



These policies and procedures were adopted by the Tulalip Board of Directors by Resolution # 2013-337 on July 12, 2013 and amended on January 10, 2014.

HIGHER EDUCATION POLICY

1. Mission Statement

The Tulalip Tribes offers funding and supportive services to eligible Tribal members, to meet their educational goals. To accomplish this mission the Higher Education department will:

- Provide equal access and treatment to all Tribal members
- Maintain high standards in the services provided
- Develop partnerships with other schools, other programs and educational opportunities.

2. Goals

- The objective is to assist Tribal member students in their efforts to attain their educational goals and to ensure everyone is treated respectfully
- To provide an orientation, program plan and continued follow-up
- Counseling and supportive service will be provided to all students

3. Application Process to apply for Higher Education funding for College, University, Vocational or Technical Education, all considered Higher Education hereafter.

- Complete and sign a Higher Education Application which includes the Release of Information
- Provide proof of high school diploma or GED certificate, if you do not have either you must sign a 6 month agreement
- Running start students must provide a letter from their high school counselor
- Proof of current enrollment as a Tulalip member
- Provide results of Free Application for Federal Students Aid (FAFSA)

- Required to submit a complete education program plan and a letter of goals.
- Must sign agreement acknowledging receipt and reading the Higher Education Policy regarding student responsibilities and probationary status
- Funding is on a year by year basis and may be subject to availability of funds.

4. Student Responsibilities

- Each student is responsible to provide a Program Plan for the college/university the student will be attending
- Provide a class registration form for each quarter/semester/session/term
- Bring in required papers and backup documentation in a timely manner to allow for processing
- Submit grades/evaluations from the educational institution. Must maintain a 2.0 GPA each quarter, semester, session or term and complete all credits required by your institution to be a full time student. Part time students must complete the total number of credits for which they register.
- Notify the Education Representative of any withdrawals from the educational institution they are attending and provide proof of justification to be on file
- Notify Education Representative of address or telephone change.
- Funding is for current year. Student must apply for funding during the applicable year to be eligible for funding under this policy.

5. Probationary Status

- This section applies to all College/ University/ Vocational or Technical Education
- First Probation – A student that does not complete the GPA requirements of education policy.
 - A student on first probation will receive tuition and books only, no stipend or transportation allowance
- Final Probation – A student that has not met the requirements for first probation will not be eligible for further funding
 - A student on final probation will not be eligible for any other funding
 - Funding can be reinstated when the student meets the requirements of “Removal from Probationary Status”.
- Emergency Probation – Withdrawal from an education institution due to extenuating or emergency situations (emergency medical, extended attendance issues due to death in the immediate family, family hardships flood, fire or similar state of emergency disasters. Final decision will determined by the Adult Services Executive Director.
- Time frame allowance – If the outlined time line for the completion of college has not been met, the student must write a letter to the Higher Education Department

- Removal From Probationary Status – A student will be removed from probationary status upon completion of full time requirements from college/university attended (student on final probation – must pay for one quarter/semester/term of full time status and provide grade report as proof of completion) to a Higher Education Representative. Stipend will not be issued for prior quarter(s) following removal of probationary status.

6. Confidentiality/Release of Information

- Tulalip Board of Directors and the Higher Education Department will respect the confidentiality of each student. The signed Release of Information allows the Education Representative to obtain student files from the school of attendance and allows the Education Representative to provide confidential information to the Board of Directors. In addition, as the governing body of the Tulalip Tribes of Washington, the Board of Directors reserves the right to inspect individual student files.
- A student must complete the portion outlined on the application for “release of information” for the Higher Education Department to release any information regarding documents and/or checks to any person other than the student.

7. Student Grievance Process

- The Education Representative shall attempt to resolve the grievance informally with the student before taking it to the next step
- Letters of Grievance must be written by the student who is dissatisfied with the actions taken by the Higher Education Department and delivered or mailed to the Education Representative
- Upon receipt of the Letter of Grievance the Education Representative has ten (10) working days to respond
- If the grievance cannot be resolved the Chain of Command is as follows: Higher Education Manager, Adult Services Executive Director, Deputy General Manager, and General Manager
- Each level in the chain of command will respond in writing within (5) working days, in accordance to Title 9.10.950 (1)
- Students who do not follow the Chain of Command will be directed back to the appropriate level
- Nepotism and Conflict of Interest: Individuals are excluded from any decision, which may relate directly or indirectly to a family member’s grievance status. The definition of immediate family member is in accordance with the Tulalip Tribes current Title 9.10.510

8. a. Definitions for College/ University Degree Programs

The Tulalip Tribes may fund students for the following Degree Programs:

- College/University: AA, AAS, ATS, AGS, BA/BS, Post Graduate, Master's Program, Doctoral students. All schools must be accredited by an institution recognized by the United States Department of Education or their designee. Each student will be allowed One (1) Associates Degree, One (1) Bachelors Degree, One (1) Masters Degree and One (1) Post-graduate Professional Degree.
- Internship: Unpaid internships that are required as part of the process for earning a college degree may be funded, as recommended by the Higher Education Representative. Examples include: Teaching certification or clerkships in law, medicine, and social work.
- Timeframe Allowance for College: Full time students will be allowed to apply for a maximum of (12) quarters or (8) semesters of tribal education funding in order to achieve (1) AAS, ATS, AGS, or AA degree Associates Degree. Full time students will be allowed to apply for an additional maximum of (12) quarters or (8) semesters of tribal education funding in order to earn a BA or BS degree. Master's Degree students will be allowed an additional 12 quarters. PhD. Students will be allowed an additional 12 quarters for classes and an additional 2 years to complete the dissertation. Part time students will be allowed more time, upon submitting a written request to the Higher Education Department and approved by the Adult Services Executive Director.
- Timeframe Allowance for Vocational/ Technical Programs: Students must provide their educational requirements in advance for completing the program.

8. b. Student Status

- First Time Status – Full time students: A first time student receiving education funding will receive their scholarship in (3) installments for the 1st quarter or semester they are attending. 1st partial at completion of attending the first week and with a letter from the instructor, 2nd partial at midterms after providing passing grades and, final partial upon completion of 2.0 GPA requirements with a copy of grades
 - Part-Time Status – One (1) to Eleven (11) credits
 - Full-Time Status – Twelve (12) credits or more
 - Unless status is otherwise noted by College/ University
- Out of Area Students – Students that move from their main place of residence (example: student who moves 30 miles or more) from parents, grandparents, family members or where they have called home for at least 5 years to attend college/university. The student must provide documentation of monthly rental expense, which will include a notarized statement from their landlord or copy of lease agreement and a copy of a utilities or phone bill in their name. Also, a W-9 must be completed by the landlord and submitted to Higher Education.

8. c. Funding Amounts

- Tulalip Tribes Higher Education monies will fund eligible student’s tuition, fees, books, supplies, and room and board after the FAFSA award up to the amounts outlined in this policy.
- There will be no exceptions to funding amounts available for Tuition, fees, books, supplies and room and board as outlined per this policy.
- Tulalip Tribes Higher Education must receive a copy of the FAFSA Award or FAFSA denial letter at the time of applying for educational funding.

8. d. Yearly Funding Limits: Quarters/ Semesters/ Sessions or Terms

- Students will be funded for three (3) out of four (4) quarters or two (2) out of three (3) semesters in any given academic year. Specific classes that are only offered in the summer which pertain to the student’s education program plan or are required for graduation may be funded. During additional summer classes required for graduation, room and board may be provided according to policy.

8. e. Transportation Allowance will be provided for Running Start (high-school) and Vocational/ Technical students only. Transportation allowance will be distributed \$100 per month.

College Allowances	Tuition/ Fees	Books/ Supplies	Transportation	Scholarship	Room/ Board
Dollar amount up to and not to exceed	Up to and not to exceed	Up to and not to exceed	Up to and not to exceed	Student must be full time	Up to/ not to exceed \$7,500 per year
Running Start Students	\$800	\$500	\$300	\$0.	\$0.
Two-year Community College (quarter/semester/ sessions or term)	\$3,000	\$500	\$0	\$1,000	\$2,500 per quarter/ semester or term
Vocational or Technical Education	\$5,000	\$500	\$300- For students who do not receive stipend get transportation.	\$1,000	\$2,500 per quarter/ semester or term
Four-year University (3-quarters/ sessions or term)	\$5,000	\$500	\$0	\$1,500	\$2,500 per quarter/ or term
Four-year University (2-semester/ session	\$7,500	\$750	\$0	\$2,250	\$3,750 per semester/ or

or term)					term
College Allowances	Tuition/ Fees	Books/ Supplies	Transportation	Scholarship	Room/ Board
Graduate School (quarter/ semester/ sessions or term)	\$7,000	\$750	\$0	\$2,000	\$2,500 per quarter/ semester or term
Doctoral Fields of Study (quarter/ semester/ sessions or term) Psy.D., Ph.D., J.D, M.D.	\$8,000	\$750	\$0	\$2,000	\$2,500 per quarter/ semester or term

- Eligible students who attend full time and take a mix of on line and main campus courses will receive, 100% of the scholarship offered for all college allowances.
- Eligible students who attend full time and take only on line courses will receive, 50% of the scholarship offered for all college allowances.
- Eligible students who attend part time will receive, 25% of the scholarship offered for all college allowances.

8. f. Study Abroad

- Study Abroad funding applies to this section only, funding cannot be combined with other funding sections within this policy.
- Student's Study Abroad program must be applicable to degree requirements at a regionally accredited college or university.
- Part-time basis: This is defined as less than minimum load of requirements for fulltime status. Funding amount allowable will be \$2,000.
- Full-time basis: This is defined as meeting the minimum number of credits for the college/university the student is attending. Funding amount allowable will be a maximum of \$4,000. Proper backup documentation must accompany all requests. Students are responsible for providing requested back up as required.

9. Vocational/Technical Education

- Vocational/Technical examples: massage therapy, truck driving and diving
- Vocational/Technical program: students must submit the program outline and requirements in advance to receive approval for funding.
- Diving or other (physical requirement) certificate program students must pass a UA and Physical paperwork to be provided to education department before funding will be approved.

10. Continuing Education

Continuing Education Examples:

- Accredited workshops, seminars, conferences or programs that upgrade skills.
- Continuing education assists students with maintaining licenses and/ or certifications.
- Other eligible Programs include courses/ classes increasing the student's cultural knowledge and skills.

Funding for Continuing Education:

- Tuition, books, registration fees, supplies, travel, and per diem not to exceed \$2,000 per year.
- Funding for continuing education cannot be used in conjunction with other funding for college/university/vocational/technical education within this policy.
- Continuing education work related requests sent by employees are sent directly to the training/ travel department for processing, approval and funding allocations.

Confidentiality/ Release of Information

- Tulalip Board of Directors and the Higher Education Department will respect the confidentiality of each student. The signed Release of Information allows the Education Representative to obtain student files from the school of attendance and allows the Education Representative to provide confidential information to the Board of Directors. In addition, the Board of Directors reserves the right to inspect individual student files. Students will be notified when the Board of Directors requests student file.
- Student must complete the portion outlined on the application for “release of information” for the Higher Education Department to release any information regarding documents and/or checks to any person other than the student.

Documentation Requirements for students:

- Tuition
 - Proof of Registration and/or class schedule
- Books/ Supplies
 - Class schedule and/ or receipts (as applicable)
- Scholarship
 - Grades returned from previous classes taken
- Room/ Board
 - Copy of lease agreement and W-9 from landlord
 - Checks are payable to the landlord only

NO FUNDING WILL BE DISBURSED UNTIL ALL DOCUMENTS ARE PROVIDED

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

Student Printed Name

Student Signature

Date

Higher Education Printed Name

Higher Education Signature

Date