

RESOLUTION OF THE HOOPA VALLEY TRIBE
HOOPA VALLEY INDIAN RESERVATION
HOOPA, CALIFORNIA

RESOLUTION NO: **15-60**

DATE APPROVED: **October 1, 2015**

SUBJECT: **ADOPTION OF BIA HIGHER EDUCATION AWARDS POLICIES**

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 BIA Higher Education Awards for tribal students, and,

WHEREAS: In order to keep abreast of current educational opportunities, to equitably administer the BIA Higher Education Awards Program, and to keep to Tribal members fully informed, the Tribal Education Department proposes that the policy for administration of the aforementioned award approved, and,

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

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

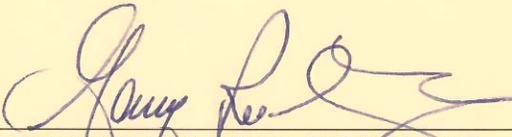
NOW THEREFORE BE IT RESOLVED THAT: The Hoopa Valley Tribal Council herewith adopts in its entirety the policy for administration of the BIA Higher Education Awards which is labeled "Exhibit A" attached hereto and made a part of this resolution,

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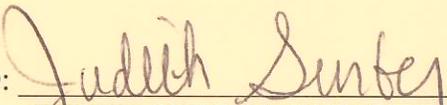
CERTIFICATION

I, THE UNDERSIGNED, as Vice-Chairperson of the Hoopa Valley Tribal Council do hereby certify that the Hoopa Valley Tribal Council, composed of eight members; of which seven (7) were present constituting a quorum at a regular meeting thereof; duly and specially called, noticed, and convened, and held this 1st day of October, 2015; and that this Resolution was duly adopted by a vote of six (6) for, zero (0) against, and zero (0) abstaining, and that said resolution has not been rescinded or amended in any way.

DATED THIS FIRST DAY OF OCTOBER, 2015.



GARY RISLING, VICE- CHAIRMAN
HOOPA VALLEY TRIBAL COUNCIL

ATTESTED: 

JUDITH SURBER, EXECUTIVE SECRETARY
HOOPA VALLEY TRIBAL COUNCIL

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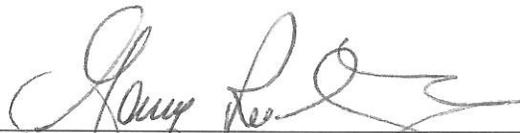
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GARY RISLING, VICE- CHAIRMAN
HOOPA VALLEY TRIBAL COUNCIL

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Exhibit A

Resolution No. 15-60
Dated: October 1, 2015

POLICY GOVERNING BIA HIGHER EDUCATION SCHOLARSHIP AWARDS

It is the policy of the Hoopa Valley Tribal Council to encourage tribal members to seek higher education and/or 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.

TYPE OF EDUCATIONAL AWARDS

There is one category of this award available for eligible applicants: BIA Higher Education Awards. Awards may be made to applicants who meet established eligibility requirements.

Section I. Eligibility Requirements

- (A) Student must be an enrolled member of the Hoopa Valley Tribe
- (B) Student must be enrolled in an accredited post-secondary institution as defined by the U.S. Department of Education who provides a course of study conferring the Associate of Arts or Bachelor's degree.
- (C) A high school graduate is eligible for a BIA Higher Education Award when the applicant has maintained a cumulative grade point average of at least 2.0 of work completed.
- (D) A college student is eligible for a BIA Higher Education Award when the applicant has maintained a grade point average of at least 2.0 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.
- (E) Student must be in good standing as a re-entry student.
- (F) Student must be enrolled in at least twelve (12) units or determined full-time by the post-secondary institution.
- (G) Student must demonstrate a financial need as determined by a financial aid officer of the post-secondary institution.

Section II. Application Procedures

A. Student Forms

(1) A student application form entitled, "Bureau of Indian Affairs Higher Education Application", shall be used by all applicants for assistance for the BIA Higher Education Award. Such forms are available at the Hoopa Tribal Education Association office and are available on-line at <http://www.hoopa-nsn.gov>.

(2) A Financial Need Analysis (Part B) is attached to application form and is to be forwarded to the financial aid office. (The FAFSA form must be completed before the financial aid office can complete Part B.)

B. Applicants must

- (1) Complete a Free Application for Federal Student Aid (FAFSA) form
- (2) Submit the application form and Part B each academic year.
- (3) New applicants must submit an official transcript
- (4) Continuing students may submit an unofficial transcript or grade report that includes the name, unit calculation and grade point average, and is legible.
- (5) Upon admittance to an accredited college or university, the applicant must submit a class schedule (showing number of units being attempted) prior to disbursement of funds.
- (6) 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 BIA Higher Education Awards shall be submitted to the Education Office by:
 - (a) The second Friday of July for the following Fall semester or academic year.
 - (b) December 1st for the following Winter quarter.
 - (c) January 1st for the following Spring semester.
 - (d) April 1st for the following Spring Quarter.
 - (e) June 1st 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. BIA Higher Education 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) BIA Higher Education Awards application.
- (2) High School transcript, GED scores, high school equivalence certificate, or college transcript.
- (3) Class Schedule
- (4) Official education plan for course of study within two (2) months enrollment.

Section IV. Notification of Award

A. Students disapproved for failure to meet the eligibility requirements, or for other reasons, will be notified in writing.

B. Students approved for a BIA Higher Education Award will be notified by copy of standard "Award Letter" issued to institution that provides the 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.

Section VI. Forfeit of Award

A. Students who do not comply with the requirements specified under the award conditions the student shall be required to pay back 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, have salary/wage deductions, or face court action.

B. 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. Students who drop out of school without just cause shall be required to pay back the award received within a year, or be placed on the per capita deduction list, have salary/wage deductions, or face court action.

D. Conditions requiring pay back are based on:

- (1) Failure to attend class(es).
- (2) Failure to complete at least six units as a full-time student.
- (3) 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, salary/wage deductions, or court action will begin.
- (4) 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.
- (5) 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.
- (6) 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 BAI Higher Education Awards, the recipient agrees to the following:

(1) If the student does not comply with the requirements specified under the Policy governing BIA Higher Education Awards the student will be required to pay back the amount of the award received.

(2) Conditions requiring pay back are based on:

- a. failure to attend class(es)
- b. 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, salary/wage deduction, per capita deduction, or court action within 36 months. The student's signature on BIA Higher Education Awards Application's Pay Back 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– up to three (3) years of financial support.
- (2) Four-year degree program– up to five (5) years of financial support.

B. Maximum award for each academic year is \$5000 and will be divided by each quarter or semester term enrolled within the academic year.

Section IX. Priority of Award

A. Awards will be granted based on:

- (1) Continuing College Students
- (2) New Students.

Section X. Eligibility of Awards

BIA Higher Education Awards 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 BIA Higher Education Award application will remain in effect for one academic year. A person must re-apply as specified in Section II to be considered again for a BIA Higher Education Award.

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

The Education Board shall submit an annual report to the Tribal Council showing funds expended 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 herein.

Section XV. Confidentiality of Student Records

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