



**EDUCATION DEPARTMENT
PROGRAM POLICIES**

APPROVED BY TRIBAL COUNCIL

APRIL 10, 2006

PRAIRIE BAND POTAWATOMI NATION
EDUCATION DEPARTMENT

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Approved by Tribal Council PBP TC No. 2006-059
April 10, 2006
Revision Approved by Tribal Council PBP TC No. 2006-140
July 20, 2006
Revision Approved by Tribal Council PBP TC No. 2006-234
December 20, 2006
Revision Approved by Tribal Council PBP TC No. 2007-202
November 7, 2007

Prairie Band Potawatomi Nation
ADULT EDUCATION GRANT PROGRAM

Criteria Requirements:

This program provides funding to Prairie Band Potawatomi enrolled tribal members for GED preparation and GED exam fees; registration fees only for conferences and/or workshops; tuition when taking only one college course, not to exceed 5 credit hours, during a term; employment enrichment training/courses, e.g., certified nurses aid (CNA), certified medication aid (CMA); professional licensure fees; Continuing Education Units and other appropriate education activity.

Application Deadline:

The student is requested to submit application, CDIB, letter in writing, and supporting documentation to the Education Department at least 4 weeks prior to the start date or payment due date, whichever occurs first. Applications received with less than 4 weeks to start date or payment due date will be reviewed based on available funds.

Completion Requirements:

Upon completion of the class/classes, conference/workshop or training, the individual must provide the Education Department with an Official Transcript, or a copy of the certificate of completion.

If the documentation of completion is not submitted or if the college course is dropped or failed, the individual will be put on probation for the next funding request in accordance with the Satisfactory Academic Progress Policy.

Reimbursement of Expenses:

Reimbursement of expenses will only be accepted within 30 days of the date of completion of the course/workshop/event, with the approval of the Education Department. Requests for reimbursement received after 30 days from the date of completion will not be funded.

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Prairie Band Potawatomi Nation
ADULT VOCATIONAL TRAINING GRANT PROGRAM

Criteria Requirements:

Adult vocational training includes enrollment in a program at a vocational technical school and short-term vocational training; e.g. massage therapy, welding, cosmetology, truck driving schools. A student is allowed funding toward one completed AVT program every five years.

Non-Traditional AVT:

Students enrolled in non traditional vocational programs that are less than 9 months long are eligible for assistance. For programs with a total cost that is greater than or equal to \$3000, students are eligible for \$3000. For programs that have total cost that is less than \$3000, students are eligible for exact cost of tuition, books and fees ONLY.

Funding:

Funding for a full-time student will be \$3000 for the first year and \$3,500 for the second year. Funding for a part-time student will include only tuition, fees and books. Funding will be disbursed on the following schedule based on the length of the program:

<u>Length</u>	<u>Number of Disbursements</u>
9-12 month program	2
14-18 months	3
24 months	4

An official progress report must be submitted by the student's school before the next disbursement will be made. The student must maintain at least a 2.0 G.P.A with each progress report before disbursements will be made.

Application Deadline:

Applications and all required application materials must be submitted to the PBPB Education Department two months prior to the start date or date payment is due, whichever occurs first. Applications received with the less than two months to start date or payment due date will be reviewed based on available funds.

Completion Requirements:

Upon completion of the training, the individual must provide the Education Department with an Official Transcript and a copy of the certificate/diploma of completion within 30 days of the date the program/course ended.

If documentation of completion is not submitted, if a course is dropped/failed or the required G.P.A. is not achieved, the individual will be put on probation for the next funding request in accordance with the Satisfactory Academic Progress Policy.

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Prairie Band Potawatomi Nation
HIGHER EDUCATION UNDERGRADUATE PROGRAM

Criteria Requirements:

Scholarships are provided for assistance with tuition, books, fees, room/board (when applicable) for tribal members to attend college fulltime (12 or more credit hours per semester) and maintain a 2.0 Grade Point Average.

Part-time students (6-11 credit hours) are also eligible for assistance with tuition, fees, and books.

Funding:

Maximum awards amounts per semester for full-time students are:

Freshman:	\$3000
Sophomore:	\$3500
Junior:	\$4000
Senior:	\$4500

For funding determination the following scale will be used to determine classification:

Freshman	1-29 hours
Sophomore	30-59 hours
Junior	60-89 hours
Senior	90 + hours

Maximum award amounts per semester for the federal institutions of Haskell Indian Nations University and Southwestern Indian Polytechnic Institute are:

All Classifications On-Campus Students:	\$1500
All Classifications Off-Campus Students:	\$3000

Haskell Distance Learning Lab Students:

Students enrolled full-time through Haskell and attending classes at the Distance Learning Lab on the PBPN Reservation full time are considered On-campus students and eligible for \$1500/semester.

Part-time students award amount:

Exact Tuition, books and fees, not to exceed the maximum award amount as determined by classification.

Accelerated Program:

Students are eligible for full-time award for every 12 earned credit hours with a minimum 2.0 gpa. Students who do not meet either of these requirements are subject to the SAP Policy.

Students may only receive one award for Fall and one award for Spring semesters. Students are subject to the Summer School Funding Policy.

Students are eligible for funding for 10 full-time semesters or until a bachelors degree is achieved, whichever occurs first. Part-time funding will be paid for a maximum of 20 part time semesters or until a bachelors degree is achieved, whichever occurs first.

PBPN Education Department will not fund more than one bachelor's degree.

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Status Change:

Students MUST notify the Education Department if he/she changes status from full-time to part-time, as funding provided will change. The student must also notify the Education Department if the student withdraws from school. If the student withdraws within the school's refund period, the student must return all refunded money to the Prairie Band Potawatomi Nation Education Department.

Failure to return refunded award money to the PBPN Education Department will result in Probation/Suspension for the next funding request according to the Satisfactory Academic Progress Policy.

School Transfer:

If a student transfers to another school, the student must also complete and submit to the PBPN Education Department, the following before July 1 or November 1:

- New Application
- Copy of admission letter to new school
- Financial Aid Package Form
- Letter stating plans for changing to a different school and whether the student is maintaining the same degree program; or if not, stating the new program and why the change is being made.

A student will be eligible for funding for no more than 3 school transfers. If a student transfers more than 3 times before they obtain an Associates Degree, the student will be suspended from funding until they have obtained an Associates Degree.

Application Deadline:

All materials requested in the application packet must be complete and submitted before the Fall or Spring deadline in order to be eligible for funding.

For Fall Semester Funding:

PRIORITY DEADLINE: July 1st

LATE APPLICATIONS: Late Applications received AND complete between July 2 and August 1 may be eligible for assistance based upon available funds. Late applications WILL NOT receive the maximum award amount.

APPLICATIONS RECEIVED AFTER AUGUST 1 WILL NOT BE CONSIDERED FOR THE FALL SEMESTER.

For Spring Semester Funding: November 1st

Continuing students must reapply for each new school year.

Summer School Funding:

Students who have 12 credit hours or less to earn their degree within the calendar year are eligible for exact cost of tuition, books and fees ONLY. Students must submit verification of required hours and graduation date. Students must also submit verification of all costs.

Satisfactory Academic Progress:

To remain in good academic standing a full-time student must earn at least 12 credit hours per semester and maintain a minimum of a 2.0 G.P.A. each semester. Failure to comply with either standard will result in Probation/Suspension in accordance with the Satisfactory Academic Progress Policy.

Part-time students must maintain a 2.0 G.P.A. for each semester funded, and may not withdraw or fail any course during a term. Failure to comply with either standard will result in Probation/Suspension in accordance with the Satisfactory Academic Progress Policy.

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Completion Requirements:

Upon completion of the semester, the student must provide the Education Department with an Official Transcript sent, upon student request, by the college Registrar's Office.

For the Spring Semester: transcripts must be received no later than January 31st to be eligible for Spring funding, except for Accelerated Programs who must submit a transcript no later than April 31st.

If an official transcript is not submitted, if a course is dropped/failed (part-time students), student does not earn 12 credit hours (full-time students), or the required G.P.A. is not achieved, the student will be placed on probation/suspension for the next semester in accordance with the Satisfactory Academic Progress Policy.

Upon Completion of Bachelor Degree program, students must submit an Official Transcript reflecting date of graduation and degree received, and a copy of their diploma.

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Prairie Band Potawatomi Nation
HIGHER EDUCATION GRADUATE STUDENT PROGRAM

Criteria Requirements:

Scholarships are provided to tribal members to enable them to obtain advanced degrees. PBPN will not fund more than one master's degree and one doctorate degree.

Funding:

Full-time students are eligible for a maximum of \$5000/semester to be used for all costs of tuition, fees, and books. Full-time students are NOT eligible for reimbursement of any costs. Funds will be paid directly to the student's university.

Part-time students are eligible for actual cost of tuition, books, and fees not to exceed \$5000 per semester. Part-time students may be reimbursed for actual cost of books; requests will only be accepted within 30 days of purchase. Students must submit documentation from the University on actual costs of tuition, fees, and books.

Students in Accelerated Programs are eligible for \$5000 for every 9 earned credit hours. Subsequent funding will not be provided until the student earns 9 credit hours.

All students must also submit and maintain on file a current program of study stating the required credit hours to complete the program. The education department will continue funding until the maximum number of credit hours required has been reached. If students need additional funding they must submit a request to the Education Committee, students must provide documentation to support their need for additional funding. The student will be notified in writing of the Education Committee's determination.

Satisfactory Academic Progress:

Full time graduate students must not drop below full time status. Part time graduate students must earn credit for all hours paid for by the PBPN. Students not completing the required number of credit hours for one semester will be placed on probation. Failure to earn the required credit hours for two consecutive semesters will be subject to suspension as determined by the PBPN Education Committee, see suspension policy below. Students placed on probation or suspension from their respective university will automatically be placed on probation or suspension with the PBPN Education Department.

Application Deadline:

Because graduate programs begin at various times throughout the academic calendar, there is no one due date for applications. A student is requested to have all materials requested in the application packet submitted to the PBPN Education Department at least two months prior to attendance or payment due date, whichever is earlier. Applications received less than two months prior to start date or payment due date will be reviewed based on available funds.

To Reapply:

All students must submit an Official Transcript and verification of enrollment for each following semester to determine subsequent funding.

Completion Requirements:

Upon completion of each semester, the individual must provide the PBPN Education Department with an Official Transcript sent, upon student request, by the college Registrar's Office.

After Completion of entire program, students must submit an Official Transcript reflecting date of graduation and degree received or a copy of their diploma.

Approved by Tribal Council PBP TC No. 2006-059

April 10, 2006

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Prairie Band Potawatomi Nation
HIGHER EDUCATION STUDY ABROAD PROGRAM

Criteria Requirements:

Scholarships are provided for a short term, educational experience for academic credit in a country other than the United States of America.

Student must have declared a college major and be in good academic standing with at least 30 earned credit hours and a cumulative 3.0 G.P.A. In the most recent term a full-time student must have successfully earned at least 12 credit hours and a part-time student must have successfully earned all hours attempted. Students must apply and complete study abroad program before the completion of their bachelor's degree program.

Graduate students must be in good academic standing and must apply and complete study abroad program before completion of their graduate degree program.

Student must submit a written statement describing how this experience will help advance his/her professional goals.

In addition, students are required to apply for funding outside of the PBPB Education Department. The student must submit to the PBPB Education Department a letter of acceptance or denial of funding as proof of their attempt to acquire outside funding.

The PBPB Education Department is NOT responsible for the student's VISA. It is the student's responsibility to obtain and pay for their VISA.

Funding:

A maximum of \$6,500 will be paid directly to the vendor toward actual expenses of tuition, fees, books, and associated costs required by the study program. Only one such experience per student will be allowed to be used during either the undergraduate program or the graduate program.

This program funding cannot be combined with any other PBPB Education Department Program funding.

Application Deadline:

Application and all required materials along with all associated costs must be submitted to the PBPB Education Department two months prior to the start date or payment due date, whichever occurs first, for the study abroad program. Applications received less than two months prior to start date or payment due date will be reviewed based on available funds.

Completion Requirements:

Upon completion of the program, the individual must provide the PBPB Education Department with an official transcript sent, upon student request, by the college Registrar's Office.

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Prairie Band Potawatomi Nation
Executive Education Program

Criteria Requirements:

Scholarships are provided for a short term educational experience for academic credit or advanced, professional certification. Per calendar year, only one competitive grant in an amount not to exceed \$50,000 may be awarded and other competitive grants not to exceed \$15,000 each may be awarded.

Payments will be made directly to the vendor toward actual expenses of tuition, fees, books and associated costs required by the study program. An individual can only receive this type of scholarship once.

Scholarships under this program are provided to enrolled Prairie Band Potawatomi Nation tribal members who are an undergraduate senior, graduate student, or a student who already holds a bachelors or masters degree. Student must provide the PBPB Education Department with an Official Transcript showing proof of good academic standing at the institution currently being attending. If an applicant is already a graduate degree holder, the individual must present evidence of degree from accredited degree granting institution by submitting an Official Transcript from institution in which degree was received, and a copy of their diploma. Applicants must also submit in writing how this experience will help advance his/her professional goals.

Application Deadline:

Application and all requested materials must be submitted to the PBPB Education Department 90 days prior to the start date or payment date, whichever occurs first. The applicant must also submit information from the entity providing the program on the (a) program activity; (b) cost and (c) payment information with due dates.

Completion Requirements:

The student must submit a certificate of completion or if program was for academic credit, an Official Transcript, to the PBPB Education Department. The student must also prepare a short presentation to the General Council or submit a newspaper article regarding the knowledge and experience gained.

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Prairie Band Potawatomi Nation
HIGHER EDUCATION COMPUTERS

On October 20, 2001 the General Council approved a college computer program for tribal members.

Criteria Requirements:

Enrolled PBPB tribal member

Full-time undergraduate students who have earned 12 or more credit hours. In the most recent term student must have earned 12 or more credit hours with a minimum 2.0 G.P.A.

Part-time students who have earned 30 credit hours. In the most recent term, student must have earned credit for all courses with a minimum 2.0 G.P.A.

First semester freshmen are not eligible.

All graduate (master's/doctoral) students, full-time and part-time (if, as an undergraduate, student did not receive a computer from PBPB).

Vocational Technical students are eligible to receive a computer after they have successfully completed ¼ of their required program hours with a minimum 2.0 g.p.a. i.e. 600 hour program must have successfully completed 150 hours before they are eligible for a program. Students must submit verification of total required hours and verification of hours completed. Students in programs that are less than 9 months long are not eligible: i.e. Truck Driving programs

All students may receive only one computer through this program.

Submission Dates

There are no restricted request dates.

Students must submit an application, letter in writing requesting computer/printer, copy of PBPB Enrollment card, and an Official Transcript.

Once a student receives a computer from the PBPB Education Department, the PBPB Education Department relinquishes all rights to the computer. The PBPB Education Department is NOT responsible for any upkeep and/or upgrades of the computers.

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Prairie Band Potawatomi Nation
Satisfactory Academic Progress Policy

Most PBPB Education programs require students to maintain Satisfactory Academic Progress (SAP). The SAP policy includes both a qualitative measure (grade point average) and a quantitative measure (credit hours).

Qualitative Measures:

Grade Point Average (G.P.A.)

Full-time undergraduate students must obtain a minimum 2.0 G.P.A. for each semester funded. Part-time undergraduate students must obtain a minimum 2.0 G.P.A. for each semester funded. Vocational Technical students must maintain a minimum 2.0 G.P.A. throughout the course of their entire program, to be tracked by each progress report. Students who do not meet these requirements will be placed on probation for the following semester or disbursement.

Quantitative Measures:

Credit Hours

Full-time undergraduate students must earn a minimum of 12 credit hours for each semester funded. If a student fails to earn a minimum of 12 credit hours, the student will be placed on probation for the following semester. Part-time students and Vocational Technical students are required to earn credit for each course in which they are enrolled. If a student fails or withdraws from at least one course during a term, the student will be placed on probation for the following semester/disbursement.

Students are required to request from the College Registrar's Office that an Official Transcript be submitted to the PBPB Education Department at the end of each semester. The PBPB Education Department will review the transcripts to determine the satisfactory academic progress status of each student.

Adult Education:

Students funded under the Adult Education Program are required to complete the event for which they request funding. Failure to complete or pass the event for which the PBPB Education Department funded, the student will be placed on probation for the next funding request.

Graduate Students:

Full time graduate students must not drop below full time status. Part time graduate students must earn credit for all hours paid by the PBPB. Students not completing the required number of credit hours for one semester will be placed on probation. Failure to earn the required credit hours for two consecutive semesters will be subject to suspension as determined by the PBPB Education Department, see suspension policy below. Students placed on probation or suspension from their respective university will automatically be placed on probation or suspension with the PBPB Education Department.

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S.A.P. Measures:

Satisfactory Progress:

Students making progress and meeting all standards of the S.A.P. Policy are considered in satisfactory progress.

Probation:

Failure to maintain satisfactory academic progress will result in a semester of automatic probationary status. Students will continue to receive funding during the probationary status, and do not need to appeal this status.

Suspension:

If S.A.P. standards are not met during the probationary status, funding will be denied during the following semester or disbursement. Once one semester has been completed by the student without funding from the PBPN Education Department and if S.A.P. has been achieved during that semester, the student may receive funding for the next semester, but would be placed on probation for that semester.

Students funded under Adult Education must complete their next event (course/workshop/license) at their own expense. Once the student has completed one event at their own expense, Adult Education funding may be restored, but the student would be placed on probation for that funding period.

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