

ARTICLE 11. HIGHER EDUCATION

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ARTICLE 11. HIGHER EDUCATION

I. PURPOSE

The purpose of this policy is to provide for uniform procedures, accountability and responsibility for funds made available by the Salt River Pima-Maricopa Indian Community (SRP-MIC) to the Post Secondary and Adult Education Program (“Program”) that are administered by the Division. This policy supersedes SRP-MIC Admin Policy 1-4 Scholarships, dated 03/2010 and Article 11–Higher Education Policy Eff. 11/12/2013 and Article 11–Higher Education Policy Eff. 6/30/2014. The Superintendent/Director, in coordination with the Higher Education Administrator, shall develop and implement procedures necessary for the effective and efficient operation of the Higher Education Program and Department.

II. POLICY

It is the Policy of the Salt River Pima-Maricopa Indian Community:

1. To establish the terms and conditions of and manage scholarship financial assistance to eligible enrolled SRP-MIC scholarship recipients in a fair manner in accordance with this Policy and the Scholarship Program’s policy and procedures.
2. To require all SRP-MIC enrolled members who are seeking financial assistance under this Policy to submit a complete signed application and all required documents to the Program before or on the given deadline date.
3. To grant scholarships according to the availability of funds and the provisions of this Policy.
4. To provide scholarship financial assistance through the Program toward eligible educational costs and related expenses.
5. To fund and disburse financial assistance to scholarship recipients only for the current term/semester for which assistance is approved. No financial assistance will be disbursed for any reason for prior completed terms.
6. To retain any unclaimed awards for a term as property of the Program. Further, at the end of each term, all unclaimed checks will be returned to SRP-MIC Finance Department to be credited to the Program account(s).
7. To fund only SRP-MIC enrolled Community Members who are or will be enrolled with an eligible institution as verified by the Program Committee.
8. To determine if documented complaints from students combined with staff concerns may lead to the placement of a school-- vocational or academic-- on an in-house list of schools deemed ill-suited to receive SRP-MIC students. The Program staff will no longer approve financial assistance for SRP-MIC students to attend any school on the list. Schools may be removed from the list for showing improvement in the services provided to SRP-MIC students.

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9. To determine if a student has adequately documented the expenditure of personal funds for educational costs such as tuition, books and supplies and child care so that the Program can reimburse him/her for eligible expenses incurred within the current term. Student will be responsible for submitting original receipts, itemized invoices, and other supporting documents (syllabus, book list, and any other documents deemed necessary) for reimbursement. No reimbursements will be provided for any expenses incurred during any previous terms. Reimbursements must be applied for and submitted by the last day of the current term.
10. To assist students who are classified as learning disabled, as determined by the Higher Education Institution's disability services office (or similar office). The Higher Education Program requires students to register with the appropriate institutional disability and resource center in order to establish eligibility for special needs services with the Higher Education program. Students will need to provide appropriate documentation from their institution's disability and resource center to the Higher Education program in order to maintain eligibility for special needs services.
11. To establish that any deliberate submission of false documentation or intentional omission of relevant information will be grounds for immediate suspension from the Program for a period of two (2) years. The student will be obligated to reimburse the Program for any monies received for the term the false documentation was submitted.
12. To provide High School Dual Enrollment students the financial assistance necessary for the student to get ahead on their Post-Secondary Education. This is in accordance with the student's High School, School district, College and/or University policies and procedures.
13. To provide First Time Freshman (FTF) college students the financial assistance necessary to enroll at an accredited university.
14. To provide financial assistance to eligible SRP-MIC enrolled members for one degree/certificate per academic/vocational level (Vocational Certificates/Diplomas, Associate, Bachelor, and Professional and Doctoral degrees).

III. ELIGIBILITY

ELIGIBLE APPLICANTS AND CONDITIONS AFFECTING ELIGIBILITY

1. Individuals must be enrolled members of the Salt River Pima-Maricopa Indian Community.
2. Individuals must be admitted or enrolled in an accredited institution of higher education or vocational school.
3. Applicants must have graduated from high school or have obtained a GED equivalency certificate to be eligible to apply for and receive grants through this program.
4. High school students whom are dually enrolled in High School and an approved

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College/University to receive academic credit are also eligible for the SRP-MIC Higher Education program. Dual enrollment students are subject to all applicable policies, procedures and guidelines contained herein.

5. Individuals who are unable to obtain an original high school diploma and/or transcript from a school that is no longer in existence may submit a written statement regarding the problem to the Scholarship Program staff. The staff will review the justification and provide a written decision to the applicant.
6. Students who provide proof of an Associates, Bachelors or Master degree are not required to submit a high school diploma/GED/proof of graduation when applying for financial assistance.
7. All continuing vocational and undergraduate students must maintain a CUM GPA of 2.0 to remain eligible for a Scholarship, CUM GPA of 3.0 if the applicant is a graduate student, or can show successful academic progress where grades are not applicable.
8. Scholarship recipients must meet and maintain all eligibility requirements of the institution they are attending, as well as Scholarship Program requirements. The Scholarship Program will evaluate satisfactory progress and determine eligibility requirements for funding.

IV. MAXIMUM PERIODS OF ELIGIBILITY FOR EDUCATIONAL ASSISTANCE

1. The following list will be used as a general guideline and should be converted, when necessary, from semesters to quarters or trimesters, as applicable:

a. Vocational Students:

- Certificate/Diploma: 1 year
- Associates Degree: Vocational certificate/diploma plus 1 year or a total of 2 years
- Bachelor’s Degree: Associates degree plus 2 years or a total of 4 years

b. Academic Students:

- Associates Degree: 6 semesters
- Bachelor’s Degree: Associates Degree plus 5 semesters or 11 semesters
- Professional Degree: Bachelor’s Degree plus 5 semesters
 - Juris Doctorate: Bachelor’s degree plus 5 semesters
- Doctorate Degree: One year in addition to the published length of time typically expected to earn a Doctorate Degree

c. Extended semesters:

Extended semesters may be granted on a case-by-case basis to students who take remedial courses that prevented them from graduating within this time frame.

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Further, students taking remedial courses shall be limited to a one-year period.

d. Part-time students:

Part-time students will be subject to the same requirements set above however such students will have their time periods expanded in accordance with their part-time status.

e. Students requiring prerequisite courses:

Students entering a program requiring prerequisite courses may be granted extended semesters of eligibility on a case by case basis.

f. Special Needs students:

Students classified as special needs will be granted a maximum of twice the amount of periods of eligibility identified for vocational and academic programs.

2. Full-time and part-time students whose assessment scores place them into remedial course(s) will be monitored by their SRP-MIC Program Advisor to ensure the student enrolls in required courses and moves towards graduation based on the established timelines set in (IV) (1).
3. A vocational institution’s catalog requirements shall determine the length of time needed to complete a trade program. These programs are generally structured for a predetermined scheduled date of graduation or completion. Therefore, the Program requires recipients to follow through with his/her trade program schedule.
4. Students are required to consult with their institution/school advisor, financial aid officer and/ with their SRP-MIC Program Advisor. This will help a student in selecting the correct courses that lead to a degree or program certification. The Program will require students to meet with the assigned staff at their institution/school to develop their program plan of study, financial aid, and receive academic support. Students are to provide documentation of meeting graduation requirements by submitting an updated program plan of study and official transcript at the end of each term.
5. Students who cannot meet their program requirements within the time specified in their program of study must submit a written request for an extension of time to the Program Advisor. This written request should include a plan that demonstrates when and how the student expects to complete his/her program requirements. The Program Advisor will review the student’s transcripts and program plan and will determine if the student is eligible for an extension of time for educational assistance eligibility and this must be approved by the Higher Education Administrator.
6. If there is a change in a student’s vocational program or major/minor at a post-secondary

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educational institution, scholarship recipients shall submit a written request with supporting documentation, for funding extension. All requests for time extensions will be reviewed and considered by the Higher Education Administrator for approval or denial.

7. Students repeating a course due to failure or to achieve a grade appropriate for graduation will be funded for one additional attempt. Financial assistance will be determined on a case by case basis.
8. A withdrawal grade initiated by the instructor or the student for a course(s) attempted will count toward the student’s semesters of eligibility. Instructor withdrawal will not be considered as a mitigating circumstance.
9. A scholarship recipient is entitled to complete only one degree or certificate at each level associate, bachelor, professional and doctoral degree. This prohibition does not apply to a more advanced vocational certificate in the same field in which the first certificate was earned.

V. TYPES OF FINANCIAL ASSISTANCE

There are four (4) methods for granting Program Financial Assistance: (1) Tuition and fees, (2) Books and supplies, (3) Credit Hour Incentive, (4) Child Care. All students are neither guaranteed nor eligible to receive all four (4) methods of granting Program Financial Assistance.

1. TUITION AND FEES

Academic Students

- a. Tuition and fees are the mandatory costs for enrollment and instruction. The Program will permit eligible students participating in the Program to attend the academic or vocational institution of their choice, and to provide those students with tuition assistance that is based on following criteria:

- The actual cost of tuition at the approved student’s institution of choice (if tuition is equal or lesser than the maximum AZ resident state rate **OR**
- Arizona State University, Northern Arizona University, or the University of Arizona’s or MCCC’s standard, Arizona resident tuition rate plus 75% of the remaining base rate tuition at the student’s institution of choice.

The distinction between University and Community College rates are based on the student’s degree program level.

Vocational Students

- b. (1) The actual cost of tuition at the approved student’s institution of choice (if tuition is equal or lesser than the maximum AZ resident state rate **OR** (2) Arizona State University, Northern Arizona University, the University of Arizona’s or MCCC’s standard, Arizona resident tuition rate. The distinction between

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University and Community College rates are based on the student’s degree program level. Fees exclude library, parking and medical fees.

Other Categories of Students

- c. Students who are incarcerated are only eligible for tuition/fees and books/supplies from an accredited Arizona state institution.
- d. High school dual enrollment students are only eligible for tuition, mandatory fees and books/supplies.

Applies to All Students

- e. All SRP-MIC Higher Education funded students are required to disclose any additional financial aid received in the same term in which they are funded by Higher Education. If tuition assistance is received through a 3rd party provider, the program may pay the difference or remaining shortfall in accordance with item 1 (a), Tuition and fees.

2. BOOKS AND SUPPLIES

- a. Books and supplies (at discretion of the Program) include required textbooks and supplies for the student to succeed in classes for the term in which the student is enrolled. Required books and supplies are determined by the class syllabus that is provided by the institution.
- b. Students are required to submit original receipts and other supporting documents (syllabus, booklist for reimbursement or advanced book payment.
- c. Reimbursement must be applied for and submitted by the last day of the student’s current term. No reimbursement will be provided for any expenses incurred during any previous terms.

3. CREDIT HOUR INCENTIVES

- a. A credit hour incentive is granted to students following the calculation of completion of courses with passing grades and submission of official transcript with all grades reported. Grades that are reported using methods other than semester credits (i.e., clock hours, quarter hours, etc.) will be converted to semester credit hours.
- b. Undergraduate students will receive a credit hour payment of \$275 per semester credit hour completed and passed.
- c. Professional degree students will receive a credit hour payment of \$350 per semester credit hour completed and passed.
- d. Doctoral degree students will receive a credit hour payment of \$475 per semester hour completed and passed.
- e. Approved Credit Hour recipients are also eligible to receive financial assistance for

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tuition/fees, book/supplies and child care after enrollment.

- f. A student may receive Program assistance for any courses or programs that are repeated once under the Credit Hour Incentive method if the course or program is needed for graduation requirements.
- g. Vocational students who are on clock hours are eligible to receive calculated semester Credit Hour Incentives based on completion and passing of clock hours in program.
- h. Students over the age of 55 who are seeking to enroll in enrichment courses are eligible for tuition/fees and books/supplies; however, they are not eligible for credit hour incentives.
- i. Special needs students will be provided an evaluation, as needed, for the institution, and financial assistance will be awarded on a case-by-case basis.
- j. High School Dual Enrollment students are not eligible to receive credit hour incentives.

4. CHILD CARE – ELIGIBILITY

- a. **Program Recipient:** The recipient must be approved with the Program and enrolled in an academic or vocational program during the term he/she is requesting childcare assistance.
- b. The Program recipient must submit a completed childcare assistance application to the Program prior to receiving assistance for childcare expenses.
- c. High School Dual Enrollment students are ineligible to receive childcare assistance.
- d. **Dependent Eligibility.**
 - 1) Age Requirement. The Division will only pay childcare expenses for eligible Program Recipients whose child is 12 yrs. of age or younger and/or is a legal dependent with special needs. For the purposes of this provision, “dependents with special needs” is defined as described in the Code of Federal Regulations, Title 45-Public Welfare, Part 98, Section 20. Should a request for childcare payment be made for a child who is 13 yrs. or older supporting documents must follow the request, (court order, special needs, etc.).
 - 2) Dependents. Students may choose to enroll their child & other legal dependents under his/her care that have no special needs with a certified childcare provider or a non-certified childcare provider.
 - 3) Dependents with special needs. Students must enroll their child & other legal dependents under his/her care that have special needs in a certified caregiver agency or certified Department of Economic Security (DES) childcare provider.

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e. *Childcare Selection.*

Program Scholarship recipients may choose from either a certified childcare center, a DES certified family childcare home, or a non-certified childcare. A combination of the three providers may not be utilized, unless approved by Higher Education Administrator under special circumstances (approved on a case by case basis). The Scholarship Program recipient must be enrolled in an academic or vocational program during the term he/she is requesting childcare assistance.

- 1) **Certified Childcare Centers-** A properly licensed childcare center that provides care for more than four children for compensation. The Arizona Department of Health Services (AZDHS) must license all centers, except those on military bases and Indian reservations; where children may come and go on their own; or where parents are on the premises.

a) Program Requirements for Scholarship Recipients.

- a. Submit (3) price quotes of childcare centers
- b. Identify the childcare center selection
 - i. submit a letter identifying:
 1. basis of selection
 2. basis for denial of other choices
- c. Provide contact information of selected Childcare Center- Center Director
- d. Request to have the center issue a quote for child(ren) to attend.

b) A letter from the center identifying related cost information

- i. Identify Full or Part Time Status (hrs./days week)
- ii. Names, age, and cost per child to attend
- iii. Preferred payment arrangement - prior to services rendered or after services rendered

a. Program Requirements for Childcare Centers.

1. Completed W9 form
2. Proof of AZDHS License & DES Certification (statement)
3. Monthly or Bi-Monthly itemized invoices. Must have the following information in a) through e).
 - a) Time Period
 - b) Parent's Name (Scholarship Recipient)
 - c) Child's name & weekly rate
 - d) Total amount Due
 - e) Attach sign in/out sheet of month being billed

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or prior month if daycare center requests advance payments on services.

2) **DES Certified Family Childcare Homes (Certified Childcare Provider)-**

The DES Certified Family Childcare Homes are the homes of childcare providers that are monitored and certified by DES. In order to receive public subsidy (SRP-MIC Higher Education Funding) for any children in care must be DES Certified. Although scholarship recipients are receiving funding from –the Division and not DES, the program will follow the same guidelines for the level of certification as DES requires of childcare providers.

a) *DES Certification Requirements.*

- i. Completion of DES Certified Family Childcare Provider Application
- ii. Attend DES Orientation - childcare providers
- iii. Fingerprinted & have all adults over 18 in the household fingerprinted
- iv. Home inspection
- v. Health clearance
- vi. Certified in CPR& First Aid
- vii. Three (3) personal references

3) **Non-certified Childcare Providers-** A childcare service provided by family, extended family member, or friend of the family who does not meet the requirements of a certified childcare provider. A scholarship recipient may choose to have his/her parent, grandparent, or other extended family member, including a personal friend, provide childcare services.

a) *Non Certified Provider Requirements.*

- i. Provider must be over the age of 18
- ii. Complete and submit a W9 form w/ accurate up to date information
 - b. Information Update. An updated W9 form must be submitted when a change in address or information occurs with the childcare provider. It is the childcare provider's responsibility to submit the document as soon as the change occurs.
- iii. Complete and sign a non-certified childcare waiver form
 - c. Childcare Waiver Form. This document holds harmless the Division, Division Staff and SRP-MIC for any mishaps,

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poor service, neglect, or any liability for any incident that may occur while under the care of the non-certified provider.

- iv. Submit a completed non-certified timesheet (provided by the Division) on a monthly or bi-monthly basis to receive payment. Requests for payments that exceed two months will not be paid. It is the provider's responsibility to submit timesheets in a timely manner.
- v. Under no circumstance will the Program make non certified childcare payments to the parent or legal guardian of the children.

4) Payments

- a) *Certified Childcare Providers*: Payments for certified childcare providers and centers will be issued directly to the vendor upon receipt of an invoice.
- b) *Non-Certified Childcare Providers*: Payments issued to Non- Certified Providers will be issued directly to the vendor upon receipt of a timesheet. Payments issued to non-certified providers will not exceed 8hrs/day. The payments will be based on the following scale:

<u>Hrs./Day</u>	<u>Child 1</u>	<u>Child 2</u>	<u>Child 3</u>	<u>Child 4</u>	<u>Child 5</u>
<u>1</u>	<u>4.00</u>	<u>6.00</u>	<u>8.00</u>	<u>10.00</u>	<u>12.00</u>
<u>2</u>	<u>8.00</u>	<u>10.00</u>	<u>12.00</u>	<u>14.00</u>	<u>16.00</u>
<u>3</u>	<u>12.00</u>	<u>14.00</u>	<u>16.00</u>	<u>18.00</u>	<u>20.00</u>
<u>4</u>	<u>16.00</u>	<u>18.00</u>	<u>20.00</u>	<u>22.00</u>	<u>24.00</u>
<u>5</u>	<u>20.00</u>	<u>22.00</u>	<u>24.00</u>	<u>26.00</u>	<u>28.00</u>
<u>6</u>	<u>24.00</u>	<u>26.00</u>	<u>28.00</u>	<u>30.00</u>	<u>32.00</u>
<u>7</u>	<u>28.00</u>	<u>30.00</u>	<u>32.00</u>	<u>34.00</u>	<u>36.00</u>
<u>8</u>	<u>32.00</u>	<u>34.00</u>	<u>36.00</u>	<u>38.00</u>	<u>40.00</u>

- c) Payments for childcare services on behalf of scholarship recipients will be based on the following payment schedule that reflects the post-secondary education institution he/she is attending:

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- i. **Academic Program-** Payment will be rendered to childcare centers based on the time the scholarship recipient is in class and a fixed study time of 2 hrs. for every hour spent in class. (*current class schedule must be attached to childcare timesheet or followed by the invoice)
- ii. **Academic Online Program-**Payment will be rendered to childcare providers/centers based on the hours and days/week the scholarship recipient is online. Student will be granted an additional 2 hrs. of study time for every hour spent online. (*online class log must be attached to childcare timesheet or followed by the invoice).
- iii. **Vocational Program-**Payment will be rendered to childcare providers/centers based on the time spent in class since a majority of vocational programs require in class time of 6 to 8 hrs. /day.
- iv. **Vocational Online Program-** Payment will be rendered to childcare providers/centers based on the hours and days/week the scholarship recipient is online. Student will be granted an additional 2 hrs. of study time for every hour spent online. (*online class log must be attached to childcare timesheet or followed by the invoice).
- v. **Internships-** Payment will be rendered for internship hours only if it is a graduation requirement for the student’s program. Hours paid will be based on hours required and actually worked (documentation of hours must be submitted to Scholarship Program).
- vi. At no point will the Program pay childcare services that exceed 8hrs/day, a total of 40hrs/ week, or other miscellaneous fees (i.e., late pick up fees, supplies, summer activities, etc.)
- vii. The Program reserves the right to refuse to conduct business with childcare providers that are non-compliant with the program's guidelines.

VI. APPEAL PROCESS

If an applicant believes that this Policy has not been followed in regard to the applicant, he/she may appeal but must abide by the following procedures.

Student appeals will be addressed to the SRP-MIC Education Superintendent/Director, who will review the pertinent information supplied by the student and the Program.

The appeal must be in writing and include the following:

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- A reference to the specific section(s) of the policy believed to have been violated.
- A description of the facts that support the allegation of a specific policy violation.
- A description of the specific harm caused to the student by the alleged policy violation.
- Any documents which support the allegation of policy violation.

After review of the appeal, the Education Superintendent/Director has the right to make the decision or convene an Appeals Committee. Either the Education Superintendent/Director or the Appeals Committee will uphold or deny the appeal and inform the student in writing of the decision within twenty (20) business days after receipt of the written appeal by the Education Superintendent/Director.

Students who do not agree with the decision of the Education Superintendent/Director or Appeals Committee may appeal to the SRP-MIC Education Board. The SRP-MIC Education Board will review the appeal at their next regular meeting or earlier, based upon the documents in the file, including the written appeal to the Board. The Board will uphold, amend or deny the appeal and inform the student of the decision in writing within five (5) business days of the meeting.

The Education Board's decision is final for SRP-MIC and no additional appeals are available.

VII. STUDENT ACKNOWLEDGEMENT/ AUTHORIZATION

A signed copy of the letter titled “Acknowledgement of Receipt of SRP-MIC Post-Secondary & Adult Education Program Handbook and Authorization for Deduction for Per Capita Distribution” must be on file in the Program office before a student picks up any advance payments (except if the student defers any payments until the end of the semester).

The “Acknowledgement of Receipt of SRP-MIC Post-Secondary & Adult Education Program Handbook and Authorization for Deduction for Per Capita Distribution” states that students are required to repay funds to the SRP-MIC Post-Secondary & Adult Education Program if they become ineligible for those funds (withdrawal from classes/program, failure to enroll, early termination of school enrollment or expulsion).

Students will be given an opportunity to repay the funds owed or to set-up a repayment plan. If the student is unable or unwilling to repay the funds, the owed funds may be withheld at a rate of up to one-half of each quarterly gaming per capita payment until the funds are paid in full.

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