUCATION POLICIES AND PROCEDURES

The following requirements pertain to Tier 3 funding, students must:

1. Be enrolled part time or full time (for students outside of Kitsap County and within Washington)
  - For undergraduates this means 11 or less credits
  - For graduates this means 8 or less credits
2. Have a 2.00 GPA or higher
3. Students with primary residences (domiciled) outside of Kitsap County but within Washington state are eligible for Tier 3 funding whether they are full or part time students.

### D. Tier 4

Tier 4 Funding is comprised of the following:

- Tuition and Course Fees up to a maximum of \$10,000
- Books
- Other allowable living expenses on a case by case basis as budget allows as determined by the Board

The following requirements pertain to Tier 4 funding, students must:

1. Be enrolled part time or full time (for students outside of Washington state)
  - For undergraduates this means 11 or less credits
  - For graduates this means 8 or less credits
2. Have a 2.00 GPA or higher
3. Students with primary residences (domiciled) outside of Washington state are eligible for Tier 4 funding whether they are full or part time students.

I, understand the Suquamish Higher Education basic and supplemental eligibility requirements as stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# SUQUAMISH TRIBE HIGHER EDUCATION POLICIES AND PROCEDURES

## IV. School/ Program Eligibility

All students applying for funding through the Suquamish Tribe Higher Education Program must attend an approved institution of post secondary education.

a. All institutions must accept Federal Student Aid (Title IV Funding) and be accredited by one of the national or regional accrediting associations listed below in order to be eligible for funding:

- 1) American Medical Association, AMA, (all medical students) [http:// www.ama-assn.org/](http://www.ama-assn.org/)
- 2) American Bar Association, ABA, (all law students) <http://www.abanet.org/>
- 3) Higher Learning Commission of Colleges and Schools, HLC  
<http://www.ncahigherlearningcommission.org>
- 4) Middle State Association of Colleges and Schools, MSA, [http:// www.middlestates.org](http://www.middlestates.org)
- 5) New England Association of Schools and Colleges, Inc.- Commission on Institutions of Higher Education, NEASC-CIHE, <http://www.neasc.org>
- 6) New England Association of Schools and Colleges, Inc.- Commission on Technical and Career Institutions, NEASC-CIHE, <http://www.neasc.org>
- 7) Northwest Commission on Colleges and Universities, NCCU, <http://www.nwccu.org>
- 8) Southern Association of Colleges and Schools/ Commission on Colleges, SACS-CC, <http://www.sacs.org>
- 9) Western Association of Schools and Colleges/ Accrediting Commission, WASC, <http://www.wascweb.org/>
- 10) National Accrediting Commission of Cosmetology Arts and Sciences (beauty schools) <http://www.naccas.org>
- 11) Commission on Dental Accreditation (dental schools) <http://www.ada.org>

b. Institutions of higher learning that accept Federal Student Aid (Title IV) funding and are not accredited by one of the above accreditation bodies but are accredited by a legitimate accrediting organization will be eligible for funding provided that the student submit to the Higher Education Board the name of the accrediting body and proof that the school is accredited by that body. The Higher Education Board will then research the accrediting body and verify that the school is accredited and that the accrediting body is legitimate for the particular type of school or course of study.

c. Other proprietary institutions that do not meet the requirements in (a) or (b) above may be reviewed on a case by case basis for consideration with a letter of explanation by the student addressing why there is no other accredited institution they can attend offering a similar program or course of study. In this case, the student must provide documentation as to the institution's accrediting agency and the estimated school cost (tuition/ fees and books and supplies) from the financial aid office.

d. Licensing fees are not generally eligible for funding by the Higher Education Program. Special consideration for these in conjunction with any eligible program of study may be considered by the Board on a case by case basis as budget allows.

I, understand the Suquamish Higher Education school/ program eligibility requirements as stated above.

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Signature

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Date

# SUQUAMISH TRIBE HIGHER EDUCATION POLICIES AND PROCEDURES

## V. Application Procedures

### A. All Applicants

All applicants are required to turn in, on time, several items in order to assist the Higher Education Board in determining the student's eligibility to participate in the Suquamish Tribe's Higher Education Program.

- 2) A Suquamish Tribal Higher Education Program application, a copy of the Suquamish Tribal Higher Education Policies and Procedures with each required section signed and dated.
  - i. All portions of the application must be complete
  - ii. Signing the Policies and Procedures form verifies the student has read and understands the Higher Education Program Policies and Procedures.
- 3) A signed Release of Information Form enabling the Higher Education Office to obtain information from the school.
- 4) OFFICIAL COPIES of high school and/or college transcripts or GED scores
  - i. \* *Official Copy* means an original document must be mailed directly from the school or agency to our office via the US Mail. No Substitutions will be accepted and no awards will be made until all documents are on file.
- 5) Letter of Acceptance from the college or university
- 6) Official Budget form (from the Suquamish Tribal Higher Education application packet)
- 7) Copy of the student's FAFSA report
- 8) Completed and signed W-9 form
- 9) Proof of Suquamish Tribal enrollment
- 10) A letter of intent
  - i. This should be a letter written by the student and addressed to the Suquamish Tribe Higher Education Board. This letter should state:
    1. The student's background and interests
    2. The student's familial and cultural ties to the Suquamish Tribe and the reservation
    3. Where the student wants to go to school and why he/she wants to go to school.
    4. The student's need for the scholarship.
- 11) A completed Cultural questionnaire (from the Suquamish Tribe Education Application packet)
- 12) The student's educational plan or course of study including a submission of the student's class registration.

## **SUQUAMISH TRIBE HIGHER EDUCATION POLICIES AND PROCEDURES**

### **B. Continuing Students**

Continuing students must provide documentation allowing the Higher Education Board to determine the student's continuing eligibility for funding. Applicants are encouraged to mail application and documentation by "Certified Mail" to ensure receipt. Continuing students must:

- 13) Annually, apply for Higher Education funding through submission of an application packet and show proof of all eligibility requirements as addressed above.
- 14) Annually, complete a new budget when the student is requesting supplemental funding
- 15) Quarterly submit an updated letter of intent to the Higher Education Board.
- 16) Maintain an acceptable GPA to match whichever Tier of Funding the student is applying.
- 17) Quarterly or per semester (depending on the school), submit a transcript showing the student has maintained an acceptable GPA from the program/college which the student is attending.
  - i. Transcript must be on file prior to disbursement of funding for next semester or quarter.
  - ii. Failure to submit an Official transcript showing continuing eligibility may result in delay or denial of future funding and/or repayment of the term/ semester missing the official report of grades.
- 18) Quarterly or per semester (depending on the school) submit the student's class registration
- 19) The Higher Education Board must receive an annual copy of the student's SAR.
- 20) Complete and sign a W-9 form

### **C. Probation and Tier Changes**

After a student has been deemed eligible for funding, if a student later fails to maintain or meet any one of the basic eligibility requirements or eligibility requirements for any one of the tiered funding levels the Higher Education Board may take probationary action or they may move the student from one tier to another if, for example they change from full time to part time or from 2.0 GPA to 3.0 GPA.

When a student fails to meet the program requirements or is no longer eligible for funding, the Higher Education Office will notify the student in writing that they no longer meet eligibility requirements or that they meet eligibility requirements for another tier of funding.

Students failing to meet the academic requirements in any of the tiers of funding will be placed on probation for the next semester or term. Probation may include but not be limited to suspension of funding or a reduction in the amount of funding. Students may be required to fund one semester/term on their own and during that term may be required to raise their GPA in order to regain eligibility for funding in the following term. Students must reapply to the Higher Education Program in order to reinstate funding after being placed on probation or suspension. Examples of failing to maintain or meet eligibility requirement include but are not limited to maintaining the GPA requirement or failing to provide timely transcripts.

## SUQUAMISH TRIBE HIGHER EDUCATION POLICIES AND PROCEDURES

### D. Withdrawn Students

Students who withdraw or take a leave of absence for any reason before the term/ semester is over will be required to reimburse the Higher Education Program for tuition, fees, and books as well as any supplemental funding provided to the student during the term. The student will not be eligible for any additional funding from the Higher Education Program until the reimbursement is made in full.

Special circumstances may be considered by the Higher Education Board if the student notifies the Higher Education Board as soon as practicable and submits documentation from the school that the school acknowledges the student has a legitimate reason for withdrawing or taking a leave of absence and that the student was in good standing at the time of withdrawal. If a student withdraws for a medical reason, the student may submit a letter from their doctor to be considered with their special circumstances request. All special circumstances requests should be written in a letter and submitted to the Higher Education Board.

A student should notify the Higher Education Board prior to withdrawing or taking a leave of absence if at all possible and if the student wishes to be considered as a special circumstance. Special circumstances may allow a student to avoid reimbursing some tuition, book and supplemental funding but will not allow a student to avoid reimbursement of any unused portion of funding at the time of the withdrawal or leave.

Students who do not qualify for any special circumstances mitigation and do not reimburse the Higher Education Office by the time of any Tribal disbursement may be listed as a tribal debtor. Any student subject to this listing will be given written notice and will be invited to attend a Higher Education Board meeting in which the student has the opportunity to explain why the money is not owed or why withholding should not occur. At this meeting the student may be given the opportunity to enter into a "Payback Agreement" with the Higher Education Office delineating the time frame in which the student must repay and the amount to be repaid as well as the consequences for breaking the Payback Agreement. The student may also enter into a Settlement Agreement at which time the debt will be settled with the Higher Education Office. Further legal action may be taken against any tribal debtor.

I, understand the Suquamish Higher Education application procedures as stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **SUQUAMISH TRIBE HIGHER EDUCATION POLICIES AND PROCEDURES**

## **VI. Funding**

### **A. Basic Funding**

Basic funding includes funding of tuition, course fees and books. Basic funding is available to all eligible students to provide for any unmet need, which is not paid for by federal grant monies or another scholarship program. If eligible for federal grant funding, students must use federal and campus based funding as their primary funding sources. If eligible for any tuition waiver program, students must apply to the tuition waiver program prior to requesting funding from the Suquamish Higher Education Board.

Students must accept the financial aid package (excluding loans) as provided by the college or university. Students are encouraged to apply for other scholarships based on the student's chosen career. Any financial aid declined will not be the responsibility of the Tribal Education Office to add to the student's budget.

Scholarship funding for tuition, course fees, and books is not taxable income.

All funding, both basic and supplemental, will be sent to the student's school financial aid office if appropriate. Supplemental funding may be dispersed to tribal housing or another tribal agency if appropriate. For continuing students no funding will be disbursed until verification of the previous term's GPA has been reviewed and meets the eligibility requirements.

Students who are overfunded and fail to report such will be required to reimburse the Higher Education Office the funds or may lose their eligibility for future funding.

### **B. Supplemental Funding**

Supplemental funding is tiered based upon academic and other requirements as defined in the Eligibility section of this policy. Supplemental funding may include funding of basic living expenses up to the limit specified by the specific tier to which the student is eligible. Living expenses are defined as housing and food. Other allowable expenses are considered on a case by case basis. Transportation is an allowable expense for which funding is considered on a case by case basis. Any special requests for funding should be submitted by the student and shall fall under the category of 'other living expenses.' The requests will be evaluated by the Higher Education Board and may be available pending approval of the request and the availability of funding to the Higher Education Board. Requests without substantiated need for the funds will not be considered.

Tier 1 supplemental funding includes basic living expenses up to a maximum of \$12,000 per academic year or if living on campus, the cost of a standard dorm room double occupancy & a standard meal plan and other allowable and defined living expenses on a case-by-case basis as the budget allows and as determined by the Higher Education Board. Tier 1 funding is not available for summer sessions, which are not part of the school's quarter or semester system.

Tier 2 supplemental funding includes living expenses up to a maximum of \$4,500 per academic year including allowable and defined living expenses on a case-by-case basis as the budget allows and as determined by the Higher Education Board.

## SUQUAMISH TRIBE HIGHER EDUCATION POLICIES AND PROCEDURES

Tier 3 supplemental funding includes allowable living expenses on a case by case basis as budget allows and as determined by the board

All supplemental funding is taxable income and should be included on the student's tax return as taxable income.

Monthly supplemental funding will only be disbursed for the time period the student's school is in session for the term in which the student has been approved for the supplemental funding. For example, If a term starts January 15 and ends May 15<sup>th</sup> a student will receive four (4) monthly disbursements.

The following chart represents the tiers of funding eligibility and allowable expenses:

	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
<b>Student is full time – 12 or more credits for undergraduates and 9 or more credits for graduates</b>	√	√	<b>If the student's primary residence (domicile) is outside of Kitsap County</b>	√
<b>Student is part time student- 11 or less credits for undergraduates and 8 or less credits for graduates</b>			√	√
<b>Tuition and course fees paid</b>	√	√	√	<b>Up to \$10,000 as budget allows as determined by the Board</b>
<b>Living Expenses (housing and food)</b>	<b>Up to \$12,000 per academic year or If living on campus, the cost of a standard dorm room, double occupancy and a standard meal plan, as budget allows as determined by the Board</b>	<b>Up to \$4,500 per academic year, as budget allows as determined by the Board</b>	<b>On a case by case basis, as budget allows as determined by the Board</b>	<b>On a case by case basis, as budget allows as determined by the Board</b>
<b>Other living expenses approved by the Higher Education Board on a case by case basis as budget allows and as determined by the Board.</b>	√	√	√	√

# SUQUAMISH TRIBE HIGHER EDUCATION POLICIES AND PROCEDURES

## C. Misrepresentation

Any accidental misrepresentation may result in forfeiture of scholarship funding and will render a student ineligible for any further funding from the Higher Education Board. Students may be required to reimburse the Higher Education Office for any funding given during the time of the misrepresentation.

## D. Fraud

Any intentional misrepresentation including misrepresentation of grades or other criteria affecting eligibility will result in forfeiture of scholarship funding and will render a student ineligible for any further funding from the Higher Education Board and will require the student reimburse the Higher Education Program any amounts of previous funding (during the time of the misrepresentation. Intentional misrepresentation or fraud may also subject the offender to civil and/ or criminal liability under tribal, state, and federal law.

## E. Status Changes

Students shall notify the Higher Education Board within twenty (20) days of any status changes such as changes in address, academic program, and marital status. Failure to notify the Higher Education Office may result in loss of future funding or program eligibility.

## D. Loss of Eligibility

Students who are or become incarcerated are not eligible for funding during the time of incarceration.

Any student convicted of a drug related felony offense shall not be eligible for funding for (2) two years from the date of the conviction. Students convicted of a drug related felony offense must repay the Higher Education Board any funds distributed to the student during the quarter(s)/semester(s) the drug activity for which the student was convicted occurred and/or any funds distributed during the quarter/semester in which the conviction itself occurred.

I, understand the Suquamish Higher Education funding procedures as stated above.

I understand supplemental funding is taxable income.

I understand everything I submit and/or represent must be true and correct and I understand the consequences for misrepresentation or fraud.

I understand the loss of eligibility provisions during incarceration or for drug convictions.

I will notify the Higher Education Office of any status changes.

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Signature

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Date

# SUQUAMISH TRIBE HIGHER EDUCATION POLICIES AND PROCEDURES

## VII. Selection and Priority Criteria

The Suquamish Tribe's Higher Education Board reviews application on a quarterly basis and will only provide funding to applications that are completed and turned in on time. A student who has not completed any application piece by the deadline will not be eligible for funding. The deadlines will be posted in the Suquamish newsletter and available through the Higher Education Office on a continuing basis. This includes but is not limited to including the student's Letter of Intent and budget.

Funding is based on the following selection and priority criteria:

### Selection Criteria

1. A completed application turned in on time
2. The applicant's desire to pursue a higher education goal, as exhibited in their letter of intent.
3. The applicant's educational plan or course of study and Higher Education Office's assessed need for such profession within the tribal community.
4. The applicant's assessed ability to complete the desired program of study, based on the history of completing past educational endeavors as evident in their transcripts

### Priority Criteria

1. Timely and Completed applications
2. Continuing students in good standing (A continuing student - is a student who has not taken an absence from school-not including summer schooling)
3. New students
4. Returning students (Returning student – is a student who has taken a break from school for one or more quarters or semesters).
5. Degree seeking students
6. Public In-State Residence tuition rates, as opposed to private and out of state tuition rates.
7. Students having a primary residence (domicile) within Kitsap County, Washington
8. Non-Need students (If funding is available)

I, understand the Suquamish Higher Education selection and priority criteria as stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# SUQUAMISH TRIBE HIGHER EDUCATION POLICIES AND PROCEDURES

## VIII. Appeals

Appeals are informal in nature. Any decision made by the Higher Education Board may be appealed by issuing a Letter of Appeal addressed to the Higher Education Board.

The Letter of Appeal must be filed within twenty (20) working days of receiving a written decision. The Letter of Appeal should state who the student is, where she/he is/was attending school or where he/she plans to attend and shall explain why the Higher Education Board should reconsider their decision. The Letter of Appeal should also contain the student's anticipated outcome, any extenuating circumstances, and any relevant information the student wishes the Board to take into consideration. The student shall attach any factual data or documents supporting the student's claims at the time the Letter is submitted, factual claims without supporting documentation may not be considered. The Higher Education Board will review the appeal at their next scheduled meeting and a decision will be mailed to the student within ten (10) days of the scheduled meeting. The Higher Education Board may request the student to be present in person or by telephone to further explain the circumstances or provide details regarding their appeal. Students are limited to one appeal in any given term. All decisions made through the appeals process are final.

I, understand the Suquamish Higher Education appeals process as stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date