

**RESOLUTION OF THE HOOPA VALLEY TRIBE**

**HOOPA VALLEY INDIAN RESERVATION**

**HOOPA, CALIFORNIA**

RESOLUTION NO: 08-08

DATE APPROVED: JANUARY 07, 2008

**SUBJECT: ADOPTION OF AMENDED TRIBAL EDUCATION GRANT AND SCHOLARSHIP AWARDS POLICY**

WHEREAS: The Hoopa Valley Tribe did on June 20, 1972, adopt a Constitution and Bylaws which was approved by the Commissioner of Indian Affairs on August 18, 1972, ratified by Act of Congress on October 31, 1988, and by tribal law, the sovereign authority of the Tribe over the matter described herein is delegated to the Hoopa Valley Tribal Council, acting by resolution, and,

WHEREAS: The Hoopa Valley Tribe, through the Tribal Education Department administers the Tribal Education grant And Scholarship Awards for tribal students, and,

WHEREAS: In order to keep abreast of current educational opportunities and to equitably administer the Tribal Education Grant And Scholarship Awards Program the Tribal Education Department proposes that the entire policy for administration of the aforementioned awards be revised, and

WHEREAS: The Tribal Education Board of Directors approved the proposed amended policy and had submitted the attached amended policy to the Hoopa Valley Tribal Council, and,

WHEREAS: The Hoopa Valley Tribal Council has fully reviewed the proposed amended policy that has been found to be acceptable by the Hoopa Valley Tribal Council, and,

NOW THEREFORE BE IT RESOLVED THAT: The Hoopa Valley Tribal Council herewith adopts in its entirety the amended policy for administration of the Tribal Education Grant And Scholarship Awards which is labeled "Exhibit A" attached hereto and made a part of this resolution, and,

BE IT FURTHER RESOLVED THAT: Resolution N. 84-183 and amendments are hereby rescinded.

**CERTIFICATION**

I, THE UNDERSIGNED, AS Chairman of the Hoopa Valley Tribal Council do hereby certify that the Hoopa Valley Tribal Council, composed of eight members; of which eight were present constituting a quorum at a special meeting thereof; duly and specially called, noticed, and convened, and held this 7th day of January, 2007; and that this resolution was duly adopted by a vote of seven (7) for, zero (0) against, and zero (0) abstaining, and that said resolution has not been rescinded or amended in any way.

DATED THIS SEVENTH DAY OF JANUARY 2008.

\_\_\_\_\_(signed copy on file)\_\_\_\_\_  
CLIFFORD LYLE MARSHALL, CHAIRMAN  
HOOPA VALLEY TRIBAL COUNCIL

ATTESTED:\_\_\_\_\_(signed copy on file)\_\_\_\_\_  
DARCY A. MILLER, EXECUTIVE SECRETARY  
HOOPA VALLEY TRIBAL COUNCIL

## Exhibit A

Resolution No. 08-08  
Dated: JANUARY 07, 2008

### **POLICY GOVERNING TRIBAL GRANT AND SCHOLARSHIP AND OTHER EDUCATION AWARDS**

It is the policy of the Hoopa Valley Tribal Council to encourage tribal members to seek higher education and vocational training. To achieve this goal and meet the educational needs of its membership and of tribal priorities, the Tribal Council designates the Hoopa Tribal Education Association to administer provisions of this policy, to include financial assistance, advising, guidance, and supportive services.

#### **TYPES OF EDUCATIONAL AWARDS**

There are four categories of awards available for eligible applicants: scholarships, grants, special, and recognition/incentive awards. Scholarship and Grant awards may be made to applicants who meet established grade point average criteria. Special awards may be made to applicants who are enrolled in classes for enrichment or remediation. Recognition and incentive awards may be made to students who make the Dean's or President's Honor Roll if/when funds are available.

#### **Section I. Eligibility Requirements:**

##### **A. Scholarships:**

- (1) A high school graduate is eligible for a scholarship when the applicant has maintained a cumulative grade point average of 3.0 of work completed, and is enrolled in an accredited institution as defined by the U.S. Department of Education.
- (2) A college student is eligible for a scholarship when the applicant has maintained a grade point average of 2.5 in college units that lead to graduation requirements. The grade point average will be based on a cumulative record or most current year of three (3) full quarters or two (2) full semesters, whichever is higher.
- (3) A graduate student enrolled in an accredited graduate degree program must certify that applicant is a full time student in good standing as defined by the institution. A graduate student must carry at least nine (9) semester units or the institution's required units to qualify as full-time. Graduate students will receive the maximum scholarship amount.

**B. Grants:**

- (1) A high school graduate is eligible for a grant when the applicant has maintained a cumulative grade point average of 2.0 of work completed.
- (2) A college student is eligible for a grant when the applicant has maintained a grade point average of 2.0 in college units. The grade point average will be based on a cumulative record or more current year of three full quarters/two full semesters, whichever is higher.
- (3) A student graduating from an alternative high school, or with a GED, or a high school equivalency certificate may be eligible for a grant if the conversion schedule is equivalent to a grade point average of 2.0.
- (4) A student may be eligible for a grant if applicant is enrolled in an approved vocational program.
- (5) A student enrolled in remedial or developmental classes that do not apply to general education requirements will only be allowed, as defined and agreed to in their Education Plan, consideration of 1-2 classes per quarter/semester for a maximum of 10 classes toward meeting funding requirements. The Education Board shall decide each situation on an individual basis.

**C. Other Awards:**

- (1) A student who is enrolled in specific courses for enrichment or remediation may be eligible for assistance based on need or special circumstances provided the courses pertain to job skill development.
- (2) Subject to availability of funds and at the discretion of the Education Board, the Education Board may at each school year consider applications for special incentive awards to students who make the Dean's or President's Honor Roll. The award may be granted up to \$500.00.
- (3) Students who successfully complete greater than 15 units per term may be eligible for \$100/unit. The courses must meet degree requirement.

**D. Other Requirements:**

- (1) To be eligible for assistance from funds appropriated by the Hoopa Valley Tribe, an applicant must be:
  - (a) An enrolled member of the Hoopa Tribe.
  - (b) Accepted for admission in an accredited College or University,

- or approved Vocational School.
- (c) In good standing as a re-entry student.

**E. Categories of Students:**

(1) Undergraduate Students:

- (a) A student enrolled in an undergraduate program must certify applicant is a full-time student in good standing. Undergraduate students must carry a minimum of twelve (12) units to qualify as full-time.
- (b) If a student has a undergraduate degree but is seeking a second degree in another field the Education Board will decide on the merit of each request.

(2) Graduate Students:

- (a) A student enrolled in a graduate degree program must certify the applicant is a full time student in good standing. Graduate students will receive the maximum scholarship amount. Graduate students must carry nine units or the institution's required units to qualify as full time.

(3) Vocational Students:

- (a) A student attending a vocational school will be eligible for a grant award provided that the applicant is certified as a full-time student in good standing and also provided that the applicant has not received more than one prior vocational grant.

(4) Part-time Students: (Also see VI)

- (a) Students enrolled in six (6) units or more may be eligible for partial awards based upon a percentage of the award for each particular year, provided that budgeted monies are available after the full time students are awarded and, provided that the classes are academic courses which are included in the requirements for a degree (or vocational program.) Part time students, upon submission of the required documents in accordance with this policy and a progress report, would receive a scholarship/grant based on the following:

Units	6-8	9-11	12.0
Percentage	50%	75%	100%

(5) Students Enrolled in Winter/Summer Session

- (a) students attending a winter/summer session must submit a class schedule certifying that he/she is attempting no less than six (6) units. The applicant must apply by the dates identified under C. (1) (b) (e). The disbursement of funds is not obligatory and is solely dependent on remaining available funds.

(6) Students enrolled in Enrichment Courses:

- (a) Students who are taking less than (6) units or more on a part-time basis of classes that do not meet the requirements for breadth courses for a degree program may be considered for assistance. Enrichment courses to up-grade work related skills will be considered. The amount will be based on need or special circumstances to cover actual costs of fees, materials, mileage, or childcare, not to exceed \$300.00.

(7) Special Program Students:

The disbursement of awards for special program students is not obligatory and is solely dependent on remaining available funds.

- (a) Students who are enrolled in extension programs, on-line programs external degree programs that meet accreditation, as described in Section D (1) (a) (b), shall be eligible for an award, provided that the student meets the same requirements as a regularly enrolled student.
- (b) If the student is not recognized as a full time student, he/she will fall under the category of a part time student and will be eligible for an award according to the definition for part time students.
- (c) The disbursement of awards to students who participate in studies abroad or are enrolled in educational trips abroad may be eligible to receive a stipend based on need or special circumstances.
- (d) Students who are recognized for their academic performance and leadership abilities, and who are nominated or eligible to attend special conferences, seminars, internship, etc... may be considered to receive an award based on need or special circumstances.

## **Section II. Application Procedures:**

### **A. Student Forms**

- (1) A student application form entitled, "Hoopa Tribal Education Awards Application", shall be used by all applicants for assistance for Tribal Grant and Scholarship Awards. Such forms are available at the Hoopa Tribal Education Association Office and are available on-line at <http://www.hoopa-nsn.gov>.

### **B. Applicants must:**

- (1) Submit the application form each academic year.
- (2) New applicants must submit an official transcript
- (3) Continuing students may submit an unofficial transcript or grade report that includes the name, unit calculation and grade point average, and is legible.
- (4) Upon admittance to an accredited college, university, or vocational/technical school, the applicant must submit a class schedule (showing number of units being attempted) prior to disbursement of funds.
- (5) Submit an official education plan from an academic advisor for course of study within the first two months of enrollment.

### **C. Closing Dates to receive Applications:**

- (1) Applications for Tribal awards shall be submitted to the Education Office by:
  - (a) July 1<sup>st</sup> for the following Fall semester or academic year
  - (b) December 1<sup>st</sup> for the following Winter quarter
  - (c) January 1<sup>st</sup> for the following Spring semester
  - (d) April 1<sup>st</sup> for the following Spring Quarter.
  - (e) June 1<sup>st</sup> for the following Summer Session.
- (2) Any application received after such deadline date will be considered only if funds are available after awarding eligible applicants who meet deadlines.
- (3) Continuing students must re-apply for an award each year
- (4) The Education Office receiving applications shall acknowledge receipt in writing or by personal contact within ten (10) working days.

## **Section III. Application Review:**

- A. Completed applications will be reviewed and decided on an individual basis in regard to special circumstances and consideration; the final decision for approval or disapproval will be at the discretion of the Education Board.

- B. Tribal awards will be granted according to the chronological receipt of completed applications and requirements.
- C. Each applicant is responsible for submitting the following items for a completed application:
  - (1) Hoopa Tribal Education Awards application.
  - (2) High School transcript, GED scores, high school equivalence certificate, or college transcript. The grade point average computed at the beginning of each academic year or at the entry of enrollment will determine the annual award.
  - (3) Class Schedule
  - (4) Official education plan for course of study within two (2) months enrollment.

**Section IV. Notification of Award:**

- A. The Tribal Education office will notify all applicants for a Tribal award in writing, as to the approval or disapproval of their application.
  - (1) Students disapproved for failure to meet the eligibility requirements, or for other reasons will be notified in writing.
  - (2) Students approved for a Tribal award will be notified by a standard “Award Letter” that provides the type and amount of the award.

**Section V. Payment of Award:**

- A. Distribution of awards will be pro-rated on a quarter, semester or other segment for course of study.
- B. Grade reports or transcripts for preceding quarter, semester, or other segments of course of study must be submitted prior to each disbursement.
  - (1) The student must complete twelve (12) units to receive maximum award; if not, the payment will be prorated according to units completed. (See Part-Time students, Section I. (E) (4).)

**Section VI. Forfeit of Award:**

- A. If a student does not comply with the requirements specified under the award conditions the student shall be required to payback the amount of the award received in a timely manner. If we do not hear back from a student after mailing three reminders to submit grade reports, student shall be placed on per capita deduction list.
- B. Full-time students who do not complete at least six units will not be granted the next award. Eligibility shall be restored if the student makes up the deficit units within the next term utilizing own resources. Student shall submit a class schedule to avoid being placed on the per capita deduction list, and submit grade report upon completion.



- C. Part-time students who do not complete at least 50% of the classes will not be granted the next award. Eligibility shall be restored if the student makes up the deficit units within the next term utilizing own resources. Students shall submit a class schedule to avoid being placed on the per capita deduction list, and submit grade report upon completion.
- D. If a student drops out of school without just cause, the student shall be required to pay back the award received within a year, or be placed on the per capita deduction list.
- E. Conditions requiring a pay back are based on:
  - Failure to attend class(es).
  - Failure to complete at least six units as a full-time student. Failure to complete 50% of classes as a part-time student.
  - The student shall agree to pay back the award amount through a cash payment, salary/wage deduction, or per capita deduction. The pay back must be made in a timely manner. If a cash payment is not received for two months after signing pay back agreement, per capita deductions will begin.
- F. Unless severe illness or death of a family member is involved, it shall be the policy of the Board to allow re-application by dropouts two (2) times without disqualification.
- G. If a student has dropped out of school two (2) times under conditions not in accordance with these sections, the Board will automatically reject the third application.
- H. A request for reimbursement of per capita deductions may be granted only for the current fiscal year if the student has submitted verification of satisfactory completion of deficit units.

**Section VII. Award Conditions:**

- A. Upon approval of an award for a Tribal Grant or Scholarship Award, the recipient agrees to the following:
  - 1. If the student does not comply with the requirements specified under the Policy governing Tribal Grant and Scholarship Awards the student will be required to pay back the amount of the award received.
  - 2. Conditions requiring a pay back are based on:
    - failure to attend class(es)
    - failure to complete at least 50% of the classes as a full-time student.  
(Awards of continuing students who did not complete all units will be prorated, based on units completed, on next award.)
  - 3. The student agrees to pay back the award amount through a voluntary cash payment, payroll deduction, or per capita deduction within 36 months.

The student's signature of Tribal Grant and Scholarship Awards Application and Application Agreement shall constitute a legally binding agreement between the parties and may be enforced as a debt in accordance with the Hoopa Valley Tribe's Debt Collection Ordinance.

**Section VIII. Maximum Award:**

- A. Eligible students will be provided financial aid with the limits shown below:
  - (1) Two-year degree or certificate program – up to three (3) years of financial support.
  - (2) Four-year degree program – up to five (5) years of financial support.
  - (3) Graduate degree program – actual required years to complete degree.

**Section IX. Priority of Award:**

- A. Awards will be granted based on:
  - (1) Continuing College Students
  - (2) New Students.
  - (3) Part-Time Students
  - (4) Special Program Students.
  - (5) Enrichment/Remediation Students
  - (6) Summer Session Students.
  - (7) Professional and Technical needs of the Tribe.

**Section X. Eligibility of Awards:**

Tribal scholarships and grants shall be available to any Tribal member who meets the award criteria, whether or not the individual is a resident of the Hoopa Valley Reservation.

**Section XI. Time Limit:**

The Scholarship or Grant award will remain in effect for one academic year. A person must re-apply as specified in Section II to be considered again for a Scholarship or Grant.

**Section XII. Appeal Process:**

- A. A student denied funding of an award or is dissatisfied because of the Director’s decision affecting the award may appeal the case in writing to the Hoopa Tribal Education Association Board.
- B. If not satisfied with the outcome of the Board decision, the student may appeal to the Tribal Council, where the decision will be final and binding.

**Section XIII. Annual Report:**

- A. The Education Board shall submit an annual report to the Tribal Council showing funds expended, grant and scholarships awarded and general information of students and their progress.

**Section XIV. Nepotism as Pertains to Disqualification:**

In accordance with the referendum passed on February 17, 1984, no Board member shall take part in the deliberation upon, or in the determination of any matter affecting relatives as described therein.

**Section XV. Confidentiality of Student Records:**

No employee or Board member shall disclose student information unless disclosure is permit through written consent of the student or parent of the student. Student records shall be properly safeguarded, and accessible only to those with proper authorization.