



**EDUCATION DEPARTMENT  
PROGRAM POLICIES**

**APPROVED BY TRIBAL COUNCIL**

**APRIL 10, 2006**

***PRAIRIE BAND POTAWATOMI NATION***  
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Revision Approved by Tribal Council PBP TC No. 2006-140 July 20, 2006  
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***Prairie Band Potawatomi Nation***  
**ADULT EDUCATION GRANT PROGRAM**

The Adult Education Program operates in accordance with Code of Federal Regulations 25 CFR Part 46.

**Purpose:** Enable Indian adults to acquire basic education skills including literacy and enable Indian adults to continue their education through secondary school level.

**Service Area:** Eligible applicants must reside in Kansas in one of the following counties: Atchison, Brown, Jackson, Jefferson, Pottawatomie, Shawnee, Douglas.

**Eligible applicants:**

Applicants must be an Indian adult meaning: a member of, or is at least one-fourth degree Indian blood descendent of a member of, an Indian tribe AND an adult who has attained the age of sixteen or is beyond the age of compulsory school attendance under State or tribal law and not currently enrolled in a formal secondary or post-secondary educational program.

Applicants must provide documentation to determine eligibility; documentation may include: CDIB, birth certificates (if claiming descendant) and CDIB of descendants.

**Eligible activities:**

Assistance is available to eligible applicants for the following: basic educational skills, GED, and high school diploma programs. Requests will be reviewed to ensure the criteria set forth by CFR 25, Part 46 are met.

**Other applicants/activities:**

As a sovereign Nation, the Prairie Band Potawatomi Nation exercises its rights to provide services above and beyond the mentioned activities to eligible applicants utilizing tribal supplement funds. Applications will be accepted from enrolled PBP Tribal members residing outside the service area mentioned above, and must be an adult who has attained the age of sixteen or is beyond the age of compulsory school attendance under State or tribal law and not currently enrolled in a formal secondary or post-secondary educational program. Eligible activities include but are not limited to one college course, professional licensure fees, ACT testing fees, registration fees for employment enrichment activities, and continuing education units. All requests will be reviewed by the Education Director to ensure compliance.

**Application Deadline:**

The applicant is required to submit application, CDIB/Tribal Enrollment Card, or descendent verification, letter in writing, and supporting documentation of cost to the Education Department at least 30 calendar days prior to the start date or payment due date, whichever occurs first.

**Reimbursement of Expenses:**

Reimbursement of expenses will only be accepted within 30 calendar days of the date of completion of the course/workshop/event, with the approval of the Education Department. Requests for reimbursement received after 30 calendar days from the date of completion will not be funded. Reimbursement requests must submit a complete application packet and provide documentation showing payment (receipts, bank statements, etc) and verification of completion.

**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.

Documentation of completion is required for reporting purposes. Funds are based on program success which cannot be measured without completion verification. If the documentation of completion is not submitted or if the college course is dropped or failed, the individual will be not be eligible for the next funding request until documentation of completion is received.

**Appeals:**

Applicants may appeal any decision made by the Education Department. Appeals must be submitted in writing with any supporting documentation to the Education Director within 10 business days of the official denial letter. Upon receipt, the Education Director will add the appeal to the next regular scheduled monthly meeting agenda or request a special Education Committee meeting to address the appeal.

Education Committee will review appeal and all supporting documentation at a regular scheduled monthly meeting or a special Education Committee if requested by the Education Director. After the review and a vote by the Committee, the applicant will be notified of the decision in writing within 5 business days from the date of the regular scheduled meeting.

Applicants may appeal any decision made by the Education Committee. Appeals must be submitted in writing with any supporting documentation to the Education Direction within 10 business days of the notification letter regarding the decision from the Education Committee. The Education Direction will forward the appeal to the General Manager's office for submission to the agenda of the next regular scheduled Tribal Council Meeting. Applicant will be notified of Tribal Council's decision with 5 business days of the date of the Tribal Council meeting.

***Prairie Band Potawatomi Nation***  
**JOB PLACEMENT & TRAINING PROGRAM**

The Job Placement & Training Program operates in accordance with Code of Federal Regulations 25 CFR Part 26.

**Purpose:** To assist eligible applicants to obtain job skills and to find and retain a job leading to self-sufficiency.

**Service Area:** Eligible applicants must reside in Kansas in one of the following counties: Brown County, Jackson County, Shawnee County and Douglas County.

**Eligible applicants:**

Applicants must

- a) Be an Indian adult meaning: a member of, or is at least one-fourth degree Indian blood descendent of a member of, an Indian tribe; and
- b) Residing in the contract service area; and
- c) Are unemployed or underemployed or need and can benefit from employment assistance; and
- d) Complete an ISP (Individual Self Sufficiency Plan)

Financial assistance is only available to persons;

- a) Approved for training that will lead to permanent, gainful, and meaningful employment; or
- b) Who have obtained a job and need financial assistance to retain the job.

Requests will be reviewed to ensure compliance of the criteria set forth by CFR 25, Part 46.

Financial need must be established by showing current income and other available resources are not sufficient to meet employment or training goals.

**Eligible activities:**

Services provided may include funding for employment, training or supplemental assistance that supports job placement or training activities. Applicants may be eligible for funding during first six months of employment, and once every five years.

Job Placement support: eligible applicants may receive assistance for: employment tools/equipment, license fees, initial union dues, and items to improve personal appearance such as professional work clothing.

Job Training support: eligible applications may receive assistance for: tuition, books, and fees to attend an approved training program if attending full time or part time. Funding is determined by program length and full time or part time status.

**Funding:**

Funding for a full-time student will be \$3,500 for each disbursement during the first twelve (12) months, and \$4000 for each disbursement during the second twelve (12) months. Funding for a part-time student will include only tuition, fees, and books, not to exceed the maximum full-time amount. 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

A progress report or transcript 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.

**Other applicants/activities:**

As a sovereign Nation, the Prairie Band Potawatomi Nation exercises its rights to provide services above and beyond the mentioned activities to eligible applicants utilizing tribal supplement funds. Applications will be accepted from enrolled PBP Tribal members residing outside the service area mentioned above.

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. These applications will be subject to the above funding criteria. A student is allowed funding toward one completed AVT program every five years.

**Non-Traditional AVT:**

Students enrolled in nontraditional vocational programs that are less than 9 months long and whose program does not offer federal financial aid are eligible for assistance. For programs with a total cost that is greater than or equal to \$4000, students are eligible for \$4000. For programs that have total cost less than \$4000, students are eligible for exact cost of tuition, books, and fees ONLY. Applicants must submit all required materials, program length, program costs and verification that federal financial aid is not available.

All requests will be reviewed by the Education Director.

*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 vocational program every five years.

**Application Deadline:**

Applications and all required application materials must be submitted to the PBPN Education Department four (4) weeks prior to the start date or date payment is due, whichever occurs first. Applications received with the less than four (4) weeks 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.

**Appeals:**

Applicants may appeal any decision made by the Education Department. Appeals must be submitted in writing with any supporting documentation to the Education Director within 10 business days of the official denial letter. Upon receipt, the Education Director will add the appeal to the next regular scheduled monthly meeting agenda or request a special Education Committee meeting to address the appeal.

Education Committee will review appeal and all supporting documentation at a regular scheduled monthly meeting or a special Education Committee if requested by the Education Director. After the review and a vote by the Committee, the applicant will be notified of the decision in writing within 5 business days from the date of the regular scheduled meeting.

Applicants may appeal any decision made by the Education Committee. Appeals must be submitted in writing with any supporting documentation to the Education Direction within 10 business days of the notification letter regarding the decision from the Education Committee. The Education Director will forward the appeal to the General Manager's office for submission to the agenda of the next regular scheduled Tribal Council Meeting. Applicant will be notified of Tribal Council's decision with 5 business days of the date of the Tribal Council meeting.

***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:	\$4000
Sophomore:	\$4500
Junior:	\$5000
Senior:	\$5500

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:	\$3000
All Classifications Off-Campus Students:	\$4000

Off-Campus Students must submit housing verification. (Lease, letterhead, or another qualifying document)

Part-time students award amount: (6-11 credit hours)

Exact costs including 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 (August) and one award for Spring (January) 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.

**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 or drops below full-time status.

A student who withdraws from courses or school may choose to refund the PBPN funds and remain in good standing. A copy of the tuition bill must be submitted to determine amount to be returned to the Education Department.

Failure to return refund grant monies to the PBPN Education Department will result in Probation/Suspension for the next funding request according to the Satisfactory Academic Progress Policy.

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**School Transfer:**

If a student transfers to another school, the student must also complete and submit to the PBPB Education Department the following items before scholarship funds will be released to ensure files are maintained and current:

- New Application or address update (if applicable)
- 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.

**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 1<sup>st</sup>**

**LATE APPLICATIONS:** Late Applications received AND complete between July 2 and August 1 may be eligible for assistance based upon available funds. Late applications may be subject to a penalty and may not be eligible for the maximum award amount dependent on available funds. If all funds have been exhausted prior to August 1<sup>st</sup>, applicants will be notified in writing after the regular scheduled July Education Committee meeting. **APPLICATIONS RECEIVED AFTER AUGUST 1 WILL NOT BE CONSIDERED FOR THE FALL SEMESTER.**

For Spring Semester Funding:

**November 1<sup>st</sup>**

Completed applications received after November 1<sup>st</sup> may be considered based on available funds. Late applications may be subject to a penalty and may not be eligible for the maximum award amount dependent on available funds.

All students must reapply by July 1 for each new school year.  
Deadlines will be strictly enforced.

**Required Application Material:**

A complete application will consist of:

1. Application
2. Letter in writing stating why grant is needed and how it will be used
3. Copy of Tribal Enrollment Card
4. Official Transcript from last school attended or copy of GED/High School Diploma. *Official Electronic Transcript sent directly from University is acceptable.* Student copies and faxed transcripts are not acceptable.
5. Student Aid Report. Full report must be submitted. Emailed versions, ISIR (from school) copies are acceptable.
6. Financial Aid Package Form. Must be completed and signed by financial aid office. Financial needs analysis from university is acceptable.
7. Copy of admission letter or verification of current enrollment (class schedule, current tuition bill).
8. Student agreement.

**Summer School Funding:**

Students who have 12 credit hours or less to earn their bachelor's degree within the calendar year are may be 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.

**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. Escripts will be accepted. Student copies or faxes are unacceptable.

For the Spring Semester: transcripts must be received no later than January 31<sup>st</sup> to be eligible for Spring funding.

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. Verification of completion is important as funds are based on measurable program success.

**Appeals:**

Applicants may appeal any decision made by the Education Department. Appeals must be submitted in writing with any supporting documentation to the Education Director within 10 business days of the official denial letter. Upon receipt, the Education Director will add the appeal to the next regular scheduled monthly meeting agenda or request a special Education Committee meeting to address the appeal.

Education Committee will review appeal and all supporting documentation at a regular scheduled monthly meeting or a special Education Committee if requested by the Education Director. After the review and a vote by the Committee, the applicant will be notified of the decision in writing within 5 business days from the date of the regular scheduled meeting.

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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. PBPB will not fund more than one master's degree and one doctoral degree.

**Funding:**

Full-time students are eligible for a maximum of \$6000 per 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 exact cost of tuition, books, and fees not to exceed \$5000 per semester. Part-time students may be reimbursed for exact cost of books; requests will only be accepted within current semester. Students must submit documentation from the University on exact costs of tuition, fees, and books.

Students in Accelerated Programs are eligible for \$6000 for every 9 earned credit hours. Subsequent funding will not be provided until the student earns 9 credit hours. Students withdrawing or failing a course will not be eligible for additional funding until they have earned 9 credit hours.

All students must 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.

**School Transfers:**

Students who choose to transfer schools must submit a new application for graduate funding. A current Official Transcript must be submitted as part of the application packet. Student must also submit verification that an attempt to transfer credits to the new University was completed. Upon receipt of a complete application the Education Committee will review.

If the student completes no more than two courses, full funding may be considered for the new program.

Students completing 40% or more of their program and choose to transfer schools for any degree program may be eligible for assistance. Students must be in good standing with PBPB Education Assistance and awards will be based on the maximum awards eligible minus awards received for the first program.

Example: 36 hours program is eligible for four awards of \$6000 each. Student completes 50% of the program and receives two awards of \$6000 each. Student transfers to a new program that is eligible for four awards of \$6000 each. PBPB will automatically deduct two awards that were received for the first program.

Only one transfer request will be reviewed. Subsequent transfer requests will not be considered.

**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 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 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 PBPB 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 PBPB Education Department at least two months prior to attendance or payment due date, whichever occurs first. 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 PBPB Education Department with an Official Transcript sent, upon student request, by the college Registrar's Office and a copy of their next semester enrollment schedule. Subsequent funding will not be released without the requested materials.

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

**Appeals:**

Applicants may appeal any decision made by the Education Department. Appeals must be submitted in writing with any supporting documentation to the Education Director within 10 business days of the official denial letter. Upon receipt, the Education Director will add the appeal to the next regular scheduled monthly meeting agenda or request a special Education Committee meeting to address the appeal.

Education Committee will review appeal and all supporting documentation at a regular scheduled monthly meeting or a special Education Committee if requested by the Education Director. After the review and a vote by the Committee, the applicant will be notified of the decision in writing within 5 business days from the date of the regular scheduled meeting.

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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.)

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.

Graduate Students: Because all graduate programs vary there is not a minimum G.P.A. requirement. Students must maintain the required G.P.A. as set forth by their University.

**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 and receive assistance. 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:**

Applicants funded under the Adult Education Program are required to complete the event for which they request funding. If an applicant fails to complete or pass the event for which the PBPB Education Department funded or fails to submit documentation of completion, the applicant will not be eligible for funding until completion requirements are met.

**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.

**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. Students must earn 12 credit hours with a minimum 2.0 g.p.a. If the minimum criteria are met, student will return to satisfactory progress and probation status will be removed for the next semester. Failure to meet the minimum criteria for two consecutive semesters will result in suspension.

*Suspension:*

If S.A.P. standards are not met during the probationary status, funding will be denied during the following semester or disbursement. Once the student earns 12 credit hours with a minimum 2.0 g.p.a without funding from the PBPN Education Department, the student may receive funding for the next semester, but would be placed on probation for that semester.

**Appeals:**

Applicants may appeal any decision made by the Education Department. Appeals must be submitted in writing with any supporting documentation to the Education Director within 10 business days of the official denial letter. Upon receipt, the Education Director will add the appeal to the next regular scheduled monthly meeting agenda or request a special Education Committee meeting to address the appeal.

Education Committee will review appeal and all supporting documentation at a regular scheduled monthly meeting or a special Education Committee if requested by the Education Director. After the review and a vote by the Committee, the applicant will be notified of the decision in writing within 5 business days from the date of the regular scheduled meeting.

Applicants may appeal any decision made by the Education Committee. Appeals must be submitted in writing with any supporting documentation to the Education Direction within 10 business days of the notification letter regarding the decision from the Education Committee. The Education Direction will forward the appeal to the General Manager's office for submission to the agenda of the next regular scheduled Tribal Council Meeting. Applicant will be notified of Tribal Council's decision with 5 business days of the date of the Tribal Council meeting.