



Tulalip Tribes

Life Long Learning Policy

Mission Statement

The Tulalip Tribes offers funding and education resources to enrolled Tulalip Tribal members to meet their educational goals. To accomplish this mission the Life Long Learning department will:

- Provide educational opportunities and funding to all Tulalip Tribal Members.
- Maintain high standards in educational assistance.
- Develop partnerships with other schools, other programs and educational opportunities.

Goals

- The objective is to guide, assist, and encourage Tribal member scholars in their efforts to achieve their educational goals and to ensure everyone is treated fairly and respectfully.
 - To provide monthly programs to community members and outreach work.
 - Informational guidance will be provided to all students.
1. Application Process to apply for Life Long Learning funding for Private School K-12, College, University and Other learning.
 - a) Complete and sign the Life Long Learning Application on an annual basis.
 - b) Provide a copy of Tulalip Tribal ID.
 - c) Required to submit a complete education program plan and a goal letter.
 - d) New students must complete a ½ hour education orientation or a 15 minute one on one orientation. Students and their orientation representative will then sign their agreement acknowledging receipt and indicating you have read and review the Life Long Learning Policy regarding students' responsibilities and probationary status.

- e) Funding is on a year by year basis and may be subject to availability of funds. See funding guidelines on page 7.
- f) For College:
 - o Provide a copy of high school diploma or GED certificate;
 - o Complete and sign a release of information (FERPA) form on an annual basis.
 - o Running start students must provide a letter from their high school counselor
 - o Provide results of Free Application for Federal Students Aid (FAFSA). Pertains to Associate, and Bachelor and Vocational students only.

2. Student/Parent Responsibilities : Students/Parents are responsible for:

- a) Providing a Program Plan for the private school/college/university the student will be attending.
- b) Providing a class schedule for each quarter/semester/session/term.
- c) Submitting required papers and backup documentation in a timely manner to allow for processing, which may take up to 2 weeks.
- d) Including students' name, student ID number, current term, and name of the school attending on all documentation turned into the Tulalip Tribe's Life Long Learning Department.
- e) Submitting grades/evaluations from the educational institution.
- f) Maintain a 2.0 GPA each quarter/ semester/ session/term and complete and pass all credits required by your institution to be a full time student.
- g) Completing the total number of credits to maintain full time status (for full time students, or half time for half time students, etc.).
- h) Notifying the Tulalip Life Long Learning Representative of any withdrawals, drops, incompletes or unsatisfactory from the educational institution you are attending and provide proof of justification to be on file.
- i) Notifying Tulalip Life Long Learning Representative of address, phone number and/or email change.
- j) Applying for funding during the applicable year to be eligible for funding under this policy. **FUNDING IS FOR CURRENT YEAR.** Student must apply for funding during the applicable year to be eligible for funding under this policy.
- k) Assuming any acquired student loans.
- l) Checks not picked up will be mailed at the end of each week.

3. Reentry or Probationary Status

- a) This section applies to all students who have not obtained a 2.0 G.P.A. for one or more terms.
- b) Student Learning Growth Opportunity (first term that a student does not obtain a 2.0 G.P.A.)
 - o The goal of the Student Learning Growth Opportunity is to provide assistance during a students' educational journey. To be eligible, a student/parent will submit a letter and/or meet with life long learning staff to discuss challenges and plans to help the student achieve their goals.

- Students/parent will revisit program plan identifying key strategies and action steps for reentry into education for graduation or academic success.
- c) Will receive tuition, room & board and books and stipend (if eligible) in (3) equal installments.
- d) Probation (2nd term/time that a student has not obtained a 2.0 G.P.A. or non passing grades for elementary and middle school students)
- Private School K-12:
 - Revisit and complete all requirements of life long learning policy.
 - Tuition for the next school year will be paid by semester/quarter/trimester depending on school policy. Student/parent must turn in passing grades before the next semester/quarter/trimester will be paid.
 - Higher Education
 - Revisit and complete all requirements of education policy.
 - Will receive tuition, room & board and books only, and no stipend (if eligible).
- e) Final Probation (3rd term/time that a student has not obtained a 2.0 G.P.A. or non passing grades for elementary and middle school students)
- Private School K-12
 - Revisit and complete all requirements of life long learning policy.
 - The parent must pay tuition for the next school year. Tuition will be paid the following school year, when one year of passing grades have been turned in.
 - Higher Education
 - A student on final probation will not be eligible for any other funding – Room & board, Tuition, Stipend, and Books.
 - Funding can be reinstated when the student meets the requirements of “Removal from Probationary Status”.
- f) Removal From Probationary Status
- A student will be removed from probationary status upon completion of full time requirements from college/university/Vocational / Technical attended.
 - Must pay for the same number of credits for one quarter/semester/term of full time or part time status to be removed from probation(Example: if you take 12 credits and don’t meet the requirements to pass a quarter/semester, you must take 12 credits and pass all 12 credits to be removed from probations)
(Example 2: If you take 6 credits and don’t meet requirements for that quarter you must pay for and complete 6 credits to be removed from probation)
 - Provide grade report of passing as proof of completion & passing with 2.0 GPA with no F’s, withdraws, drops etc.

- Provide proof of payment of tuition to a ~~Higher Education~~ Life Long Learning Representative.
- No stipends shall be paid for previous quarters, semesters, or sessions while a student is on any probation. Students may not receive 2nd or final partial stipends if they are on probationary status.

4. Confidentiality/Release of Information

- a) Tulalip Board of Directors and the Life Long Learning Department will respect the confidentiality of each student.
- b) A student must complete the portion outlined on the application for “release of information” for the Life Long Learning Department to release any information regarding documents and/or checks to any person other than the student.
- c) Private Schools, College or University may require FERPA form to release students’ information to The Tulalip Tribes.

5. Student Grievance Process

- a) The Life Long Learner Representative shall attempt to resolve the grievance informally with the student before taking it to the next level.
- b) Letters of Grievance must be written by the student who is dissatisfied with the actions taken by the Life Long Learning Department.
- c) Upon receipt of the Letter of Grievance the Life Long Learning Representative has ten (10) working days to respond.

6. Degrees that may be funded:

- a) High School Diploma
- b) The Tulalip Tribes may fund students for the following Degree Programs:
 - Associate Programs
 - Bachelor’s Programs
 - Master’s Programs
 - Doctoral Programs
- c) All schools must be accredited by the United States Department of Education or their designee.

- d) Each student will be allowed One (1) Associates Degree, One (1) Bachelor's Degree, One (1) Master's Degree and One (1) Doctoral Degree.
- e) Internship: Unpaid internships that are beneficial or required as part of the process for earning a college degree may be funded, as recommended by the Life Long Learner Representative. Examples include: Teaching certification or clerkships in law, medicine, and social work.
 - May be treated as a college course. Must earn credits toward chosen degree or program.
 - Internship tuition will be paid to the College/University/Institute the student is attending.
 - May be eligible for stipend when taking the minimum amount of credits to qualify for the stipend.
- f) Practicum: A course of study designed especially for the preparation of teachers and clinicians that involves the supervised practical application of previously studied theory.
 - Tuition and books
 - Funding amount allowable will be determined on your program allowance
 - Proper backup documentation must accompany all requests
 - Must pass/ complete residency. If not, see probationary status page 2.
 - For limitations, see timeframe allowance, Page 5.
- g) Residency: Doctoral / PhD programs may require out of area Residencies
 - Tuition, books,
 - Funding amount allowable will be determined on your program allowance
 - Proper backup documentation must accompany all requests
 - Must pass/ complete residency. If not, see probationary status page 2.
 - Limitations may vary depending on program outline.

7. Timeframe Allowance for College:

- Full time students will be allowed to apply for a maximum of (12) quarters or (8) semesters or (3) years of full time study in Tribal life long learning funding in order to achieve (1) AAS, ATS, AGS, or AA degree.
- Full time students will be allowed to apply for an additional maximum of (12) quarters or (8) semesters or (3) years of full time study in tribal education funding in order to earn a BA or BS degree.
- Master's Degree students will be allowed an additional 12 quarters or (3) years of full time study.
- PhD and Doctoral students will be allowed an unlimited amount of time for classes and to complete the dissertation. Part time students will be allowed more time.

8. Student Status/Higher Education

- a) All eligible students will receive tuition and book payments. Only students 18 to 25 may be eligible for stipend and room/board.
- b) First Time students: A first time student receiving education funding will receive their stipend (if eligible) in (3) installments for the 1st quarter or semester they are attending. 1st partial stipend (if eligible) and books/supplies funding, upon registration , 2nd partial at midterm after providing passing grades and, final partial upon completion of 2.0 GPA requirements with a copy of grades. It will be (3) equal installments of stipend award (if eligible). Tuition will be paid directly to the institution. Room and Board (if eligible) will be paid directly to the landlord.
- c) Part-Time Status – One (1) to Eleven (11) credits
- d) Full-Time Status – Twelve (12) credits or more, unless full time status is otherwise noted by College/ University
- e) 2nd and 3rd term students: Successful second and third term students will receive their funding as follows:
 - Stipend (if eligible) and books and supplies will be provided when all necessary documentation for the previous and current term are provided
 - Tuition will be paid directly to the institution
 - Room and Board (if eligible) will be paid to the landlord
- f) Returning Student: Students that have not received funds from The Life Long Learning Department within the last 2 years will be considered a “First Time Student”. See page 4. 8. B.
- g) Experienced Student: This is a Student who has successfully completed 3 full time terms of coursework and is also meeting all other expectations set forth in this policy. Experienced students will have the option to receive their funding in one lump sum each term i.e. tuition, books & supplies and Room and Board (if eligible and if need is demonstrated).
 - Students who receive funding in one lump sum will be required to pay their own tuition, books, and room and board and provide receipts to the Higher Ed department within 2 weeks of commencement of the term.
 - Only the actual tuition amount per quarter will be provided to the student for his / her tuition, up to the maximum per term as described in the Life Long Learner Funding Guidelines matrix.
 - Students who accept a lump sum payment must sign a payback agreement for funds received via automatic per capita deduction in the amount of \$500.00 per month (or maximum amount available up to \$500.00) if they fail to enroll in school, complete courses and provide all other documentation as required. Funds will not be dispersed until a payback agreement is signed.

- h) Out of Area Students (Excludes on-line students) Students must retain full time status and have moved from their main place of residence of the last 5 years (example: student who moves 35 miles or more) to attend college/university.
 - The student must provide documentation of monthly rental expense and lease agreement.
 - W-9 must be completed by the landlord and submitted to ~~Higher Education~~ Life Long Learning Department.
 - Reimbursement for housing may be issued with original receipt or bank statement.
 - Mortgages and lot leases will not be funded.
 - Only the students' portion of rent will be funded up to the allotted amount per the funding matrix (page 6). We will not fund any other persons listed on the lease.
 - Funding will be disbursed no more than 45 days prior to start date of class.

- i) Study Abroad
 - Student's Study Abroad program must be applicable to degree requirements at a regionally accredited college or university.
 - Full-time/Part-time: This is defined as meeting the minimum number of credits for the college/university the student is attending.
 - Funding amount allowable will be determined on your tuition allowance. Proper backup documentation must accompany all requests.
 - Includes books, tuition, stipend and room & board.

9. Funding Amounts

- a) Tulalip Tribes Life Long Learning monies will fund eligible student's tuition, meal plans & fees, books, supplies, and room and board.

- b) There will be no exceptions to funding amounts available for tuition, fees, books, supplies and room and board as outlined per this policy.

- c) Tulalip Tribes Higher Education must receive a copy of the FAFSA Award, FAFSA denial letter, or Scholarship award at the time of applying for educational funding annually.

- d) Funded Year Round

- e) Transportation Allowance
 - Transportation will be provided for Running Start (high school), Vocational/ Technical students only.
 - Transportation allowance will be disbursed at \$100 per month max \$300 per term.

College Allowances	Tuition/ Fees (Up to max amount)	Books/ Supplies	Transportation	Stipend – only for students 18 to 25 years of age, who meet requirements	Room/ Board – only for students 18 to 25 years of age, who meet requirements
Private School K-12	\$10,000				
College in High School/Running Start Students	\$800	\$0	\$0		\$0
Running Start Students	\$800	\$500 FT \$250 PT			\$0.
Vocational or Technical Education	\$8500	\$600	\$300 (student will receive stipend or transportation)	\$1000	\$833.33 per month per quarter/sem or term
Associate Program (quarter/semester/ sessions or term)	\$4500	\$600	\$0	\$1,000	\$833.33 per month per qtr/sem or term
Bachelor Program (4- quarters/ sessions or terms)	\$8500	\$700	\$0	\$1,500	\$833.33 per month per qtr/sem or term
Bachelor Program semesters	\$8500	\$850	\$0	\$2,250	\$833.33 per month per qtr/sem or term
Graduate School (quarter/ sessions or term) Master,	\$8500	\$850	\$0	\$2,500	\$833.33 per month per qtr/sem or term
Graduate School semester/ sessions or term) Ph.D., J.D, M.D	\$8500	\$1000	\$0	\$3,000	\$833.33 per month per qtr/sem or term

10. Graduation Bonus

- a) The following graduation bonuses will be issued upon receipt of final transcripts and copy of GED or Diploma, Certificate or License.

- b) Students graduating and receiving their GED or Diploma on time within their expected graduation date will receive their graduation bonus from the Youth Services program.
- c) Adult Students graduating and receiving their GED or Diploma outside of their expected graduation date will receive their graduation bonus from the Adult Services program.

GED/High School Diploma	\$500
Associates Degree	\$750
Bachelor's Degree	\$1500
Master's Degree	\$2000
PHD/Doctoral	\$2500
Vocational/Technical	\$350

11. Vocational/Technical /Education Programs

- a) Vocational/Technical Education Programs examples: massage therapy, truck driving and diving, beauty school, make-up school.
- b) Vocational/Technical program: students must submit the program outline and requirements in advance to receive approval for funding.
- c) Vocational/Technical program: Must be going toward an employment opportunity.
- d) Physical paperwork must be provided to education department before funding will be approved.
- e) FAFSA results are required while attending a nationally accredited institution. If the institution does not accept FAFSA, this requirement will be waived.
- f) Continuing Education courses not funded.

12. High School Completion/GED

- a) Parking Fee/Bus Pass, Books/Supplies, and Transportation Allowance will be funded with proper documentation provided.
- b) GED classes will be funded.
- c) Testing fee and up to three (3) retakes of each test will be funded.

13. Documentation Requirements for students:
- a) Tuition
 - b) Proof of Registration and/or class schedule.
 - c) Tuition statement/invoice.
 - d) Books/Supplies
 - e) Class schedule
 - f) Stipend
 - g) Grades returned from previous classes taken.
 - h) Class schedule.
 - i) Room/Board
 - j) Copy of lease agreement and W-9 from landlord.
 - k) Class schedule.
 - l) Experienced students opting for lump sum payments each term
 - Within 2 weeks of beginning of term, Receipts for:
 - Tuition payment receipt
 - Rent payment receipts
 - 1st receipt within 2 weeks of beginning of quarter
 - Subsequent receipts by the 10th of each month
 - All other documentation as required above.

*****NO FUNDING WILL BE DISBURSED UNTIL ALL DOCUMENTS ARE PROVIDED**

I understand and agree to this Life Long Learner Policy outlining my requirements and obligations as a student and the requirements and obligations of the Life Long Learner Department provided to me as a student.

Student Printed Name

Student Signature

Date