

GUIDELINES AND ELIGIBILITY FOR THE EDUCATION FELLOWSHIP FUND PROGRAMS

The Education Fellowship Fund: A maximum of \$2,500 per Fall and Spring semesters or \$1,250 per summer semester allowable for the educational needs of an eligible Tribal member. A onetime "Educational Supply Scholarship" in the amount of \$1,000, shall be given to full time students. The onetime "Educational Supply Scholarship" in the amount of \$1,000 shall be suspended until the availability of funds. To be eligible for the Education Fellowship Fund, an applicant must be an enrolled Tribal Member and must provide proof of enrollment or acceptance of enrollment as a full-time student at an accredited college or university or an accredited trade or vocational school training school. An undergraduate applicant for the fund must provide proof of enrollment in a minimum of twelve (12) semester class hours during the spring or fall school term or proof of enrollment in a minimum of 6 semester hours during the summer term or fall/spring term to receive half the Education Fellowship Fund (\$1,250). Incarcerated students shall be eligible for tuition, books, and fees. Part-time students shall be eligible for tuition, books, and fees.

A Graduate Applicant for the fund must provide proof of enrollment in a minimum of nine (9) semester class hours during the fall or spring term or proof on enrollment in a minimum of one course during the summer term or fall/spring term to receive half the Education Fellowship Fund (\$1,250).

Eligibility Requirement for Continued Educational Fellowship funding: Students must maintain no less than a 2.0 grade point average (GPA) and provide an official transcript with their renewal applicant package. Applicants with a grade point average below 2.0 will be placed on a probationary period for one semester. At the conclusion of one semester, if the GPA remains below a 2.0, applicants will NOT be eligible for funding until earning equal credit hours on own and proof of the minimum 2.0 GPA has been met. Proof must be in the form of an official transcript. Applicants withdrawing core credit hours after receiving funding will be suspended from future funding until earning equal credit hours on own and proof of the minimum 2.0 GPA has been met. Students earning 6 hours or less for the Fall or Spring semesters and 3 hours or less for the Summer session will be suspended from the Education Fellowship Fund Program until earning 12 hours or more for the Fall or Spring semesters and 6 hours or more for the Summer session with proof of the minimum 2.0 GPA for these semesters.

New Student Applications Will Not Be Accepted After:

Fall Semester – July 15

Spring Semester – November 15

Summer Semester – April 15

Applicants will be served on a first come, first serve basis. A completed application package for the Education Fellowship Fund Program consists of the following:

- A. New Students: Must file a completed application package for the Education Fellowship Fund Program. Applications will not be considered complete unless the student submits the following:
 1. Completed application form.
 2. Proof of enrollment or acceptance of enrollment as a full-time student.
 3. Copy of class schedule.
 4. Copy of High School Diploma, copy of GED score, or official college transcript of last school attended.

5. Permission of Release of Information signed and dated.
6. Copy of Tribal Enrollment Card.

B. Continuing Student: To remain eligible for Renewal Education Fellowship Funds, students must maintain no less than a 2.0 GPA and provide a copy of their semester grade report (official transcript) with their renewal application package. Applicants with a grade point average below 2.0 will be placed on a probationary period for one semester. At the conclusion of one semester, if the grade point average remains below 2.0, applicants will be suspended and not be eligible for funding until proof of the minimum 2.0 grade point average is met earning equal credit hours. Fall Semester students who remain continuing students for the subsequent Spring Semester need to submit final grades and their Spring Semester class schedule for consideration for continued funding for the Spring subsequent semester.

Continuing Students shall submit a Renewal Applications for Summer School Sessions and Fall Semester Sessions. Continuing Student Applications Will Not Be Accepted After:

Fall Semester – July 15

Summer Semester - April 15

C. Use of Education Fellowship Funds: Education Fellowship Funds are a source of funding for qualified students and will be paid directly to the students. The student may use the funds for tuition, books, and fees and any other school related expense. Any applicant/student found to be defrauding the Education Fellowship Fund Program will be suspended indefinitely.

D. Semester Limitation – Six (6) semesters for Junior Colleges and (12) semesters for Senior College.

E. Appeals Process

1. Students wishing to appeal an adverse decision effecting their application for educational funding must file a written notice of appeal in the office of the Executive Director, Seneca-Cayuga Tribe of Oklahoma, 23701 S. 655 Road, Grove, Oklahoma 74344 within 10 working days of receipt of this notice of decision. You must also send a copy of the notice of appeal to the Business Committee, Seneca-Cayuga Tribe of Oklahoma, 23701 S. 655 Road, Grove, Oklahoma 74344. A notice of appeal that is filed by mail is considered filed on the date that it is postmarked. The burden of proof of timely filing is on the appellant. No extension of time shall be granted for filing a notice of appeal. Notices of appeal not filed in the specified time shall not be considered, and the decision involved shall be considered final for the Seneca-Cayuga Tribe of Oklahoma and effective when the time for filing a notice of appeal has expired and no notice of appeal has been filed.

2. The notice of appeal must: (a) Include name, address, and phone number of appellant. (b) Be clearly labeled or titled with the words "NOTICE OF APPEAL." (c) Have on the face of any envelope in which the notice is mailed or delivered, in addition to the address, the clearly visible words "NOTICE OF APPEAL." (d) Contain a statement of the decision being appealed that is sufficient to permit identification of the decision. (e) If possible, attach a copy of the notice of the administrative decision being appealed.

3. Statement of reasons. (a) A statement of reasons shall be filed by the appellant in every appeal, and shall be accompanied by or otherwise incorporate all supporting documents. (b) The statement of reasons must be included in or filed with the notice of appeal. (c) The statement of reasons shall: (1) Be clearly labeled "STATEMENT OF REASONS". (2) State the reason(s) why the appellant believes the decision being appealed is in error.

4. Summary dismissal. (a) An appeal will be dismissed if the notice of appeal is not filed within the time specified in paragraph 1 above. (b) An appeal may be subject to summary dismissal if the appeal documents do not state the reasons why the appellant believes the decision being appealed is in error, or the reasons for the appeal are not otherwise evident in the documents.

CERTIFICATION OF ADOPTION


The foregoing Amended Seneca-Cayuga Tribe of Oklahoma Policy and Plan of Operation for the Provision of Services for College/University/Vocational/Technical Training for students was approved and adopted by the Seneca-Cayuga Tribe of Oklahoma Business Committee on the day of 12th

January, 2012, with a vote of 4 for, 0 Against and 0 Abstaining.



LeRoy Howard, Chief

ATTEST:



John R. Birkes, Secretary-Treasurer