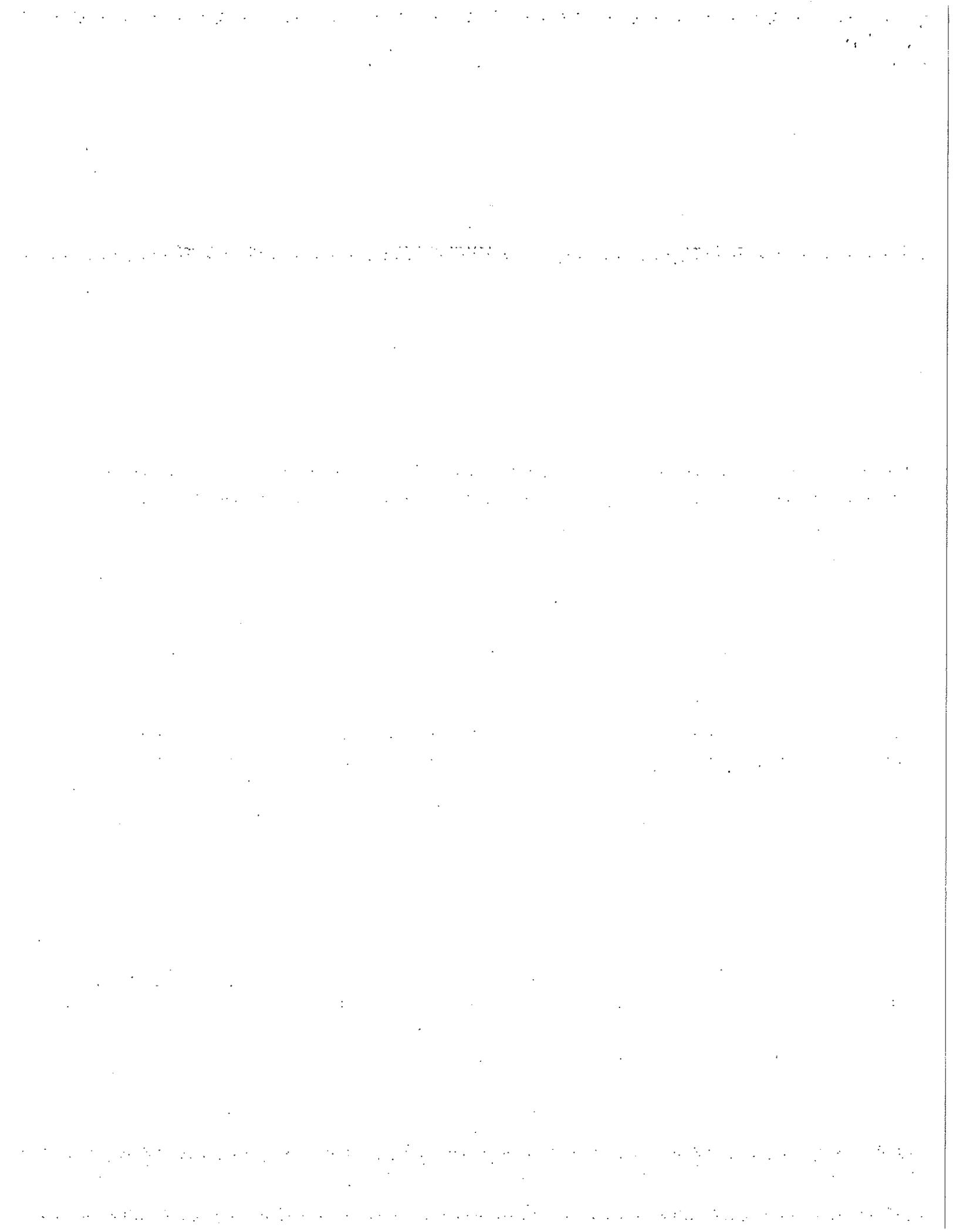


**CHEYENNE AND ARAPAHO TRIBES
HIGHER EDUCATION
SCHOLARSHIP PROGRAM**

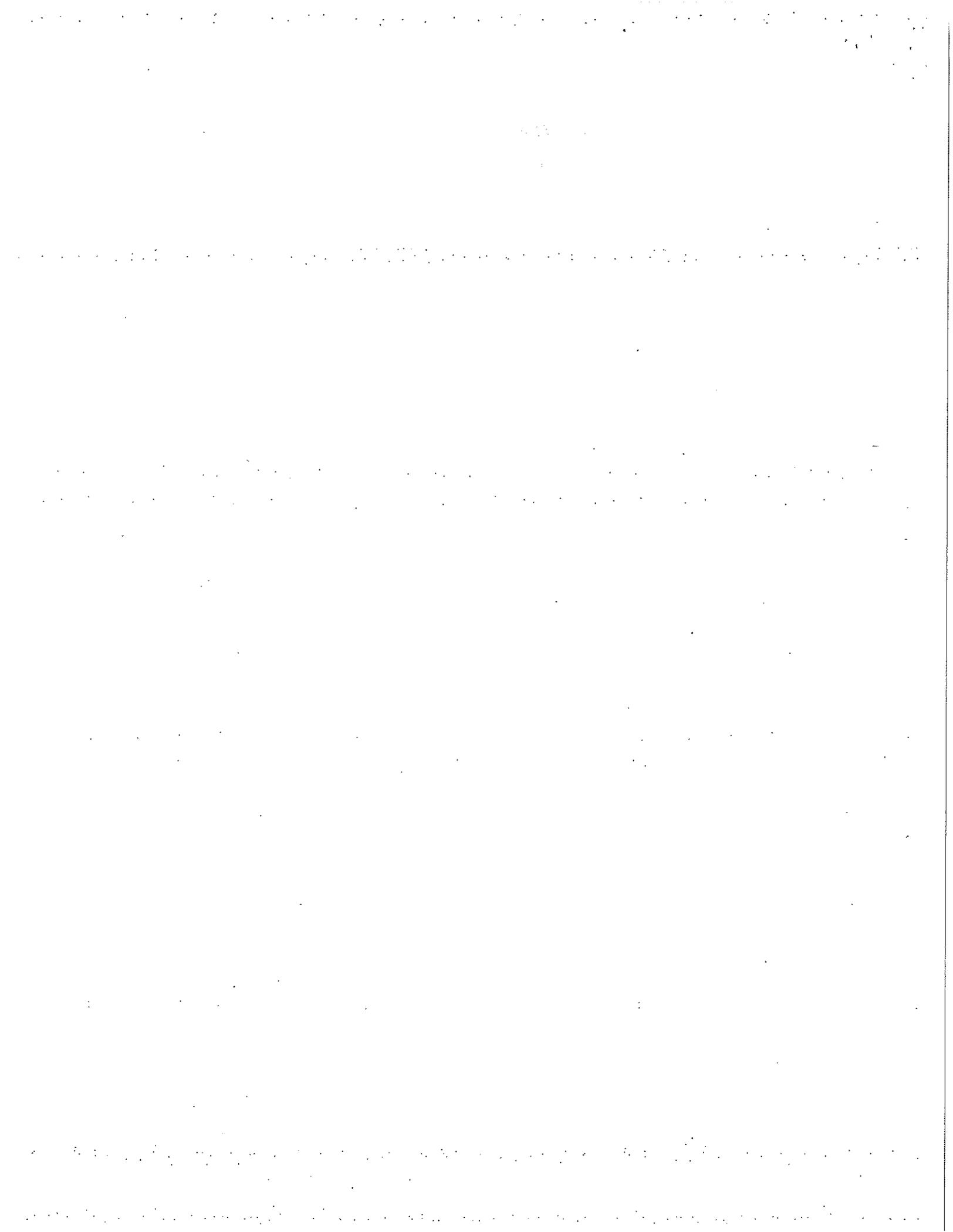
STUDENT GUIDELINES

**ADOPTED BY
THE CHEYENNE AND ARAPAHO TRIBES OF OKLAHOMA
29TH BUSINESS COMMITTEE**



CHEYENNE-ARAPAHO TRIBES
HIGHER EDUCATION PROGRAM
STUDENT GUIDELINES
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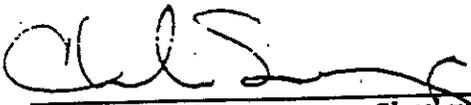
POLICY STATEMENT

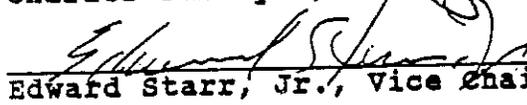
The Cheyenne and Arapaho Tribes of Oklahoma provides educational services to tribal members under the authority of Sec 11, 48 Stat. 986; 25 U.S.C. 471 and the Indian Self-Determination and Education Assistance Act, P.L. 93-638, as amended.

The Cheyenne and Arapaho Tribe's Higher Education Program Guidelines is the sole document and is consistent with the applicable Federal Regulations and the tribal contract under the Indian Self-Determination and Education Assistance Act, as amended.

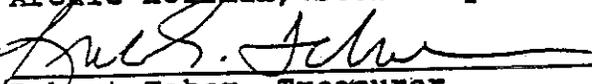
All parties referring to educational assistance from funds provided through the Bureau of Indian Affairs and through the Cheyenne and Arapaho Tribes Education Department will abide by these guidelines adopted as tribal policies. These policies will not be amended or implemented without the approval of the Tribal Business Committee.

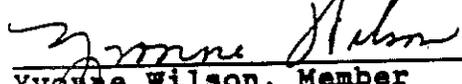
Adopted and approved by the Cheyenne and Arapaho Tribes 29th Business Committee by a vote of 5 to 0, on this date of
December 15, 1995.

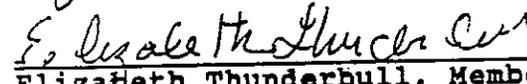

Charles Surveyor, Chairman

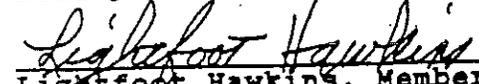

Edward Starr, Jr., Vice Chairman

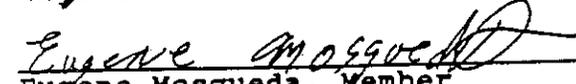

Archie Hoffman, Secretary


Robert Tabor, Treasurer


Yvonne Wilson, Member


Elizabeth Thunderbull, Member


Lightfoot Hawkins, Member


Eugene Mosqueda, Member

STUDENT GUIDELINES

ELIGIBILITY: Any enrolled Cheyenne and Arapaho Tribal member regardless of residence, attending an accredited institution of higher learning who has applied for assistance through the Federal Student Financial Aid Program and who plans to obtain their first bachelors degree or masters degree may apply to the Cheyenne and Arapaho Tribal Higher Education Program for financial assistance.

Program eligibility is determined by analyzing and calculating the data submitted on the student's completed FNA. All applicants who are determined eligible will be placed under one of the four areas listed below to determine the level of assistance they may be eligible for.

(1) First Priority Funding Category. First priority applicants are those who are:

- (1) Upper classmen - undergraduate students
- (2) in good academic standing with the program (see academic requirements)
- (3) are full-time students pursuing a bachelors degree from an accredited institution
- (4) have applied for federal financial aid and have an unmet need according to FNA
- (5) tribal members residing within the original tribal boundaries.

(2) Second Priority Funding Category. Second priority applicants will include:

- (1) graduate and undergraduate students (graduate students are required to apply for other sources of funding and show verification of award or denial letter)
- (2) full-time and part-time students pursuing a degree from an accredited institution
- (3) in good standing with the program (see academic requirements)
- (5) have applied for federal financial aid and have an unmet need according to the FNA
- (6) Cheyenne and Arapaho tribal member.

(3) **Third Priority Funding Category.** Third priority applicants are those students who are:

- (1) graduate or undergraduate students
- (2) Full or part-time students attending an accredited institution
- (3) have applied for financial aid and are ineligible for the Pell due to being over income but who, according to the Higher Education Program, still have an "unmet need." Student is still required to apply for federal aid and should submit the document stating their ineligibility.
- (4) in good standing with the program (see academic requirements)
- (5) Cheyenne and Arapaho Tribal Member

(4) **Fourth Priority Funding Category.** Providing the funds exist, fourth priority students will be funded after assisting those who are eligible and identified in the First, Second and Third Priority Categories. The amount of funding for fourth priority students will be at the discretion of the Education Director and will not exceed the average grant awarded to first, second, and third priority students. Fourth priority applicants are those students who are:

- (1) Undergraduate students who are ineligible for Pell due to:
 - a. defaulted loans - students are required to apply for federal aid and submit documents stating their ineligibility.
 - b. exceeded maximum number of semesters from federal aid - students are required to apply for federal aid and submit documents stating their ineligibility.
- (2) Students who are required to take additional college or university courses for professional certification or licensing. Grant will be for tuition, fees, and books only.
- (3) Applicants who are **academically ineligible** according to institutional guidelines for federal financial student aid. Students are required to apply for federal aid and submit documents stating their ineligibility. Student will be admitted on a probationary status.
- (4) Incarcerated students sentenced to a penal institution may be eligible for financial assistance for the cost of books, fees and tuition only.

- (5) In good standing with the program (see academic requirements)
- (6) Mid-year institutes/sessions, Intercession courses etc., which are requirements for graduation. The assistance provided will be limited to the cost of tuition, books and related fees for the mid-term course.
- (7) Cheyenne and Arapaho Tribal Members

FUNDING PROCEDURES

The amount of the grant will be the student's unmet need or the maximum established for the category, which ever is less. This applies to the regular school term and summer school. The amount of the award will be determined by the Education Director based on funds available and number of applicants and will also be based on number of class hours student is enrolled in.

In some cases awards will be issued in partial payments to the school. Pro-rated awards will be used in cases where the education department considers the student high-risk.

GUIDANCE AND COUNSELING

Guidance and counseling services are needed at all levels to assist individual students in preparing for higher education, to assist with the application and processing of requests for financial aid, and to assist with a follow-up program. The Higher Education Program staff/personnel will provide student advisement in the form of guidance and counseling services to all students requesting assistance and will talk with advisors, school counselors, college/university staff, etc., in an attempt to provide assistance to insure that the student meets all requirements and remains in school and completes the session.

ACADEMIC REQUIREMENTS

All grantees must maintain acceptable academic standing and social conduct within the policies and rules of the institution attended and the Cheyenne and Arapaho Tribal Higher Education Program.

Required Grade Point Average: Students are required to maintain a minimum 2.0 GPA. If a student fails to maintain the required GPA he/she will be placed on academic probation for the next funding period.

Required Class Hours: Students are required to enroll in and maintain full-time status which is a minimum of twelve (12) credit hours. If a student fails to maintain the required class hours he/she will be placed on academic probation for the next funding period. Students who choose to take less than twelve (12) hours will be funded accordingly.

All full-time students must enroll in a minimum of 12 semester hours during their freshman year. Thereafter, students are strongly advised by program staff to enroll in at least fourteen (14) semester hours, preferably fifteen (15) hours but not more than seventeen (17) hours beginning their sophomore year. The rationale behind this is that the grantee will complete the degree requirements within five years or ten semesters. Additionally, students are advised to see a counselor or follow the program of study outlined in college catalogs for their degree program; this is done so that there will be no classes taken needlessly. Once on the program, students must maintain a 2.0 GPA for the term funded for continued eligibility.

NOTIFICATION OF SUSPENSION OR PROBATION

PROBATION STATUS: Grantees are placed on probationary status when they do not meet minimum requirements for the term funded. Being placed on probationary status means that the student will be assisted financially for the semester/term in question with the requirement that the grantee must meet all minimum requirements for reinstatement. Students who fail to meet the academic requirements for two successive semesters will be suspended from the program.

Students who apply to the Cheyenne and Arapaho Tribes Higher Education Program and have a cumulative grade point average of less than 2.0 can only be funded if the GPA can be raised to a 2.0 or better in a semesters time. The student will be funded on a probationary status. If the student's GPA is a 2.0 or better, the student will be in good standing with the program and be taken off of probationary status. If the student does not raise his or her GPA, they will be suspended from the program.

The student and financial aid office will be notified by letter when a student is placed on academic probation or suspension within ten (10) days after receipt of transcripts or grade reports.

SUSPENSION STATUS:

If a student fails to meet the minimum requirements while on academic probation, they will be suspended from the Higher Education Program.

If a student withdraws or drops from classes and does not return the award/funds to the Cheyenne-Arapaho Higher Education Program, the student will be suspended from the program without a probationary period.

REINSTATEMENT FROM SUSPENSION:

Students who have been suspended from the Cheyenne and Arapaho Tribes Higher Education Program due to a low GPA, early withdrawal or dropping out may be reinstated after the student has satisfactorily completed one semester at his or her own expense

and, (1) has earned the minimum required amount of semester/quarter hours, depending on part-time or full-time status, from an accredited college/ university in courses that are directly related to the degree pursued, and (2) that the GPA for the classes taken while under suspension is at least a 2.0 GPA, regardless of the time period it took for the student to take the courses and earn the GPA.

Students who are reinstated after being suspended from the Tribal Higher Education Program shall be admitted under probation for their first term back; at the conclusion of the return term, the student may return to full eligibility and be in good standing, provided that said student has first met the two minimum academic criteria. Students who fail to meet the minimum academic criteria during their return term shall be suspended.

Students who enroll, attend classes, were funded by the Cheyenne and Arapaho Tribes Education Program, and had to withdraw from classes may be considered again but on a case-by-case basis, provided the student appeals, in writing, their suspension and provides convincing documentation explaining their withdraw. If the appeal documentation supports reinstatement, funding may be provided for another term in a probationary status.

REQUIRED DOCUMENTS:

Higher Education applications should be turned into the Education Department by the following dates:

Fall Semester - June 1
Spring Semester - November 1
Summer Session - April 1

Accompanying each signed and dated application must be the following documents:

(1) Letter of Admission: The program office must have on file a copy of the student's official notification of acceptance. The acceptance letter must be on letterhead and be from a regionally accredited post secondary school.

(2) Letter of Intent: A personal letter, written in ink wherein the students states exactly why they want to go to college, why they need a grant, how they plan to use the grant funds, what major they plan to pursue and their plans after graduation.

(3) High School Transcripts, GED and College Transcripts: High school transcript must show at least first semester grades of senior year; a completed transcript showing graduation date, rank, etc., will be required prior to release of any grant funds. A copy of the student's GED certificate may supplement a high school transcript. A college transcript

indicating a cumulative hour total of 30 or more semester hours at a 2.0 or higher GPA may supplement the high school transcript and GED certificate requirement. Those who attended college before entering the Tribal Higher Education Program must submit transcript copies of all work attempted and/or completed.

(4) Tribal Membership: Certificate of Degree of Indian Blood CDIB): Applicant files must include a copy of their CDIB's which can be obtained from the Cheyenne and Arapaho Tribal Enrollment Office; or a Bureau of Indian Affairs CDIB card.

(5) Financial Needs Analysis (FNA): Each applicant is responsible for having their FNA submitted by the college financial aid office (FAO). The FNA form is found in the application packet provided by the Tribal HEP. The student must complete the appropriate part of the FNA and submit it to the college financial aid office for them to complete. The college can process the FNA only after the student has applied to the Federal Student Aid program (FSAP), which is a Federal Program that determines eligibility for the Pell Grant, the Supplemental Educational Opportunity Grant (SEOG), the Oklahoma Tuition Aid Grant (OTAG), and other financial aid sources. The college will return the completed FNA to the Tribal Higher Education Program office. Applications without a completed FNA form will be considered incomplete. Incomplete applications will not be considered for funding.

(6) Proof of Application to the Federal Student Financial Aid Program: Proof of application to the FSAP will be the completed FNA. Any federal assistance emanating from the tribal HEP office is totally dependent on the student applying to the FSAP. FSAP applications are available in the program office, the college financial aid office or most any high school counselor's office. Due to the FSAP processing time requirements, students should apply well before they plan to attend school.

(7) Degree Plan: Each college provides degree plans that indicate appropriate classes and number of hours that need to be obtained for a particular degree. This Degree Plan is a part of the application process and must be submitted before the file is complete.

(8) Class Schedule: After the first semester/quarter, the class schedule must support the degree plan. Students, with the assistance of an academic advisor, should not enroll in classes that are not applicable to the degree being pursued.

STUDENT RESPONSIBILITY:

Since the Higher Education Program is a post-high school program, which means most applicants are of legal age and considered as "adults", the following is expected of all applicants.

(1) Expense Incurred Prior to Eligibility: The student is responsible for any pre-enrollment fees and any other college related fees such as tuition from previous terms, library cost, dormitory charges and other forms of indebtedness. This includes defaulted loans that were accrued at any time.

(2) Degree Evaluations: Students who have completed 60 semester hours or who will earn 60 semester hours in the upcoming semester are required to submit a completed degree evaluation sheet that is prepared by college or university staff or officials. The completed forms are to be returned to the program office and should include: (a) list of completed courses and credits that apply to a degree, (b) courses that need to be taken to complete graduation requirements, and (c) a dated signature of institutional official completing the degree evaluation check list.

(3) Applications: The student is responsible for submitting an annual application to the tribal higher education program office. Additionally, students are responsible for completing their applications to the Federal Student Aid Program. The Student Aid Report is a form that requires precise reporting of family or personal income taken directly from the IRS Form 1040 and requires inclusion of same. The SAR is mandatory for completion of the FNA form. Inaccurate reporting will delay the processing, which can take from 6 to 8 weeks to complete. Due to the lengthy processing time, students are encouraged to file early in the tax year.

(4) Submission of Grades and/or Transcripts: Each grantee is responsible for submitting their grades for the term funded. This is essential for continued funding. If grades are not received for the previous term, the following semester/quarter grant checks will not be processed. Semester grades are to be mailed to us as soon as they are presented to the student.

(5) Withdrawal: If a student has to withdraw from class after being awarded a grant, it is their responsibility to notify the Higher Education Program office as soon as possible. Any grant funds remaining should be returned by the college.

SUPPLEMENTAL AWARDS:

The Tribal Higher Education Program can provide supplemental awards provided funds are available and depending on the individual circumstances/emergencies, etc. Also, provided the student is still enrolled full-time and making good academic progress.

Students may qualify for incentive awards based on their grade point average at the end of each semester or quarter. Undergraduate and graduate students attaining a 3.0 to 3.49 grade point average for twelve (12) hours or more academic work per quarter or semester will receive \$150.00. Undergraduate and graduate students attaining a 3.5 plus grade point average for twelve (12) hours or more academic work per quarter or semester will receive \$200.00. Undergraduate and graduate students attaining a 4.0 grade point average for twelve (12) hours or more academic work per quarter or semester will receive \$300.00.

Students who obtain their degrees will also receive an incentive award. Students attaining an Associates Degree will receive \$200.00. Students attaining a Bachelors Degree will receive \$300.00. Students attaining a Masters Degree will receive \$400.00 and Students attaining a Doctoral Degree will receive \$500.00.

NOTIFICATION OF DISAPPROVAL

A grant application can be disapproved for any of the following reasons:

1. Failure to complete the required number of credits per term with the required grade point average.
2. Depleted grant funds.
3. Incomplete Higher Education Grant application.
4. Failure to make application for institutional aid.
5. Failure to meet deadline dates.
6. Not accepted by or suspended by college.
7. Too long on program (15 accumulative quarters or 10 cumulative semester).
8. Pursuing a vocational-technical program.
9. Less than 1/4th degree blood quantum.
10. Unrecognized tribal affiliation.
11. Taking courses that are non-degree courses.

APPEAL PROCESS

CAUSE:

Cheyenne and Arapaho Tribal members submitting an application for a Tribal Higher Education Program grant to the Cheyenne and Arapaho Tribes of Oklahoma for post-secondary education studies may be denied only for just cause; and any Cheyenne and Arapaho tribal member submitting an application for continuation of post-secondary studies may be denied only for just cause, pursuant to guidelines, applicable to the scope and purpose of the Cheyenne and Arapaho Tribe of Oklahoma's Higher Education Program.

NOTICE OF ADVERSE ACTION:

An applicant, either a new or a continuing student, shall be notified, in writing, by the Director of Education, explaining the reason(s) for any adverse action regarding a Tribal Higher Education Program. Written notification shall be given within fourteen (14) calendar days after the Director's decision for disapproval has been determined. The notice of adverse action will describe the deficiency and a statement apprising the applicant's right to appeal will be included.

APPEAL PROCEDURE:

Upon receipt of written notice of appeal of the Director's decision of adverse action, an applicant may appeal to the Tribal Sub-Committee on Education. An applicant must write the Sub-Committee of their appeal within fourteen (14) calendar days of receipt of the Notice of Adverse Action. The letter to the Sub-Committee should be sent in care of the Director, Education Department of the Cheyenne and Arapaho Tribes. The Director will forward the applicant's appeal, with date received, to the Sub-Committee for Education. The Sub-Committee, following careful examination of facts, will have the authority to sustain, over rule, modify, or rescind the decision of the Director, if the decision is found to have been inconsistent with the Higher Education Program Guidelines.

APPEAL OF EDUCATION SUB-COMMITTEE DECISION:

Upon receipt of the Sub-Committee's decision, the applicant may appeal, in writing, within fourteen (14) calendar days to the Business Committee, through the Director of Education. Upon receipt of written notice of appeal, the Chairman of the Business Committee shall set a date, time and place to hear the appeal. The appeal of the Sub-Committee's decision shall be considered within fourteen (14) days of receipt of appeal notice, or at such time as may be agreed upon. The Business Committee, after careful examination of facts, weighed against the established guidelines,

will have the authority to sustain, over rule, modify, or rescind the decision of the Sub-Committee on Education. The decision of the Business Committee will be final.

RIGHT OF THE APPELLANT:

In the interest of establishing and insuring equitable due process procedures, the following appellant rights have been adopted:

1. The right to written notice of issues to be considered;
2. The right to be represented by counsel, if appropriate (expenses to be paid by appellant);
3. The right to have witnesses;
4. The right to cross examine witnesses;
5. The right to produce oral and documentary evidence;
6. The right to record testimony under oath; and
7. The right to a copy of the official transcript of the proceedings.

GRIEVANCE PROCESS

GRIEVANCE:

A grievance is any complaint or problem an applicant has regarding management, administration, and services of the Cheyenne and Arapaho Tribe's Higher Education Program that is not subject to appeal under the sections outlining the appeal procedures.

GRIEVANCE PROCEDURE:

A student receiving a Tribal Higher Education Program grant may submit a complaint, or grievance, in writing, to the Director of Education within fourteen (14) calendar days after the cause of the complaint arises, or becomes known to the student.

If the Director has not resolved the complaint within fourteen (14) calendar days, the student may present the complaint, in writing, to the Sub-Committee on Education, through the Director.

If the Sub-Committee has not resolved the complaint of the student within fourteen (14) days, the student may present the complaint, in writing, to the Business Committee through the Director of Education. Upon receipt of written complaint the Director will forward the complaint, with date received, to the Business Committee.

The Cheyenne and Arapaho Business Committee will review and examine facts and will reach a decision within fourteen (14) calendar days. The decision of the Cheyenne and Arapaho Business Committee will be final.

A complaint or grievance will be considered to have been resolved if a student fails to present the complaint to the next highest authority within the specified time limits. A student who files a grievance in good faith shall be free from restraint, coercion, discrimination, or reprisal.

CHEYENNE AND ARAPAHO TRIBES OF OKLAHOMA
TWENTY-NINTH BUSINESS COMMITTEE
RESOLUTION NO#. 121595S263

WHEREAS: The Cheyenne and Arapaho Tribes are a federally recognized Tribe and have their own form of self-government, and

WHEREAS: This self-government and sovereign status promotes economic and social welfare and protects religious freedom and tribal customs of all members, and

WHEREAS: The Business Committee of the Cheyenne and Arapaho Tribes, in accordance with the Constitution and By-Laws, has the power to act for the Tribes, on all matters not otherwise restricted, and

WHEREAS: The Cheyenne-Arapaho Tribes of Oklahoma provides educational services to tribal members under the authority of Sec. 11, 48 Stat. 986; 25 U.S.C. 471 and the Indian Self-Determination and Education Assistance Act, P.L. 93-638, as amended.

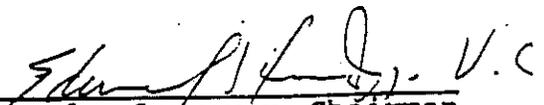
WHEREAS: The Cheyenne and Arapaho Tribe's Higher Education Program Guidelines is the sole document and is consistent with the applicable Federal Regulations and the tribal contract under the Indian Self-Determination and Education Assistance Act, as amended.

NOW, THEREFORE BE IT RESOLVED: That all parties referring to educational assistance from funds provided through the Bureau of Indian Affairs and through the

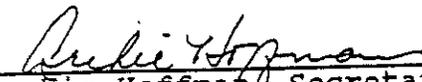
Cheyenne and Arapaho Tribes Education Department will abide by these guidelines adopted as tribal policies.

BE IT FURTHER RESOLVED: That the Cheyenne-Arapaho Tribes of Oklahoma's 29th Business Committee accept these Higher Education Scholarship Program Student Guidelines and that these policies will not be amended or implemented without the approval of the Cheyenne-Arapaho Tribal Business Committee.

BUSINESS COMMITTEE OF THE
CHEYENNE AND ARAPAHO TRIBES
OF OKLAHOMA

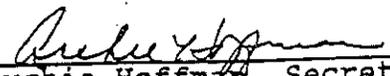

Charles Surveyor, Chairman
29th Business Committee

ATTEST:


Archie Hoffman, Secretary
29th Business Committee

CERTIFICATION

I, the undersigned, as Secretary of the Twenty-ninth Business Committee of the Cheyenne and Arapaho Tribes of Oklahoma, do hereby certify that a quorum was present at the meeting duly called and convened on the 15 day of DECEMBER, 1995, and that the foregoing resolution was adopted with the affirmative vote of 5 for, and 0 opposed and 3 not voting.


Archie Hoffman, Secretary
29th Business Committee