



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.

Application Process for College, University and Vocational/Technical

1. Complete and sign the Life Long Learning Application on an annual basis.
2. Provide a copy of high school diploma or GED certificate.
3. Complete and sign a release of information (FERPA) form on an annual basis.
4. Running start students must provide a letter from their high school counselor.

5. Provide a copy of Tulalip Tribal ID.
6. Provide results of Free Application for Federal Students Aid (FASFA) for Associate, Bachelor and Vocational students only.
7. Submit a complete education program plan and goal letter.

Application Process for Private School

1. Complete Education application.
2. Provide invoice from school.
3. Provide a copy of Tulalip Tribal ID.
4. Submit a copy of grades from previous term.
5. Provide signed copy of the policy.

Student responsibilities for College, University and Vocational/Technical

1. Provide a program plan for the private school/college/university the student will be attending.
2. Provide a class schedule for each quarter/semester/session/term.
3. Submit required papers and backup documentation in a timely manner to allow for processing, which may take up to 2 weeks.
4. Submit grades/evaluations from the educational institution.
5. 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.
6. Complete total number of credits to maintain full time status (for full time students, or half time for half time students, etc.).
7. Notify 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.
8. Notify Tulalip Life Long Learning Representative of address, phone number and/or email change.

Reentry or Probation Status (below 2.0 grade point average) for College, University and Vocational/Technical

1. First term student does not student does not meet the 2.0 GPA:

- a. Student Learning Growth Opportunity- provide assistance during a students' educational journey. To be eligible, a student will submit a letter and/or meet with life long learning staff to discuss challenges and plans to help the student achieve their goals.
 - b. Student will revisit program plan identifying key strategies and action steps for reentry into education for graduation or academic success.
2. Will receive tuition, room & board and books and stipend (if eligible) in (3) equal installments.
3. Probation: 2nd term/time that a student has not obtained a 2.0 G.P.A
 - a. Revisit and complete all requirements of education policy.
 - b. Will receive tuition, room & board and books only, and no stipend (if eligible).
4. Final Probation: 3rd term/time a student does not meet the 2.0 GPA:
 - a. A student on final probation will not be eligible for any other funding – Room & board, Tuition, Stipend, and Books.
 - b. Funding can be reinstated when the student meets the requirements of "Removal from Probationary Status".
5. Removal from Probation Status
 - a. A student will be removed from probationary status upon completion of full time requirements from college/university/Vocational / Technical attended.
 - b. 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)
 - c. Provide grade report of passing as proof of completion & passing with 2.0 GPA with no F's, withdraws, drops etc.
 - d. Provide proof of payment of tuition to a Life Long Learning representative.
 - e. 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.

Confidentiality/Release of Information

1. Tulalip Board of Directors and the Life Long Learning Department will respect the confidentiality of each student.
2. 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.
3. Colleges and Universities may require FERPA form to release students’ information to The Tulalip Tribes.

Student Grievance Process

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

Degree Programs Funded

1. High School Diploma
2. College/University
 - a. Associate degree
 - b. Bachelor degree
 - c. Master degree
 - d. Doctoral degree/JD/MD
3. All schools must be accredited by the United States Department of Education or their designee.
4. Each student will be allowed One (1) Associates Degree, One (1) Bachelor’s Degree, One (1) Master’s Degree and One (1) Doctoral Degree.
5. 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.

- a. May be treated as a college course. Must earn credits toward chosen degree or program.
 - b. Internship tuition will be paid to the College/University/Institute the student is attending.
 - c. May be eligible for stipend when taking the minimum amount of credits to qualify for the stipend.
6. Practicum: A course of study designed especially for the preparation of teachers and clinicians that involves the supervised practical application of previously studied theory.
 - a. Tuition and books
 - b. Funding amount allowable will be determined on your program allowance.
 - c. Proper backup documentation must accompany all requests
 - d. Must pass/complete residency. If not, see probationary section.
 - e. For limitations see timeframe allowances.
7. Residency: Doctoral/PhD programs:
 - a. Tuition and books
 - b. Funding amount allowable will be determined on your program allowance.
 - c. Proper backup documentation must accompany all requests
 - d. Must pass/complete residency. If not, see probationary section.
 - e. For limitations see timeframe allowances.

Timeframe Allowance for College/University

1. 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.
2. 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.
3. Masters degree students will be allowed an additional 12 quarters or (3) years of full time study.
4. 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.

Student Status

1. All eligible students will receive tuition and book payments as well as stipend.
2. 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.
3. Part time students: One (1) to Eleven (11) credits
4. Full time student: Twelve (12) credits or more, unless full time status is otherwise noted by College/ University
5. 2nd and 3rd term students: Successful second and third term students will receive their funding as follows:
 - a. Stipend (if eligible) and books and supplies will be provided when all necessary documentation for the previous and current term are provided
 - b. Tuition will be paid directly to the institution
 - c. Room and board (if eligible) will be paid to the landlord.
6. 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”.
7. 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).
 - a. 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.
 - b. 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.

- c. 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.
8. 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.
 - a. The student must provide documentation of monthly rental expense and lease agreement.
 - b. W-9 must be completed by the landlord and submitted to the Life Long Learning Department.
 - c. Reimbursement for housing may be issued with original receipt or bank statement.
 - d. Mortgages and lot leases will not be funded.
 - e. 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.
 - f. Funding will be disbursed no more than 45 days prior to the start of class.
9. Study Abroad
 - a. Students Study Abroad program must be applicable to degree requirements at a regionally accredited college or university.
 - b. Full time/part time: this is defined as meeting the minimum number of credits for the college/university the student is attending.
 - c. Funding amount allowable will be determined on your tuition allowance. Proper backup documentation must accompany all requests.
 - d. Includes books, tuition, stipend and room/board.

Funding Amounts

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

2. Exceptions to funding amounts available for tuition/fees, books and supplies as outlined per this policy will be the discretion of the CEO office based on exceptional circumstances. A student may provide a detailed letter with evidence of need.
3. Tulalip 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.
4. Funded year around.
5. Transportation Allowance
 - a. Transportation will be provided for Running Start (high school), Vocational/ Technical students only.
 - b. Transportation allowance will be disbursed at \$100 per month, with a max \$300 per term.

Type of Program	Tuition/Fees	Books/Supplies	Transportation	Stipend	Room/Board
Private School (K-12)	\$10,000	\$0	\$0	\$0	\$0
College in the High School	\$800	\$250	\$0	\$0	\$0
Running Start	\$800	\$500 FT \$250 PT	\$300 FT \$150 PT	\$1000 1,200FT college credits	\$0
Vocational/ Technical	\$10,000	\$800	\$300 *only trans. or stipend	\$1,200	\$1,200 per month
Associate	\$5,000 qtr \$7,000 sem	\$800 qtr \$1,100 sem	\$0	\$1,200 qtr \$1,500 sem	\$1,200 per month
Bachelor	\$10,000 qtr \$15,000 sem	\$900 qtr \$ 1,250 sem	\$0	\$1,700 qtr \$2,450 sem	\$1,200 per month
Master/PhD/JD/MD	\$10,000 qtr \$15,000 sem	\$1,050 qtr \$1,475 sem	\$0	\$2,700 qtr \$3,950 sem	\$1,200 per month

6. Vocational programs may be considered for payment by terms/quarters when deemed appropriate with proper documentation.
7. Tulalip Tribes funding is applied prior to scholarships, grants.

Graduation Bonus

1. The following graduation bonuses will be issued upon receipt of final transcripts and copy of GED or Diploma, Certificate or License.
2. 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.
3. Adults students graduating and receiving their GED or Diploma outside of their expected graduation date will receive their graduation bonus from Life Long Learning.

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

Alternative Education Programs Guidance

1. Vocational/Technical/Education Programs
 - a. Examples: massage therapy, truck driving and diving, beauty school, make-up school
 - b. Students must submit the program outline and requirements in advance to receive approval for funding.
 - c. Must be going toward an employment opportunity.
 - d. Proper paperwork must be provided to education department before funding will be approved.
 - e. FASFA 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 are not funded.

2. 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.
Testing fee and up to three (3) retakes of each test will be funded.

Documentation Requirements

- 1. Tuition
- 2. Proof of registration and/or class schedule
- 3. Tuition statement/invoice
- 4. Books/supplies
- 5. Class schedule
- 6. Stipend
- 7. Grades from previous term
- 8. Room/board
- 9. Copy of lease and W-9 from landlord
- 10. Experienced Students (lump sum)
 - a. Receipts (within 2 weeks); tuition, rent, subsequent receipts due by the 10th of each month. All other documentation required from above.

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

Student Printed Name Student Signature Date