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Section 1. Definitions

1. 1099 MISC Form - The IRS requires any person or company that makes certain types of payments to report them on a 1099-MISC to the recipient and the IRS. Miscellaneous funds and incentive awards are taxable and will be included on the 1099-MISC statement each student will receive.
2. 126 Allotment - Funding will be provided for 126 credit hours to complete a bachelor's degree.
3. Academic Advisor - a high school or college/university faculty member who helps and advises students on academic matters, such as planning their academic career
4. Academic Dismissal - You did not meet the academic standards required to maintain enrollment (this is administered by the school you are attending)
5. Academic Probation - Academic probation is the most common term colleges and universities use to indicate that a student is not making the academic progress the institution requires for graduation. Academic probation often means that a student's grades and/or overall GPA are not high enough to continue in school if they do not improve
6. Accommodations - the process of adapting or adjusting to someone or something
7. Accreditation-official certification that a school or course has met standards set by external regulators
8. Appeals- apply to a higher authority for a reversal of the decision of a lower authority
9. Ribbon Program- recognizes outstanding public and non-public schools. In identifying several hundred outstanding schools annually, the program celebrates school excellence, turn around stories, and closing subgroup achievement gaps.
10. Bridge Program - Bridge program is a formal partnership between two post-secondary institutions that provides students with advanced standing in a degree program at one institution as recognition of previous academic experience in a similar field of study at another institution.
11. Business Day- A business day is a popular unit of time measure that typically refers to any day in which normal business operations are conducted. For the EBCI, this is Monday through Friday from 7:45 a.m. to 4:30 p.m. eastern standard time and excludes weekends and public holidays.
12. Calendar Day- All days in a month, including weekends and holidays
13. Certificate Program- A certificate program is a set period of education that results in a certificate of completion rather than a degree. In general, these programs either prepare students to complete a specific task or educate them about one aspect of their field.
14. Chain of Command- The chain of command is an official hierarchy of authority that dictates who oversees whom and of whom permission must be asked.
15. Conservatory Programs- A conservatory program is a little bit different than traditional colleges and universities. Rather than requiring classes in a core curriculum of all subjects, a conservatory allows students to focus exclusively on their subject.

16. Continuing Student – students who are actively attending school and are entering their next semester/quarter.
17. Death Waiver- Students may be exempt from payback for the death of an immediate family member, one time only. Immediate family relationships are those such as between wife/husband, parent/child, sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent/grandchild, stepparent/stepchild/foster parent/foster child, and aunt/uncle/niece/nephew.
18. Deadlines- the latest time or date by which something should be completed or submitted.
19. Denial Notification- the action of notifying someone of the refusal of something requested or desired
20. Detailed Bill- bill listing the cost of each item rather than just the total cost
21. Detailed Schedule- copy of class schedule which should include class name, number of credit hours, location, and beginning and end date
22. Diploma- a certificate awarded by an educational establishment to show that someone has successfully completed a course of study
23. Dual Enrollment- The term dual enrollment refers to students being enrolled concurrently in two distinct academic programs or educational institutions
24. Eastern Band Cherokee Enrolled Member- Enrollment in the Eastern Band of Cherokee Indians as governed by Cherokee Code, Chapter 49, Enrollment, and restricts enrollment to the following: A direct lineal ancestor must appear on the 1924 Baker Roll of the Eastern Band of Cherokee Indians.
25. Education Program Specialist- primary contact at the EBCI Higher Education Program to assist students with educational financial assistance
26. FAFSA - The Free Application for Federal Student Aid is a form completed by current and prospective college students in the United States to determine their eligibility for student financial aid
27. Financial Assistance-is any type of monetary help or aid that a person, organization, or government receives
28. Freshman Waiver – a one time **F** waiver for freshmen for their first semester/quarter
29. Full Time - is usually a student who takes 12 units, credits, or hours per term at an institution where the standard course load is 16 units, credits, or hours
30. Grade incentive - when a student has a GPA of 3.0 and above, the student will receive a monetary incentive
31. Graduation Bonus – upon application, the student will receive money when graduating from an accredited institution
32. Medical Waiver - a formal document from a medical provider that provides information about a student's inability to complete their required classes (one-time only)
33. Memorandum of Understanding - is a type of agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action

34. Miscellaneous funds - funds that can be used to pay for supplemental books, parking, and other fees, etc.
35. New Student – person who is **beginning** the Higher Education Program funding process
36. Non-traditional programs – certificate, technical/vocational, and/or any continuing education program that is non-degree seeking (associate, bachelor, graduate, and/or doctoral)
37. Part Time - means a student, ordinarily in higher education, who takes only some selected courses, rather than a full load of course in each semester
38. Payback Status - when a student obtains an "F" or "W" and is required to pay back the amount such as tuition, books and miscellaneous that the EBCI has already paid on their behalf
39. Pre-requisite - a book or class that must be accomplished or acquired before something else can be done.
40. Quarter - the quarter system divides the academic year into three quarters - fall, winter, and spring. The fourth quarter, which is considered the summer session, gives students another chance to take more classes and possibly graduate early. A typical quarter lasts 10 weeks, and students take about three classes per quarter.
41. Reimbursement - to pay back
42. Rolling deadline – this is specific to Certificate programs that are not on an academic calendar
43. SAR - Student Aid Report- (through application with FAFSA) Gives basic information about the student's eligibility for federal student aid
44. Scholarship-provides funding based on specific criteria
45. Semester - either of the two usually 18-week periods of instruction into which an academic year is often divided
46. Service Areas - area that is designated to qualify for services and assistance
47. Student Health Insurance - A requirement by each college and university for a student to take care of injuries, sickness, immunizations, specialized medical treatment, and health check-ups.
48. Syllabus-description of the class, required books, class location, class time and rules of the class
49. Traditional programs – degree programs (two-year, technical/vocational, associate, bachelor, graduate, and/or doctorate)
50. Transfer Credit - academic credit that is attained at one university/college and is accepted at a different university/college and it is used towards graduation credit
51. Transfer Student - when an enrolled student from one school transfers into another school
52. Withdrawal - to officially cease in participating in a class

GENERAL INFORMATION SECTION

Section 2. General Information

A. Introduction

Higher education and professional development are contributing factors in career advancement and employment. The Eastern Band of Cherokee Indians (EBCI) believe that investing in our enrolled members benefits not only the student but the Tribe as a whole. The EBCI, through its Education & Training Program (Program) provides financial assistance to enrolled members who wish to pursue higher education opportunities.

It is the student's responsibility to be informed, understand, and comply with the Program's Higher Education Policy (Policy). Failure to comply with or provide the required documentation outlined in the Policy could result in an interruption in funding. It is the role and responsibility of Program staff to provide information and assistance to ensure participants graduate.

B. Purpose

The Education & Training, Higher Education Policy is intended to clearly state the training and education opportunities afforded to EBCI members. This Policy is to inform prospective and current program participants of the processes and requirements for eligibility. It is the responsibility of applicants and program participants to become familiar and comply with, the Policy. Funding for higher education was established through EBCI Tribal Council Resolution(s)/Ordinance(s), per Sec. 16C-16. Higher Education Fund, *“The Tribal Council shall create and fund a separate Higher Education Funding Program with distributable net revenue as set forth in [section 16C-9](#). The purpose of this Program shall be to provide funding to assist enrolled members with their higher education needs.”* The definition of higher education is defined in Sec. 16-2. Definitions, *“Section 16-2.- Definitions “Higher education shall mean college, graduate, or professional school. Higher education shall not mean secondary school. Higher education funding program shall mean those funds established to provide funds to benefit enrolled members who attend institutions of higher education. “*

This Policy and all requirements have been reviewed and approved by the Higher Education Committee. **The Policy is reviewed regularly and will be amended to reflect changes initiated by the schools and Tribal gaming allocation.**

C. Education Committee

The Education Committee is composed of three voting members: one Cherokee Central School Board Member, one member of the Ray Kinsland Leadership Institute, and the Cherokee High School Principal. Non-voting members include the EBCI Vice Chief, the Higher Education Program Manager, the Director of Youth & Adult Education, the Director of Snowbird Services, and the Secretary of Education.

D. Responsibilities

1. Education & Training Staff:

- Keep you informed of deadlines
- Be professional and courteous
- Be timely in responses

- Communicate relevant information
- Provide encouragement in the pursuit of your goals

2. Applicant & Participant:

- **Keep your information up to date**
- Review the policy regularly
- Be courteous and cooperative in your communications with staff
- Provide documents in a timely manner
- Provide information about any changes to your Education Specialist

E. Program Approved Institutions – For All Degree Types

- Regionally accredited college or university
- Accredited by the Accrediting Commission of Career Schools and Colleges “ACCSC”
- Conservatory Programs

Note: Colleges/Universities that require tuition to be paid more than one semester/quarter at a time are not eligible for funding.

F. Memorandum of Understanding “MOU” Schools (colleges and universities)

The EBCI has formal agreements with colleges and universities. There are mutual benefits from these agreements, such as direct billing for tuition and books. The following is a list of current MOU schools:

- East Tennessee State University (Direct billing for tuition, at an instate rate)
- Haywood Community College (Direct billing for tuition, and books)
- Mars Hill University (Direct billing for tuition, books, and on-campus housing)
- Southwestern Community College (Direct billing for tuition and books)
- University of North Carolina – Asheville (Direct billing for tuition, books, and on-campus housing)
- University of Tennessee (Direct billing for tuition, at in-state rate, books, and on-campus housing)
- Western Carolina University (Direct billing for tuition, books [undergraduate level/on-campus], and on-campus housing)
- Lincoln Memorial

G. Non-MOU Schools

Students attending non-MOU students as outlined above will receive payment for:

- Tuition
- Miscellaneous
- Housing/Meal Plan (if applicable)
- Computer

H. In-State Tuition

The following non-MOU schools grant a waiver for out-of-state tuition, this is a cost savings for both the Tribe and the student:

- Carson-Newman University
- University of Georgia

I. Academic Enrollment Status (traditional students)

This table outlines the requirements to meet “Full time” or “Part-time” status.

Table 1.

Full-Time Status	Part-Time Status
Must earn 12 credit hours or more	Part-time students must earn 6-11 credit hours
Nine credit hours or more is considered full-time for graduate and doctoral degree programs	Three to eight hours is considered part-time for graduate and doctoral programs.
Undergraduate programs requiring less than 12 hours of class time but requiring students to complete clinical/student teaching etc. as part of their course work will be considered full-time	
Summer – 9 credit hours or more	Summer – 6 credit hours or more

J. Costs Covered – Traditional Programs

This table outlines specifically what is funded for applicants/participants based on their academic enrollment status.

Table 2.

Full-Time Status (12+ credit hours)	Part-Time Status (6-11 credit hours)	Less Than Part-Time Status (<6 credit hours)
Orientation fees (reimbursable for student only)		
Tuition	Tuition	Tuition
Tuition deposit reimbursement	Tuition deposit reimbursement	Tuition deposit reimbursement
Required fees (i.e., clinical, lab, student teaching, technology)		
Book reimbursement (required only per syllabus)	Book reimbursement (for REQUIRED books only, per syllabus)	Book reimbursement (for REQUIRED books only per syllabus)
Miscellaneous funds for on campus classes, at 100%	Miscellaneous funds for on campus classes at 50%	
Off-campus housing supplement (at the junior and senior level eligible, any combination of hours that are online are not eligible, must maintain a GPA of 2.0)		
On-campus housing (dormitory)		
On-campus meal plan		
Computer allowance	Computer allowance	
Grade incentive eligible	Grade incentive ineligible	
Graduation bonus eligible	Graduation bonus eligible	Graduation bonus eligible

K. Provisions for Persons with Disabilities

If an applicant/participant needs a computer and they are not in full-time status due to a diagnosed disability, the following documentation must be presented:

- All other documents as outlined in Steps 1-3 are required.
- Must present a letter from the university/college disability services office that states the applicant/participants needs a computer.

L. Costs Not Covered Traditional Programs

Table 3.

Parking fees	Off-campus housing at the freshman-junior level
Graduation fees	Moving allowance
Commuter/Travel	Recommended or optional books
Utilities	Application fee
Late fees	Health insurance
Childcare/daycare	Clothing or other personal expenses
Pre-requisite classes	Repayment of student loans

M. Costs Covered Non-Traditional Programs

Table 4.

Certificate Programs (less than two years)	
Tuition or cost of class	
Book reimbursement (required only per syllabus)	

Approval for non-traditional programs is subject to fund availability. Funding for these types of programs is provided by the Bureau of Indian Education (grant). Costs not covered are the same as Table 2.

N. Provisions for Veterans or Persons Actively Serving

EBCI enrolled members that are a U.S. veteran or are actively serving:

- All veterans must show proof with all residency and enrollment requirements.
- All veterans must submit a DD-214 or Form 22 demonstrating discharge status.
- G.I. Bill, Chapter 33 Benefits, Tuition Assistance Program, (TAPS), and any other Veteran's resources will not be counted toward tuition, books, and fees.
- Any Honorably Discharged Veteran who has a separation date within 90 days of higher education application deadline will be granted a deadline waiver and allowed to submit all necessary application paperwork to be eligible for financial assistance.
- This allowance is for the first deadline only all later deadlines must be met. This allowance is to facilitate a transition from "military life" to a "civilian life" as a service to Honorably Discharged Veterans of the EBCI.

O. Provisions for Persons with Disabilities

Americans with Disabilities Act (ADA): Students who attend public **colleges** are protected against **disability** discrimination by Title II, which applies to state and local government entities. Title III protections apply to the services, activities, and programs provided by public academic institutions.

The process of applying for *accommodations* happens separately from the college application process. It usually begins after your child has been accepted and has enrolled at the college they want to attend.

To get accommodations in college, they need to register as a student with disabilities. This happens with the disability services office, not the admissions office.

All colleges that receive federal funds must ensure equal access to students with disabilities. That means they [colleges] must provide reasonable accommodations.

Accommodations are not the same as modifications. A student would not be allowed to bring a list of formulas into a statistics test, for instance. That would be a modification. Giving extra time for the test is an example of an accommodation.

Here are some other [typical accommodations in college](#):

- Use of note-takers for class lectures
- Making audio recordings of lectures
- Use of a laptop computer in the classroom
- Taking exams in a distraction-reduced room

P. Financial Assistance – Total Number of Hours Funded Towards Undergraduate

Financial assistance is provided for EBCI members to pursue the following:

- Technical/Vocational Degree; or,
- Associates Degree; and,
- Bachelor's Degree

Additional Requirements:

- Students shall not be dual enrolled
- Total benefit may not exceed 126 hours

Q. Financial Assistance – Graduate and Doctoral

Financial assistance is provided for two advanced degree:

One (1) – Graduate Degree and/or One (1)– Doctoral Degree (4 year maximum to obtain doctoral degree)

Or Two (2) – Masters

R. Financial Assistance – Certificate Programs

Financial assistance is provided for the following:

One (1) – Certificate at the undergraduate

One (1) - Certificate at the graduate or doctoral level

Note: More information can be found in the Non-Traditional Programs section. Education & Training does not fund programs that are classified as training.

END OF GENERAL INFORMATION SECTION

GETTING STARTED

Traditional Programs

This section is dedicated to newly enrolling students.

Section 3. Application Process for New Students – All Degree Types

A. New Student Deadlines

- Fall Semester- June 1st
- Spring Semester-October 1st
- Summer Semester- April 1st

Paperwork submitted after the deadline will not be accepted. If an extension is needed, students may submit a one-time only request for a ten-day extension. Deadline Extension Form found online at <https://ebcihighered.com>.

B. STEP 1 - BEGIN APPLICATION PROCESS

All students are required to complete all steps of the application process by the established deadlines to receive financial assistance.

1. Application

Completion of the Higher Education Program Online Application at <https://ebcihighered.com>.

2. Required Documents

The following documents must be submitted to the Program via email, mail, or in person.

- Copy of enrollment card or affidavit of enrollment from the EBCI Enrollment Office (located in the Ginger Lynn Welch Complex on Acquoni Rd., Cherokee)
- Copy of social security card or affidavit of enrollment from the EBCI Enrollment Office
- Valid photo ID, such as state driver's license or state identification card (for the verification of residency in the Service Area)
- Acceptance letter (provisional acceptance letters are permitted)
- Completed W-9 form (typed with mailing address NOT PHYSICAL ADDRESS)
- FAFSA Student Aid Report "SAR"-If the SAR is submitted to the EBCI Higher Education Program by **March 1st, it can be counted as one scholarship.** If the financial aid award letter is received by the EBCI Higher Education Program by **June 1st, this will meet the second scholarship requirement**
- Proof of two scholarship submittals (Cappex.com, scholarships.com or "sweepstake" scholarships will not be accepted)

C. What happens next?

1. STEP 2

Once your application is submitted, you will be contacted by the Program to begin **STEP 2** of the funding processes (if found to be in good standing).

If you are NOT contacted by the Program within three business days (Monday-Friday); please contact our offices at 828-359-6650.

D. STEP 2: REQUIRED DOCUMENTS TO BEGIN FUNDING PROCESS

To complete your application, the following documents are to be submitted to your Specialist (documents may be dropped off or emailed):

- Guideline Acknowledgement Form
- Statement of Privacy Form
- Meal Policy and Acknowledgement Form
- On-campus housing policy (if applicable)
- Program of Study
- Curriculum (required for graduate level and above)
- Procedural Safeguards Form
- Computer Agreement Application
- Garnishment Form (ORIGINAL must be mailed or delivered in-person)
- Submit your financial award/denial letter (it is important to submit this document prior to your bill as any financial aid received will be noted on your balance owed/due)
- Submit a detailed copy of your university/college bill with **your name clearly visible**.
- Submit a detailed copy of class schedule, which includes:
 - Student name
 - Class name
 - Number of credit hours
 - Location
 - Begin and end date

If the Program does not receive any documents from the applicant within 60 days from the submittal of the online application, the application will be shredded.

E. What happens next?

Applicants cannot proceed with funding if any of the STEPS outlined above or documents are not received. Please ensure all documents are legible.

1. Once all documents outlined above are received (steps 1-3), the Program will begin processing for payment.
2. For students attending MOU schools with direct billing; the student will receive payment for:
 - Miscellaneous (if applicable)
 - Meal plan (if applicable)
 - Computer (if applicable)
3. Once you have received funding – you are officially considered a Program Participant.

All scholarships/grants will be applied to the student's bill. Loans and college work study allowances will not be counted in determining the student's UNMET NEED.

END OF GETTING STARTED SECTION

PROGRAM REQUIREMENTS

Traditional Programs

Section 4. Program Requirements – All Degree Types

Whether you are a NEW or continuing student, the following deadlines and documentation are required.

The following table outlines all the deadlines for document submittal. These are to be turned in to your Specialist either through email or in person at the Program offices.

Table 6.

Document	Deadline
Proof of tuition payment	Due within 30 calendar days after check date
Detailed class schedule	Due within 30 calendar days after check date
*Computer receipt (if applicable)	Due within 45 calendar days after check date
*Book receipt (required only)	Due within 45 calendar days after you receive your tuition check, you will not be reimbursed until this is received

A. When to contact your Specialist:

The Program recommends that you remain in contact with your Specialist(s) frequently to ensure you will have no interruption in funding. Here are some reasons you should give the Program a call:

- / Change in contact information (Phone, mailing, email, etc.)
- / Any changes in classes or school (i.e., withdrawal from class or prior to transferring to another school)
- / If you receive a refund from the school
- / Taking a semester off
- / **Any time you have a question – it is the best practice to call - 828.359.6650**

B. What happens next?

Once you have completed your first semester/quarter, the table below outlines recurring deadlines for document submittal. **These are very important, failure to remit documents within the established deadlines may result in an interruption in funding or place the student in pay-back status.**

C. Recurring Deadlines (EXTREMELY IMPORTANT)

Table 7.

Document Type	Due Date(s)	Comment
FAFSA SAR (year)	Due every year by June 1 st	For all degree levels, IF submitted by March 1 st counts as 1 scholarship
Proof of two scholarships	Due every year by June 1 st	For all degree levels, all students
Financial aid information	As soon as it becomes available	IF submitted by June 1 st counts as scholarship
Detailed student bill (with on-campus housing and meal plan)	As soon as it becomes available	On-campus/meal plan only if you are a Full-Time student
Detailed schedule	As soon as it becomes available	
Book receipts with syllabi	Within 45 calendar days after the first class	
Computer receipt	Within 45 calendar days after the first class	IF applicable
Grades	Within 30 calendar days after last class	Failure to remit within deadline, may result in interruption in funding

Graduation documentation	Within 30 calendar days after last class	Failure to remit within deadline, may result in putting student in payback status
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D. GPA Requirement for Off-Campus Housing

- Students must maintain a 2.0 GPA to receive supplemental off-campus housing at the junior/senior level
- Failure to meet the GPA requirement will result in an interruption of off-campus housing funding

E. Consecutive Payback Status

- Students who are in payback status for two, consecutive semesters/quarters with a cumulative 2.0 GPA or lower, will not be eligible for Higher Education funding for one semester/quarter.

Any credit hours "paid back" do not affect the 126-hour undergraduate benefit.

F. Grade Incentive

Table 8.

Requirement	Comment
3.0 and above with no grade lower than a C	Eligible
Part-time	Eligible pro-rated
Withdrawal "W"	Ineligible
Incomplete "I"	Ineligible
In situations where a student receives "PASS" rather than a letter grade (IF the student can provide a letter grade and it meets the GPA requirement, then they would be eligible)	Ineligible

G. Graduation Bonus

- Graduation bonuses will be paid upon completion of each degree level or completion of a vocational/technical degree
- **Official transcript is required within 30 business days for eligibility**
- Financial assistance (tuition, miscellaneous, grade incentive, etc.) must have been provided by the Program to be eligible.

Grade incentive(s), graduation bonuses, and miscellaneous funds received are all taxable and program participants will receive a 1099-Misc. Form (included with your per-capita).

H. Study Abroad

1. Program participants may apply and be funded for one study abroad program at the undergraduate level.
2. All classes must count toward the current declared degree
3. Enrollment requirement:
 - During spring and fall semesters – 12 credit hours (no on-line classes)
 - During summer semester – 9 credit hours (no on-line classes)

4. Must be sponsored by the college/university to which the student is currently attending
5. Bill remittance must be from the sponsoring college/university (**3rd party or international institution are not allowed**)
6. Costs covered: tuition, fees, books, room, meals, and reasonable transportation
7. Costs not covered: housing on-campus or housing off-campus, and study abroad room. The Program will not pay for two housing/room(s) at the same time.

Study abroad participants must adhere to all established deadlines for document submittal.

I. Study Abroad Application Process

1. Complete and submit a Study Abroad Application Packet (information can be found at <https://ebcihighered.com>).
2. Submit to the Education & Training Office in person or email your Specialist.
3. The Study Abroad Application Packet will be reviewed by the Program Manager.
4. Recommendation for Approval or Denial will be submitted to the applicant.

If deposits are made prior to getting Approval from the Program Manager – they are non-reimbursable. It is important that your application be marked APPROVED, prior to making any commitments.

J. Required On-Campus Visit

1. Schedule for **required** on-campus visits provided to your Specialist at the beginning of semester/quarter.
2. Costs covered: hotel at the General Services Administration "GSA" rate (gsa.gov)
3. Receipts are due to your Specialists within 10 days after the trip to be reimbursed. If they are not received within the deadline, the participant forfeits reimbursement.
4. All other expenses are the responsibility of the participant.

K. Transfers

Prior to transferring from one school to another, participants should contact their Specialist. Here are some scenarios that may negatively impact the participant:

1. Transfers must meet all established deadlines; failure to meet deadlines will result in an interruption in funding
2. The possibility that all your credits will not transfer into a different area of study
3. If you are in an undergraduate program, you may exceed your 126 hours
4. If you are attending an MOU school, the Program needs to know to ensure payment is not remitted to the school on the participant's behalf.
5. If you are in a graduate program, you will only be funded for credit hours remaining from your original program.

L. Withdrawals

Prior to withdrawing from a class(es), participants should be aware of the following:

- If you drop below Full-Time Status (12+Hours) and/or Part-Time Status (6-11 Hours) you will not qualify for grade incentive.

You will be required to reimburse the Program as outlined in the REIMBURSEMENTS TO TRIBE section.

END OF PROGRAM REQUIREMENTS SECTION

NON-TRADITIONAL PROGRAMS

Section 6. Certificate Programs

Please note that enrollment in certificate program(s) and professional development certificate(s)/class(es) may not have the same deadline as traditional programs. These are on a rolling deadline, and we will accept applications for certificate programs at any time.

A. Certificate Eligibility

1. The school (university/college) must meet the same requirements as degree programs
2. Applicants may obtain one certificate/professional development (certificate/class) at the undergrad level and one at the graduate level, additional requests will be reviewed by the Manager
3. The applicant must be in good standing with the Program
4. The applicant is required to complete all steps and provide all documentation as outlined below

B. Required Documents

1. Complete and submit an application online at <https://ebcihighered.com> (please make sure that you select Certificate Program)
2. The online application automatically submits to the Program
3. If you complete a PDF application, follow the instructions on the bottom of the page for submittal
4. A request for information and documentation will be made by the Program
5. Once received, the Certificate Application and required documents will be reviewed by the Program Manager
6. Recommendation for Approval or Denial will be submitted to the applicant
7. Completion certificate or licensure is to be submitted within 30 days of completing certificate program (if documents are not received within this timeframe, the student will be required to reimburse the Program for the cost of the class(es)).

C. Costs Covered for Certificate Development Programs

See Table 4.

END OF NON-TRADITIONAL PROGRAMS SECTION

REIMBURSEMENTS TO THE EBCI

Section 7. Reimbursements to the EBCI

It is important for program participants to be knowledgeable about all deadlines. This ensures continued financial assistance from the Tribe. The Program will send reminders out periodically and through regular communication with your Specialist, you will have notice prior to any formal action taken, such as an interruption in funding. The following are situations that could place the student in pay back status:

- Permanent Incompletes
- "F" and "W" withdrawals grade – tuition (this varies based on school billing policies)
- "0" GPA
- If the school issues a reimbursement to the student and they do not return the full amount in to the Program
- Failure to submit documents within established deadlines
 - Proof of tuition payment
 - Proof of payment for allowable fees
 - Grades
 - Receipts (i.e., books)
 - Diplomas/grades upon graduation
 - Completion certificates/licensure

A. Reimbursement Process

- Reimbursement balance must be zero before re-entry into the Program
- The EBCI Finance Department provides the Program a report of all garnishments for tracking
- If the participants pay out of pocket; they must present a receipt to the Program
- Credit hours that are reimbursed WILL NOT be counted towards your 126-hour undergraduate benefit or hours for graduate programs.

Please note that all funds must be collected prior to being reinstated and eligible for Higher Education Funding.

B. Extenuating Circumstances/Waiver

The Program understands that circumstances will arise that may affect the student's ability to successfully complete a semester. The following circumstances may qualify the student to be exempt from being in pay-back status:

1. **Death of an immediate family member** (Wife/husband, parent/child, sibling, mother/father -in law, brother/sister -in law, grandparent/grandchild, stepparent/stepchild, foster-parent/foster-child, aunt/uncle, and niece/nephew)
2. **Medical reasons** (one-time only); additional requests will be reviewed by the Program Manager and Director
3. **Freshman waiver-** ONE TIME ONLY waiver for one (1) - F grade for the student's first semester/quarter (no exceptions).

Documents required within the current semester/quarter that you are requesting exemption:

1. Death certificate or obituary
2. Medical waiver:
 - Request a medical waiver form from your Specialist
 - Complete and submit with a statement from health provider (doctor, psychiatrist, psychologist, etc.)
3. Freshman Waiver:
 - Request a Freshman Waiver form from your Specialist
 - Complete and submit with a formal letter outlining the reasons for the request

C. Extenuating Circumstances/Medical Waiver Document Retention

Once your waiver request has been reviewed and approved/denied, your confidential documents (specifically from your medical provider) will be shredded for the protection of the student.

END OF REIMBURSEMENTS TO THE EBCI SECTION

Section 8. Appeals

1. Any student who believes that a decision denying them funding does not adhere to current, **approved** guidelines has the right to appeal.
2. A letter requesting an appeal must be submitted in writing to the Youth & Adult Education Director within five business days of receiving notice of denial.
3. The request for an appeal should contain:
 - All applicable sections, references to the CURRENT, APPROVED HIGHER EDUCATION FUNDING POLICY
4. The Director will determine if the appeal merits consideration by the Education Committee:
 - Does the request or the circumstances fall outside of the current, approved Policy?
 - If the request is covered by the current, approved Policy, the request for an appeal will be denied.
5. If the Director determines that the appeal has merit, the student may present their appeal to the Education Committee.
6. The decision of the Education Committee is final and may not be reversed.

END OF DOCUMENT