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# **SAN CARLOS EDUCATION DEPARTMENT**

## **HIGHER EDUCATION PROGRAM**

### **POLICY & PROCEDURE MANUAL**

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# The San Carlos Higher Education Program Policy

## Chapter One

### Overview of the San Carlos Apache Tribe Higher Education Program Grant

#### 1. Purpose:

- a. The San Carlos Higher Education Program exists to serve eligible San Carlos Apache Tribal Enrolled Members who are accepted and enrolled in an accredited college/university who have established a financial need for a give semester and/or academic school year. This grant is to provide our members with the opportunity to attain their degree beyond high for the purpose of gaining knowledge, developing, fostering talent, and for individuals to advance in their careers to increasing employment opportunities.
- b. The objective of the San Carlos Apache tribe Higher Education Program is to provide financial aid to eligible enrolled students to obtain an undergraduate degree from and eligible institution.
- c. The Financial need-based assistance shall assist eligible SCAT applicants determined to have a financial need according to the Financial Need Analysis. Financial Need Based Assistance uses PL 93-638 funds, first, and upon 638-fund depletion, utilizes other general fund or trust fund sources.

#### 2. Eligibility:

- a. The applicant shall pursue an associate/baccalaureate/masters/PhD degree.
- b. The applicant shall be enrolled full-time.
- c. Submit all required documents

#### 3. Program Guidelines:

- a. Funding for this program shall be based on demonstrated financial need of the applicant, based on the estimated amount of assistance an applicant will require to supplement the resources theoretically available from that student and his/her family as determined according to the Financial Need Analysis.
- b. The recipient admitted to take remedial college level courses shall be eligible to take remedial courses up to a maximum of twelve (12) semester credit hour, or equivalent amount of quarter or trimester credit hours, during the first two academic terms of the freshman year, upon recommendation by his/her academic counselor at the institution attending. As such, freshmen shall be allowed to take six (6) credit hours of remedial course per academic term, totaling twelve (12) credit hours within the first two terms.

#### 4. Application Review:

Will be based on a first come first serve bases, application that are complete will be reviewed in the order of completion.

## **Article 1. SCAT Tribal Resolution**

1. The San Carlos Higher Education Program (hereafter referred to SCHEP) of the San Carlos Apache Education Department is the executive entity responsible for the administration of Financial Aid/ Tribal Grant Award for the benefit of the San Carlos Apache people pursuant to Resolution OC-98-162 of the San Carlos Apache Tribe.

## **Article 2. Privacy Act Statement**

1. In order for the Higher Education Program to disclose any information in regard to a recipient's records, a written consent form must be on file. (See student consent form.)
2. 43 CFR Subtitle A, 2.56 Disclosure of Records: No record contained in a system of records may be disclosed by any means of communication to any person or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains.
3. If a student submits a request to a Tribal Council Member, the student's information will be released to all Education Committee Members at the next regular scheduled Education Committee Meeting for the sole purpose of their request and the status of their financial situation. The SCAT Education Department Executive Director and the SCAT Higher Education Program Manager will be notified of the student's request.

## **Article 3. Responsibilities of the Applicant**

1. The applicant and/or recipient shall read the SCAT Higher Education Program Policy
2. The applicant and/or recipient shall abide by and comply with the specific policies, procedures and eligibility requirements of the San Carlos Apache Tribe Higher Education Grant Program.
3. The applicant and/or recipient shall comply with requirements of the institution admitted to attend or attending. These shall include, but are not limited to, gaining acceptance for admission and arranging and accepting responsibility for housing.
4. The applicant and/or recipient shall fulfill his/her academic obligations and comply with applicable laws, policies, rules, regulations and procedures of the San Carlos Apache Tribe, Federal, State, and Private Scholarship and financial assistance programs from which the applicant receives funds.
5. The applicant shall immediately notify the SCHEP upon declining any San Carlos Apache Higher Education Grant and/or financial assistance award by submitting a letter of declination to the Financial Aid office and the SCHEP.

6. The applicant and/or recipient shall immediately report any change in marital status, name, income, enrollment, withdrawal and transfer status to the SCHEP.
7. The applicant and/or recipient shall notify the SCHEP of his or her graduation date and degree to be conferred.
8. The applicant and/or recipient is responsible for understanding his/her right and responsibilities regarding financial assistance and/or scholarship including the responsibility to be informed of policies herein.
9. The applicant and/or recipient shall consider other available grants and/or scholarships, such as federal, state institution aid and private sources separate from SCHEP.
10. The applicant and/or recipient shall forward a Financial Need Analysis form to the college/university Financial Aid Office.
11. Although Deadlines dates are posted, all complete applications are reviewed on a first come, first served basis. All applicants are responsible for following up on their application status with the Higher Education Program.
12. SUBMIT ALL required documentation in a timely manner. Documents must be postmarked before the deadline date. Documents not submitted or postmarked before deadline dates will be considered late and will result in the denial of the application. Faxed copies are acceptable, with the original document mailed and postmarked before deadline dates.

## Chapter Two

### Article 4. Eligibility Requirements

- 1. Complete and submit a Higher Education Application by June 1<sup>st</sup> for each academic year and November 1<sup>st</sup> for Winter/Spring.**
2. All applicants shall be a legally enrolled member of the San Carlos Apache Tribe with proof of ¼ or more San Carlos Apache Blood quantum on their Certificate of Indian Blood.
3. All first-time applicants must submit their Official Transcript or GED Certificate and Test Scores.
4. All applicants shall release their academic transcript information indicating the most recent academic term grades, graduation date, academic major and type of degree being pursued.
5. All applicants must be a High School Graduate, or have a GED certificate with the following criteria:
  - A. Must be a High School Graduate, or have a GED certificate with the following criteria: Graduated High School Senior GPA of 2.0 or better.
  - B. Pass ACT with a score of 22 or above, or SAT with the score of 930 or above.
  - C. Have GED certificate with overall score of 450 or better.

- D. High School and/or new students must submit an official High School transcript.
6. All applicants must be officially and fully admitted to a Post-Secondary Institution Accredited Association as recognized, approved and adopted by the San Carlos Apache Tribe, Education Committee.
  - A. MSA-Middle States Association of College and School.
  - B. SACS-Southern Association of College and School.
  - C. ASC-Northwest Association of College and School.
  - D. NCA-North Central Association of College and School.
  - E. NEASC- New England Association of College and School.
  - F. WASC-Western Association of College and School.
7. All incoming freshmen students are recommended to attend a college/university with dorms.
8. All applicants must be seeking an undergraduate degree (associate of applied Science/Associate of Arts) or baccalaureate degree (Bachelor of Science/Bachelor of Arts).
9. All applicants must apply for Free Application for Federal Student Aid (FAFSA) for the current academic school year for which the applicant is apply to the Higher Education Program and submit all pages from the FAFSA Submission Summary.
10. All applicants shall not have any outstanding debt to the San Carlos Apache Tribe Education Department and Financial Assistance Programs. Specifically, all applicants shall not be on withdrawal status, without justification, thereby owing money to the SCHEP, or be disqualified from participation in any SCHE program, pursuant to Article 9.
11. Enrollment Verification will be requested from students who have already submitted a Letter of Admission but either have not attended for a least one term or have not been funded at least one term; the letter to include the following information: most current enrollment status, any academic deficiencies and/or conditions, and full admission status. Students who have not attended school for two consecutive semesters will need to submit a re-admission letter from their respective schools even if they previously turned in a letter of admission.

## **Article 5. Academic Standards; Standardized Grading; Duration of Funding**

1. All continuing applicants and/or recipients shall comply with one of the following academic standards prior to receiving continued funding.
  - A. For full time undergraduate financial assistance:
    - i. Academic Term: Earn twelve (12) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, with a term grade point average of 2.50 or higher, except college freshmen taking remedial courses. Freshmen shall be allowed to take maximum of

twelve (12) credit hours of remedial courses, six (6) credit hours per academic term, including 100 level and below courses, within the first two academic terms;

- B. For graduate or post-graduate financial assistance:
  - i. Academic Term: Earn nine (9) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, with a term grade point average of 3.00 or higher.
2. A four-point scale shall be used to determine term grade point averages. Grades submitted on any other scale shall be standardized to the four-point scale with consideration given to Honors, Advanced or Gifted status.
3. The San Carlos Apache Tribe Higher Education Program shall award Tribal Grant and/or financial assistance to applicants for the following maximum number of academic terms and credit limit.
  - A. An undergraduate student may not exceed three (3) academic years and **(64) credits** hours at a two-year college during the duration of funding.
  - B. An undergraduate student may not exceed six (6) academic years and **(125) credit** hours at a four-year university during the duration of funding.
  - C. A graduate student may not exceed (3) academic years and (40) credit hours during the duration of funding.
  - D. A PhD student may not exceed (6) academic years and (40) credit hours during the duration of funding.
4. All continuing applicants and/or recipients shall submit a complete application no later than the following deadline dates:
  - A. Fall Semester- June 1st.
  - B. Spring Semester- November 1st.
  - C. Summer- Upon availability of funds. A separate application must be submitted for summer school with the same terms/conditions stated under the SCHEP Policy/Procedures:
    - i. Must submit letter of Request.
    - ii. Must submit separate application.
    - iii. Documentation of educational expense or financial needs analysis.
    - iv. Must be lacking no more than 9 credit hours to receive degree.
    - v. Must be continuing student from the spring semester.
    - vi. Recipient will be awarded summer semester funding based on the terms that the recipient will graduate with a degree at the end of the summer term.

## Article 6. Probation

1. The SCHEP shall place an applicant and/or recipient on probation and issue a probationary award for any of the following reasons:
  - A. The recipient did not earn enough credit hours according to applicable academic standards during the last academic term and/or completed said term with a grade point average of 1.00 to 2.49.
  - B. The recipient earning a grade point average of less than 1.00 shall be interviewed and counseled by the SCHEP to determine whether the reason(s) given is justifiable. If the reason(s) is justifiable, the applicant shall be placed on probation. If the reason(s) is not justifiable, the applicant shall be disqualified.
  - C. The recipient who officially or unofficially withdrew from college or university shall be interviewed and counseled by the SCHEP to determine whether the reason(s) given is justifiable. If the reason(s) is justifiable, the applicant shall be placed on probation. If the reason(s) is not justifiable, the applicant shall be disqualified.
  - D. The recipient, who transferred to an institution other than the one specified on the award letter, without prior notification to the SCHEP, shall be placed on probation.
  - E. Repeat classes are allowed to be taken only in addition to a full-time course load. (Example - 3 credits retaking, total credits enrolled in 15 credits)
  - F. If during any semester the school places the student on probation they will also be placed on probation by the SCHEP.
2. While on probation a student must make up credits and/or GPA in addition to the required 12 credit hours at a 2.5 G.P.A.
3. The student placed on probationary status shall submit to the SCHEP an official copy of the academic transcript or grade report indicating credit hours and grade point average earned no later than thirty (30) working days after the end of the last academic term funded.

## Article 7. Disqualification

1. The SCHEP shall disqualify any student from receiving Tribal Grants Award and/or scholarship for minimum of one academic term for any of the following reasons:
  - A. During the last academic term completed, for which the recipient was awarded financial assistance under probationary status, the applicant did not comply with the applicable academic standards.
  - B. Repeat classes are allowed to be taken only in addition to a full-time course load.

- C. The applicant/recipient falsified information to obtain scholarship and/or financial assistance, in which case the disqualified recipient shall provide copies of return check(s) and return any unused monies to the SCHEP. The disqualified recipient shall repay all funds not returned prior to being funded again.
- D. The recipient on probation officially or unofficially withdrew from school without justification, in which case the disqualified recipient shall provide copies of the return check(s) and return any unused monies to the SCHEP. The disqualified recipient shall repay all funds not returned prior to being funded again.
- E. The Recipient used funds for non-educational expenses.
- F. The disqualified student reapplying for funding shall submit to the SCHEP an official copy of the academic transcript or grade report, for all terms attended, indicating credit hours and grade point average earned no later than thirty (30) working days after the end of the last academic term attended.
- G. The disqualified student shall be reinstated to probation Status provided that the student earns twelve (12) or more new credit hours with a grade point average of 2.5 or higher without utilizing any SCAT Scholarship and/or financial assistance funds.

2. Forgery of FNA or any documents.

## **Article 8. Ineligibility of Denial for Scholarship and Financial Assistance**

- 1. The SCHEP shall determine an applicant ineligible and deny the Higher Education Grant and/or financial assistance for the following reasons:
  - A. The applicant is ineligible and/or failed to comply with general or specific policies herein.
  - B. The applicant is requesting additional funds toward a second undergraduate, graduate or post-graduate degree at the same level, with the exception of those applicants requesting funding for teacher training and double major.
  - C. The applicant has not declared an undergraduate major after the completion of his or her first academic year.
  - D. The applicant, on probation or having been previously disqualified, did not submit required documents within thirty- (30) working days limitation.
  - E. The applicant enrolled in non-credit internship program and/or received stipends through other sources of funding.
  - F. The Higher Education Grant and/or financial assistance funds have been depleted. Continuing and/or eligible applicants who were denied due to lack of funds shall be deemed a priority upon availability of funds.
  - G. The applicant exceeded the maximum number of funding periods pursuant to Article 6.

H. The applicant applied incomplete grades towards earning appropriate credit hours.

## **Article 9. Notification of Grant; Award or Denial; Payment of Grant; Student Dorm or Apartment Deposits**

1. The Higher Education Program shall notify each applicant, and the Financial Aid Office in writing of their approval or denial, with supporting reason for such determination.
2. As part of the award process:
  - A. A financial Needs Analysis Form is utilized to determine Tribal Award based upon the following criteria:
    1. Expenses- Tuition, fees, books, room/board, personal needs, transportation, etc.
    2. Awards- PELL, SEOG, SSIG, loans, grants, etc.
    3. Resources- Parent/Student Contribution based upon PELL application
    4. Tribal Award (A- (B+C) =D) San Carlos Education Grant
  - B. Included in "A" is Personal Needs costs of **\$1,000 per year** (\$1,500 if Expected Family/ Parent/ Student Contribution are above \$500) to help offset costs to assist family for both college and university levels. If a student has No Expected Family Contribution, then they will be awarded **\$500** at College or **\$1,000** at university level. "A" also includes transportation costs of **\$500 per semester** if commuting to school. Must be a minimum of 20 miles one way to be eligible for transportation assistance.
  - C. Include in "A" of the entire cost of Personal Needs and Transportation for a full-time on-campus student.
  - D. The Education Department reserves the right to adjust due to living arrangements, emergencies for transportation assistance.
  - E. The award will be based on the student's unmet need for a two-year college not to exceed **\$5,000** maximum per semester and a university not to exceed **\$6,000**-maximum per semester.
3. Payment of Grant:
  - A. Grants made by the Higher Education Office shall be made available to the applicant in care of the Financial Aid Office of the eligible institution in which he/she is enrolled.
  - B. Financial Aid Offices shall disburse grants made under this Grant to the recipients according to the disbursement policy of the institution.
4. Student Dorm or Apartment Deposits:
  - A. Upon documented proof by student, an advancement of maximum of \$300.00 for dorm or apartment reservation can be made to those students approved for a Tribal Grant. These advancements will be deducted from the total

student grant approved. The Tribal Education Office will mail approved deposits directly to the institution of acceptance or apartment complex.

- B. Specific dormitory deposits may be paid for students to those schools that agree to return deposits to the San Carlos Education Department upon student's departure or withdrawal. This award shall not affect student's financial award for enrollment and attendance. The deposit shall not be figured into the students Financial Needs Analysis.
- C. Deposits for apartment costs may be made but these costs shall affect the student award as these deposit costs are returned to the student upon departure/withdrawal. This is also due to Tenant Leases, as the Department may not enter into as the department may not guarantee length of stay leases such as 6, 9, and 12 months leases and cannot be held liable for student assurances in the Tenant Agreement.

## **Article 10. Graduate Funding: Priority System: Application Review:**

- 1. Graduate students shall not be excluded from participation in this program, but will be considered second priority and, if funding is still available after the full/part-time students have been assisted. Graduate students will need to show documentation that he/she has been admitted to the graduate program and that other sources **of funding have been applied to and have been denied.**
  - A. Graduate must apply for FAFSA (Pell Grant) in order for the Education Department to arrive at an Expected Family Contribution (EFC). This would be the same process as the undergraduate program in order to determine need, making this process fair to both graduates and undergraduates utilizing a needs analysis form. For continued assistance, submit calculations of EFC for inclusion on the Needs Analysis forms or submit Income Tax Form. For continued assistance, graduates must maintain a 3.00 GPA and submit a transcript of grades.
  - B. The Education Department shall assist Graduate Students with up to \$2,500 per semester.
- 2. Priory System:
  - A. Full-Time undergraduate students who reside within the boundaries of the San Carlos Reservation who meet the eligibility requirements as set forth.
  - B. Graduate students who reside within the boundaries of the San Carlos Apache reservation who meets the eligibility requirements criteria.
  - C. Part time students who reside within the boundaries of the San Carlos Apache Reservation who meets the eligibility requirements criteria.
  - D. Students who reside off reservation who meet the eligibility requirements criteria.

- E. Students who applied for financial assistance, but do not meet the need will be assisted only if funds are available.
- 3. Application Review
  - A. The applications shall be considered solely on the basis of meeting the standards set out in this policy.
    - 1. The Higher Education Office shall review each completed application, including the financial aid package prepared by the Financial Aid Office. The Higher Education Office is to consult with the Financial Aid Office to verify a student's financial need. Any changes made pursuant to this consultation must be supported with appropriate documentation from the applicant or other directly involved party.
    - B. Upon finding that the applicant is eligible for assistance, the Higher Education Office may award student no more than the unmet need amount.
    - C. Students accepting a grant must be advised of their responsibilities.

## **Article 11. Restrictions on Use of San Carlos Apache Tribe Scholarship and Financial Assistance**

- 1. The recipient shall not use the Higher Education Grant and /or financial assistance funds to pay for tuition, travel or per diem expenses relating to short term workshops, conventions, or conferences; non-credit courses, short term make-up courses, professional examinations or membership dues to professional associations, without prior approval by SCHEP.
- 2. All recipients shall attend the institution specified on the Award letter. A recipient shall not transfer from the institution specified on the award letter without prior notification to the SCHEP.
- 3. SCAT Higher Education Grant and financial assistance funds shall not be awarded to applicants on a non-credit internship program and/or receiving stipends through other sources. Upon prior approval by the SCHEP, SCAT Higher Education Grant and financial assistance funds may be awarded to help supplement recipients, who have demonstrated financial need, on a credit generating internship program, receiving no stipends through other sources.
- 4. All recipients shall only utilize SCAT Higher Education Grant and financial assistance to cover direct educational expenses, limited to tuition fees, book fees, lab fees, housing, meals, and transportation necessary to support the student attending a college, university or vocational school.
- 5. All applicants shall pursue one degree at the undergraduate, graduate and post-graduate level. An applicant may pursue double degrees at the baccalaureate and associate level, provided that the additional degree is at no added cost to the SCAT.

## **Article 12. Misuse of Any SCAT Higher Education Grant and Financial Assistance Funds**

1. The recipient of the SCAT Higher Education Grant and/or financial assistance funds who misuse said funds shall be denied additional Higher Education Grant and/or financial assistance awards for one (1) academic year and shall repay the total amount of misused funds.
2. The following shall constitute misuse of any SCAT scholarship and financial assistance program monies:
  - A. Violating any of the enumerated restrictions provided in Article 13.
  - B. Using any SCAT Higher Education Grant and/or financial assistance funds to repay any past due debts and/or loans.

## **Article 13. Appellate Procedures**

1. The policy of the SCAT is to provide a process for any student to communicate and resolve their SCAT Higher Education Grant and/or Financial assistance concerns and complaints. The SCHEP shall make every administrative effort to correct all concerns and complaints by any applicant and/or recipient. The following shall be the SCHE Grant/financial aid appellate process and shall apply to all SCHE Grant and financial assistance program.
  - A. The appealing party shall file or post mark a written appeal with the SCHEP within ten (10) business days after postmarked date of the award/denial letter; the written appeal shall contain the following information:
    1. The full name, address, and social security number of the applicant making the appeal; and
    2. A clear and concise statement of the facts, pertinent dates, complaint to be considered and supporting documents.
    3. The letter requesting appeal shall be directed to:
      - o APPEALS
      - o San Carlos Apache Tribe
      - o Education Department – Higher Education Program
      - o P.O. Box 0
      - o San Carlos, AZ 85550
2. The applicant requesting appeal may, at any time during the appellate process, seek legal counsel in reference to said process, at his or her own expense.
  - A. If a conference is held, yet there is still no resolution, the applicant's file shall be forwarded to the SCAT Education Committee.
  - B. The SCAT Education Committee shall convene a hearing date.
3. The decision of the SCAT Education Committee shall be final, and this final decision shall be issued no later than two (2) working days after the appeal is heard.

## Chapter Four

### Article 14. Amendments

The SCAT Scholarship and Financial Assistance Policies and Procedures may be amended by the Education Committee of the San Carlos Apache Tribe.

## Glossary

**Article 15.** Definitions For purposes relating to The San Carlos Apache Tribe Higher Education Grant, the following definitions shall apply to the policies and procedures herein:

**Academic Term:** the duration of one semester, one quarter, one trimester or appropriate amount of summer sessions as required for a specific institution

**Academic Year:** the duration of two (2) semesters, two (2) trimesters, or three (3) quarters including appropriate summer sessions as required for a specific institution.

**Applicant:** any person who has applied for the San Carlos Apache Tribe Higher Education Grant through the SCHEP.

**Authorized Transfer:** officially withdrawing from an institution and enrolling in another institution with prior notice given to SCHEP.

**Award:** upon eligibility and availability of funds, to confer upon an applicant a specified amount of money in Tribal Grant and/or financial assistance for an academic term or academic year.

**Certificate of Indian Blood:** a certified document issued by the San Carlos Apache Tribe Enrollment Office verifying that an applicant is  $\frac{1}{4}$  or more San Carlos Apache Indian blood quantum.

**Contract Funds:** funds provided to the San Carlos Apache Reservation through the Public Law 93-638 contract. The purpose of the federal financial assistance program is to assist financial need-based applicants.

**Contract Funds:** Funds provided to the San Carlos Apache Reservation through the Public Law 93-638 contract. The purpose of the federal financial assistance program is to assist financial need-based applicants.

**Credit Hour:** A unit of measurement referring to the amount of credit a student receives for completion of one (1) or more courses per academic year. Credit Hours are measured

differently according to whether the institute the student is attending is on the semester, quarter, or trimester system. In general, the SCHEP refers to semester credit hours, whereby one (1) trimester credit hour equals one (1) semester credit hour and one-quarter hour equals 66% of a semester credit hour.

**Disqualification:** Suspension of funding for one or more academic terms due to violation of the general or specific policies herein, as outlined at Article 9.

**Freshman:** An applicant admitted to a post-secondary institution with 0 to 30 semester credit hours or equivalent amount of quarter or trimester credit hours.

**Financial Need Analysis:** A determination of financial need based on the projected cost of education for one academic year minus financial assistance, scholarship, grants, or family contribution.

**Financial Need Based:** Financial assistance funds awarded based on the estimated amount of assistance an applicant will require supplementing the resources theoretically available from the student and his/her family as determined according to the Financial Need Analysis.

**First Time Applicant:** Applicant: an applicant applying for the first time to the Higher Education Program or denied in a previous attempt and reapplying to the program.

**Full-Time Graduate Student:** An applicant enrolled in a masters program and carrying nine or more semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term; or enrolled and carrying nine or more credit hours during eight week summer session or twelve credit hours during five week summer sessions; or enrolled in summer session internships/externships considered full time by the institution, but is less than the prescribed credit hour threshold, except as otherwise provided herein.

**Full-Time Undergraduate Student:** An applicant pursuing an associate or baccalaureate degree and carrying twelve or more semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term; or enrolled and carrying nine or more credit hours, during an eight week summer session or twelve credit hours during two five week summer sessions; or enrolled in summer session internship/externship considered full time by the institution, but which is less than the prescribed credit hours threshold, except as otherwise provided herein.

**Graduate Applicant:** An applicant that has already obtained a baccalaureate degree and is pursuing a graduate degree. All applicants qualifying under this definition shall be required to submit a Regular Letter of Acceptance to the graduate program of study in

addition to a Regular Letter of Admission from the graduate university. Further, graduate applicants shall be subject to all SCHEP application requirements, with the exception of the Financial Needs Analysis and must show that they applied for other scholarships.

**Ineligibility:** A determination made by SCHEP that an applicant will not be granted funding due to failure to comply with general or specific policies herein.

**Junior:** An applicant enrolled in college/university with the total of 60 to 89 semester credit hours, or equivalent amount of quarter or trimester credit hours, toward a specific major.

**Lapsed Applicant – Applicant:** an applicant who was a part of the Higher Education Program but dropped out of or left the program 3 or more years ago.

**Part-time Graduate Student:** An applicant enrolled in a master program and carrying a minimum of three semester credit hours to a maximum of eight or eleven semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term, depending on credit hour amounts prescribed by institution attending and program choice.

**Part-time Undergraduate Student:** An applicant pursuing a baccalaureate degree and carrying a minimum of three semester credit hours to a maximum of eleven semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term.

**Probation:** Failure to comply with the academic standards prescribed as Article 6 and 7 resulting in possible disqualification with academic term funded prescribed in Article 8, if academic performance does not improve within academic term funded.

**Probationary Award:** An award to an applicant who has failed to maintain the required academic standards, under the condition that he or she regains satisfactory academic standards within the academic term funded in compliance with Article 7.

**Reapply Applicant:** An applicant who is no longer a first-time applicant, having been awarded a Higher Education Grant and/or Financial Assistance for the preceding academic term and already having a student file on record with the SCHEP. All applicants qualifying under this definition shall be required to submit an updated San Carlos Higher Education Grant application, an updated transcript or grade report course plan of study and Financial Need Analysis and shall not be required to resubmit a Certificate of Indian Blood or Letter of Admission.

**Reapply Transfer Applicant:** Applicant who was/is currently awarded this past semester(s) and is transferring to another college/university.

**Recipient:** an applicant who is awarded Higher Education Grant and/or financial assistance from SCHEP.

**SCAT Educations Appeals Committee:** An appellate body that hears applicant's appeals of financial assistance and scholarship grievances that cannot be resolved administratively. This is generally the Education Committee.

**Scholarship:** An academic award based on exceptional ACT scores and grade point average.

**Senior:** An applicant enrolled in college/university with a total of ninety or more semester credit hours, or equivalent amount of quarter or trimester credit hours, towards a specific major.

**Sophomore:** An applicant enrolled in college/university with a total of 31-59 semester credit hours, or equivalent amount of quarter or trimester credit hours.

**Student:** An applicant or recipient currently enrolled and attending a high school, a post-secondary institution, a graduate school/college or a vocational institution.

**Unauthorized transfer:** Withdrawing from the institution named on the SCHEP award letter and enrolling in another institution not specified on said award Letter, without prior notice given to SCHEP.

**Undergraduate Applicant:** A post-secondary SCHEP applicant pursuing an associates or baccalaureate degree. Applicants qualifying under this definition shall be subject to all SCHEP application requirements.

**Unmet Need:** Based on applicant or applicant's family contribution and institution grant/aid there exists an amount of funds insufficient to meet the applicant's educational expenses.

**Expected Family Contribution (EFC)** – An amount determined by the Federal Student Aid Programs based on the Higher Education Act of 1965, as amended. This represents the amount your family is expected to contribute towards the cost of your education.

## **Article 15. Amendments**

The SCAT Scholarship and Financial Assistance Policies and Procedures may be amended by the Education Committee of the San Carlos Apache Tribe.